

**Jubilee Hall Management Committee  
Jubilee Hall, Church Street,  
Winsham, Chard,  
Somerset, TA20 4 HU**

**Annual Report for the year ending  
31<sup>st</sup> March, 2005**



**Presented at the Annual General Meeting held on 17<sup>th</sup> May, 2005**

***This report was approved at the Committee meeting held on 26<sup>th</sup> April 2005 for presentation to the Annual General Meeting of the Jubilee Hall.***

The period covered by this report has not been an easy one for the Management Committee. The need to elect a new Chairman and Secretary was made necessary by the resignation at the last AGM respectively, of Julian Dorse and his wife Kathy, due to their leaving the parish, came as a great blow. The then Vice Chairman, John Sullivan, agreed to stand for election as Chairman, and Sarah Gleadell volunteered, after election as a Village Representative, to accept the office of Secretary. Both were elected to these offices at the first committee meeting after the last AGM.

During last summer problems with floorboards lifting in the main hall were reported. Furthermore, areas of damp in the Committee room were noticeably failing to respond to some earlier work that had been carried out to cure the problem. Substantial amounts of rain continued to come into the lobby via the skylight window in the roof.

In the autumn we were struck another financial blow .The Jubilee Hall failed to satisfy the requirements of the annual Electrical Certificate made necessary by the Public Entertainments License, and our Insurers. This resulted in a 3 phase Electrical supply being installed. We were also required to replace /repair a number of electrical fixtures and fittings.

This work had to be carried out very quickly and cost some £2,500.Due to the urgency of the work; we were unable to seek grant funding of any of this cost that had to be met out of our own reserves.

As a result of these problems, it was decided to ask a Surveyor, Rod Wells F.R.I.C.S., to carry out a comprehensive survey of the Jubilee Hall, which he agreed to do free of charge. In doing this he also enlisted the help of another Surveyor, Keith Portsmore, F.R.I.C.S, M.A.Cost.E, who also lives in the village. The result of this work, a thirty-three page report was presented to the Committee in February, showed that extensive work needed to be carried out, requiring a great deal of money.

On the plus side we can report on the successful completion of the package of work necessary to comply with the requirements of the Disability Discrimination Act relating to access and toilet facilities.

We can also report on very high volumes of usage of the hall. In fact the main problem at present is to find available slots for people wanting to book.

We can also report that the Hall has been awarded Hallmark I. Hallmark I is arguably the most important of three awards made by the Community Council for Somerset to recognise good standards of management by the committees that operate village halls throughout Somerset. It is a rigorous procedure, whereby we had to satisfy two ‘Inspectors’, over a two-hour period, that we complied with a long list of requirements. We not only satisfied them, but they were good enough to make some very encouraging comments as part of their report, a copy of part of which was sent to us.

It is our intention to apply for the Hallmark II and Hallmark III status during 2005.The former concerns itself largely with Health & Safety issues, and Hallmark III with the wider implications for the role of the village hall and the contribution it makes to the community. Hallmark I is a mandatory requirement for Joint County and District Council Grant Funding.

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### **Financial Report**

A copy of the audited Balance Sheet for the year ending 31<sup>st</sup> March, 2005 is attached, showing the comparable audited figures for the year ending 31<sup>st</sup> March 2004.

The significant increase in revenue of 24% is due, in the main to a vigorous effort on the part of the Management Committee to encourage use of the hall on 'quiet evenings' by encouraging new user groups. The creation of Table Tennis group and the very popular Ballroom Dancing Classes has produced valuable extra revenue. The latter have also booked the hall for additional evenings to hold private dance events, which was so popular it is believed that it will be the first of a number of such bookings. This in turn, and indirectly, has led to a series of bookings for the teaching of Belly Dancing. The result is that there is very little availability between Mondays and Fridays each week. The weekends, however, remain only lightly booked, and this is something we are seeking to change.

Hire charges have been increased slightly, with effect from 1<sup>st</sup> January 2005, to reflect increased costs, but the amounts are small and have had little effect on the income figures in the accounts. The structure of the hire charges has also been reviewed, with small changes made relating to the booking of the Committee room.

