

# Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31<sup>st</sup> March, 2015

(Registered Charity No: 246762)

Presented at the Annual General Meeting held on Monday, 15th June, 2015 at 6.00pm, at the Jubilee Hall.

*This report was approved at the Committee meeting held on 8th June 2015 for presentation to the Annual General Meeting.*



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*One of the Jubilee Hall highlights of 2014 was the party celebrating the 120th Anniversary of the Parish Council. The very first Parish Council meeting was held in the Jubilee Hall on the same date, December 13th, in 1894. The hall's exterior was flood lit for the very first time to mark the event, and some seventy people gathered to celebrate with a hot meal, a drama production based on the work of the Parish Council, and a community sing song.*

## INTRODUCTION

The number of hirers using the Jubilee Hall and the hours booked, is as good an indicator as any of the social health of our small community. By this count Winsham is in good shape. Winsham has some thirty plus organisations, and the hall is used by some two-thirds of our village organisations over the course of a year.

Plenty of our residents still like to turn out to explore an interest in the company of other people, despite the coming of the digital age, Wi-Fi and the explosion of entertainments available via the Internet. How fortunate Winsham is having a facility like the Jubilee Hall to make this possible.

Back in 2006/7 a great deal of money was spent on the long overdue updating of the Jubilee Hall. This expenditure was triggered by the urgent need to replace the floor of the main hall, which was disintegrating due to wood-rot. As the work progressed, many other problems emerged and in the end we spent some £120,000.

The expenditure has been fully justified. Within a structure built in 1887 exists a totally modern hall, but with great character. However, the fact remains - the basic structure is nearly 130 years old, and sometimes it shows its age.

In the year that has just passed, it has been the main windows that have been the focus for our attention. These large windows, which provide great natural light, have two problems.

The heat loss through them is considerable. Secondly, the large window has proved, over the years, an ongoing problem due to the maintenance required. It was replaced some fifteen years ago, and close examination in 2014 showed that the outer frame was in urgent need of replacement. The one benefit that emerged from the need to repair was the opportunity to replace the ordinary glass with vacuum sealed double-glazed units, with no difference in appearance.

The introduction of double glazing to our largest window has brought a considerable improvement in comfort levels in the hall during the winter, and doubtless energy savings, which to date, we have not been able to quantify.

Encouraged by this, the Management Committee is now actively seeking to up-grade the two large single-glazed steel framed windows, originally installed in the 1950s, by replacing them by wood framed double-glazed units, similar in appearance to the original windows installed in 1887. Planning



approval is currently being sought. It is also likely that the window serving the Parish Office will also be replaced. Due to the current calls on our reserves, this work will only proceed if we can attract substantial grant funding.

The repair to the large window was met from existing financial reserves. The funding for the proposed new windows will need to be funded from grants and fund raising. The total costs are expected to be in the region of £9,000.

Hall maintenance has, from the earliest years of its life been a problem. Lord Bridport's gift was a great blessing, but it also represented an ongoing liability carried initially by the Parish Council, and after 1965, by the Jubilee Hall Management Committee.

Generally speaking, the Hall suffered over many years from a 'make do and mend' approach to maintenance, enforced by a lack of money. The present committee takes the position that good quality maintenance is essential, although shortage of money remains a very real problem, and requires an on-going, vigorous approach to fund raising.

Detailed financial planning is essential. The Jubilee Hall Management Committee has a responsibility to be pro-active in the balancing act between financial prudence and pressing ahead with maintenance and improving the halls facilities for the benefit of all its users.

On the agenda for next year are urgent repairs to the main entrance gate-posts, and work adjacent to the recently repaired boundary wall, so the pressure to raise money will increase. This burden will inevitably fall upon the hall, as grants are rarely available for maintenance and improvement work of this nature. We are very reluctant to increase hall hire costs, although we understand that ours are among the lowest in Somerset.

### **Booking Secretary's Report**

With the growing awareness and emphasis on fitness, through stimulating the body and mind and keeping active to remain mobile and healthy, it's good to be able to report that there are a wide range of activities on offer on a regular basis in the Jubilee Hall to not only energise participants, but also enable people of all ages to work together to enjoy the benefits of health and wellbeing .

The increased comfort afforded by the double glazing to date, replacement heaters in the committee room and additional draught-proofing to some doors has made these activities more enjoyable.

On offer are the following groups that meet on a regular basis:

**To exercise the body and mind:**

- Ki Akido
- Pilates
- Yoga
- Stretching
- Ballet – for all ages, including some individual sessions
- Table tennis
- Dance fitness and dance practice

**To exercise the brain:**

- Bridge
- Book group
- Art

**- and of a social nature**

- Jubilee café
- Baby and toddler group
- Various meetings for village organisations

**Report on a year of mixed fortunes**

Unfortunately during the year we have lost three groups. The Play Reading group decided to start meeting in each other's homes, apart from being cosier, it also enables them to watch recordings of plays that may want to use, which they are unable to do in the Hall due to copyright legislation.

After 8 years, the ballroom dancing group – Winsham Waltzers – finally stopped dancing, due to the instructor becoming unavailable.

The Youth Café also stopped meeting in June and to date have unfortunately not been able to find new leadership.