The hall also experienced some major expenditures in the Maintenance /Improvements category, which is an inevitable consequence of managing a building nearly 120 years old. It was the Management Committee's concern with its inability to foresee these expenditures that led it to commission the Structural Survey referred earlier in this report. The bulk of the maintenance figure was taken up with urgent electrical work, as reported, and the replacement of a badly rotted Dormer window.

The Committee has also sought donations from Parish residents to help with the running of the Hall through its 'Friends of the Jubilee Hall' initiative, and by generally appealing for help. This has resulted in an increase in donations to £1,192. This is in addition to the profits from the monthly lottery.

The community that the hall serves is a small one, comprising some 750 people. Although, as will have been seen from the Bookings report, the hall is used by a large number of Village organisations, it is heavily dependant on just three

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regular users for 69% of its hire revenue. The Pre-School & Toddlers group is our largest client, currently providing 31 % of our income. The Winsham Art Club account for 16% and Winsham Ki-Aikido Club with 22% make up the balance of the 69 %.

The Treasurer has the full support of the Management Committee in the way in which a policy of financial prudence is applied to all aspects of the Hall's operation. However, we cannot forget that we manage a village resource that exists for the benefit of the residents of Winsham. This in our view precludes a commercial approach to some expenditure decisions.

To illustrate this point, we could have refused to incur the cost of the improvements that were needed to make the electrical supply to the kitchen, safe and adequate, thereby saving some two and a half thousand pounds. The result would have been that we would have ceased to have a kitchen facility.

This would have been of concern to many of the organisations that hire the hall. It would have prevented, for example, the annual Burns Night Supper taking place, as well as the Harvest lunch, and a number of other events, which in our view would have been damaging to the community life of the Parish. The ability to use the Kitchen is also a valuable, if not a vital one, for many others of the Village Hall users. The Brownies use it for cooking lessons, and many others use it to 'brew-up' during their hire sessions. For exhibitions, etc, the ability to serve light refreshments is an important facility to attract visitors. We could not expect to recover £2,500 of expenditure from the organisers of these events, so the cost had to be met from reserves, which later will need to be restored.



*A Harvest Lunch at Jubilee hall*

**Report on Hall Hire**

The Jubilee Hall is at the hub of parish community life, both socially and in terms of location. It is available for booking effectively fourteen hours each day, seven days a week, fifty-two weeks each year. Very few people in the parish do not visit it in the course of a year for some reason or other.

The following groups use the hall on a regular basis:-

Name of group	Times per week	Times per month
Winsham Al-Kaiedo Group	2	
Play-Group 7 pre-school	4	
Winsham Art Club	2	
Table Tennis	1	
Brownies	1	
Ballroom dancing	1	
WI		1
Parish Council		1
6+ Club		1

**Other regular users of the Hall include:-**

*Parochial Church Council* – Coffee Mornings & Harvest Festival lunch & Lent Lunches

*United Reformed Church* - Lunches-Coffee Mornings

*Winsham Shop*-Shop AGM and regular Food Fairs

*Winsham Street Fair Committee*-Fund Raising Events

*Davies Close Community Assoc.*-Coffee Mornings

*British Legion*-Coffee Mornings

*School PFA*-Fundraising and Disco's

*Horticultural Society* –Annual Show-Plant Sales-AGM

*Missionary Group*-Coffee Mornings-Lunches

*Coronation Band*-Concerts

*Winsham Web Museum*-AGM-Talks-Exhibitions

*Mothers Union*-various

We also obtain bookings for Village Drama productions, Public Meetings, Parties, Disco's Concerts, Courses, Coffee Mornings from sources outside the Village. The Hall is also used as the official Polling Station for the Ward.

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**Hall use (Bookings):-**

The record of the level of use throughout the year is as follows:-

<b>Month</b>	<b>Hours of use</b>	<b>Month</b>	<b>Hours of use</b>
April-'04	60	October	137.5
May	93	November	144.5
June	74	December	94
July	71.5	January-'05	122.5
August	52.5	February	134.5
September	136.5	March	133.5

It is obvious from the above that the hall is more heavily used during autumn, winter & spring.

**Demography of Hall use: -**

One of the characteristics of parish & village life in Winsham is the way that the age groups mix, and the number of age-defined organisations is small. For example, in the Parish drama productions the ages of the participants range from five years to eighty-five. The same is true for the Horticultural Society. Significantly it is the organisations associated with the youngsters that use the hall the most. The Pre-school and Play Group are responsible for 31% of Jubilee Hall's income, using it four sessions in the week. Brownies and Six+ also help maintain this bias towards the young. To balance this, the hall is also used heavily by other groups, made up, principally, but not exclusively, of older people. The Art Club, Table Tennis and Ballroom dancing lessons are just some examples of this. Older people (over 60) make up some 25% of the population and are for the most part retired and have time for wide interests. The Kai-Aikido group and the Street Fair Committee represent, in the main, the middle age group –those who are working and raising families.

**Survey Report**

The Survey reported that despite its 118 years of age, the Jubilee Hall's basic construction of the Hall was sound. However, it also listed thirty-three items that need attention. Of these, some are considered urgent, two extremely so. The remaining items although needing attention at some time do not immediately affect the ability to use the Hall. For the purpose of this report we will concentrate on those items upon which we have decided to take rapid action.

1. The floor of the main hall needs immediate replacement. Unless this is done **the hall will be unsafe to use within a period of two-three years.**

Complete renewal of the surface is necessary due to extreme wear (it is believed to be the original floor dating back to the building of the hall) and the sub-structure of plates and joists suffering from severe rot.

2. The timbered arched ceiling is infested with wood –worm and needs immediate treatment.
3. There is a severe problem with a section of roof at the rear of the hall that is allowing a serious ingress of rain, causing dampness in the rear sections of the hall and Committee room. There are also concerns over wet rot in sections of the main roof at the gable ends.
4. A new ring main needs to be installed in the main hall, together with extensive rewiring of the lighting circuits, together with a modernisation of the lighting system. Some of this work could be delayed, but in the opinion of the committee, it would not be prudent.

It is too early to have arrived at reliable estimates of the cost of carrying out the necessary work described above. It is almost certain to exceed £50,000. Clearly the Jubilee Hall does not have the resources to meet these costs, and immediate steps have been taken to investigate how this money can be raised. We are currently investigating the possibility of help from a wide range of funding organisations, as well as the County, District Council and Parish Councils, and also considering how we can raise funds within the Parish. The matter is extremely urgent. Unless a significant amount is raised within the next year or so, and the work carried out the Jubilee Hall will be obliged to close. Health, Safety and Insurance issues will force this upon us.

Should we be successful in raising the necessary sum, this will not of course be the end of the matter, as the less urgent tasks will then need to be addressed. Nevertheless, organised and regular fund raising will be sufficient to meet this need.

### **Health & Safety**

Health & Safety legislation and the provisions of the Disabled Discrimination Act have placed an obligation on us to ensure that the operation of the hall is carried out in fully compliant manner. To help us do this, and to keep abreast of developments we have co-opted onto the management committee an additional member as Health & Safety Officer, with especial responsibility for these matters. We have also formally adopted a Health & Safety Policy to support him in his responsibilities.

In addition to ensuring the regular checking of appropriate equipment in line with legal requirements, Health & Safety assessments are now carried out on a regular basis. One consequence is that the ‘signing’ in the Hall has greatly improved.

Some work still needs to be done in terms of improved assisted access to the hall, although things are much improved. This relates to the ‘step’ from the

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pavement through the gate. It is hoped that this will be able to be completed during the next twelve months.

**Conversion to Premises License**

During this year the Management have also had to consider the new Licensing legislation, which will come into practical effect in November,2005.

Essentially, the Premises License will replace the old Public Entertainment License .It has, in the year under review, caused a heavy administration and training burden of the Committee, but once in place the new Licence system should save work in the coming years. We are pleased to report that although the new License has not yet been applied for, our application has been informally checked by the District Council Licensing Department, and we do not anticipate any problems.