However, additional bookings throughout the year have meant that the impact on the bookings hours has only been an overall reduction of 3% (from 1472 last year to 1429 this year). This year's bookings included the usual events: sale events, children's and adults' parties and celebrations, bingo and the annual art exhibition.

Some especially memorable bookings have been:

- An excellent series of talks provided by the Horticultural Society
- New style Annual Parish Meeting called “the Village Moot”
- A Harvest Supper complete with graceful entertainment provided by the Winsham All Male Ballet group
- Fundraising film event for the Church that really showed off the excellent recently installed digital projector.
- The School Christmas production, which as well as being enjoyed by the pupils of Winsham School’s parents, family and friends was appreciated by a wider audience of pupils from Hawkchurch School and Davis Close residents.
- Circle dancing workshop
- The Dance Fitness group held a celebratory Wassail lunch party where they enjoyed cider and poetry readings.

*There were two exceptionally good bookings that brought the whole village together:*

- The Street Fair Committee organised a Big Breakfast which was full to capacity.
- The Parish Council organised the Double Diamond 120th Anniversary celebration, which incorporated good food, excellent entertainment, and ended with everyone joining in to enjoy singing Christmas carols and some other old favourites.
- The 'Winsham Abbey' themed evening was a very successful fund raising event for Jubilee Hall.



The Winsham Jubilee Hall continues to support new groups as they start out by offering concessions on the hire charge for the first couple of bookings, to help them find their feet, get underway, and in turn extend introductory offers to their new members. One exciting potential new group, with a target audience of young adults over the age of 18, is an online computer gaming group, who have expressed interest in using the hall due to the new improved Wi-Fi.

We would like to thank all the people who continue to support events in the hall, and also to those who put in so much energy and enthusiasm to keep regular groups going and thinking up new and interesting ideas for all to enjoy.

### **Treasurer's Report**

The detailed statement of income and expenditure is attached.

In summary the past year has been broadly satisfactory with the income from hire of the halls facilities about the same as last year at £5,584.70 including the heating surcharge. In addition the sponsorship of Yoga classes added a further £504 to this total.

The ongoing fund raising efforts of the Jubilee Hall Management Committee raised a further £2,456.51. This, along with £162.69 from Bank Interest, commission from sales of Art Club pictures ,sold as a direct result of their being displayed in the hall, brought the total income for the year to £8,626.70.

This compares with £9,235.89 for the previous year, down by 7%.

With regard to expenditure, the regular running cost figure was £4,511.49 compared with £5079.81 a reduction of 11.2%. Part of this was due to a reduction in oil prices in the latter half of 2014.

However, the cost of maintaining the hall, and installing new equipment was considerably higher totalling £5,358.96, compared with the total of £3,293.68 for 2013/4.

Notable was the extensive repair and improvement to the main window already mentioned in the Introduction to this report. This window is both a feature of the hall, while being an ongoing drain on financial resources. Replaced just fifteen years ago, serious rotting of the softwood frame was detected, and it was only by the ingenuity on the part of our contractor that it proved possible to replace the external section of the frame with a hardwood one, while incorporating vacuum sealed double glazing units. This removed the need to replace the entire window, halving the potential cost to £3,395.

A further additional cost, following a review of the cost of our water supply, resulting in a decision to opt for a metered water supply, was the installation of

an 'Autostop' device. This project ended up costing more than originally estimated, due to the age of the original plumbing, part of which had to be replaced. It will minimise the possibility of extensive flood damage caused by failure in any of the halls water systems. In view of the age of the building, it was a sensible step to take. The hall had a damaging incident involving part of the heating system a couple of years ago. While this was being done, a new, easily accessible stop-cock was installed. These items added a further £619.68. to the hall's annual maintenance costs.

However , despite this, we are only £1000 down on our cash balance at the end of year when compared with the previous year. In part, this is also due to the carryover value of heating oil, and savings resulting from a beneficial water tariff resulting from the installation of a water meter.

## **Things to know about the Jubilee Hall...**

### **Trustees & Officers**

Paula Bramley Ball, Chloe Besley, Marjorie Fowler, Sarah Gleadell (Secretary), Norman Good, Terry Goodman, Janet Hendon, Karen Hodgson, Philip Kershaw (Treasurer), Kate Langridge, John Sullivan (Chairman), Sandy Wells (Booking Secretary)

### **Sources of Advice & Support**

**Bankers:** NatWest, Fore Street, Chard

**Surveyor:** R. Wells, FRSA, Church St; Winsham

**Accountant:** M. Parsons, FCA, c/o Mitchams, Corn Exchange, Ilminster

### **Governance & Appointment of Trustees**

The Jubilee Hall was built for the village as a Reading Room in 1887. In 1904 it was gifted to the village. It was administered by Winsham Parish Council until 1965, when it became a charitable trust. It is managed under the Trust Deed dated 15<sup>th</sup> September 1965.

### **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. Nine trustees are elected at the Annual General Meeting held in June: each trustee serves for one year; they are

eligible to be re-elected. Each regular user group nominates one trustee. In addition, three Village Representatives are elected. The trustees form the Management Committee of the Village Hall and have the power to co-opt up to 3 further trustees on an annual basis.

### **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

1. Health & Safety
2. Hiring of Hall
3. Equality & Diversity
4. Concerns and Complaints procedure
5. Financial Policy
6. Child Protection

### **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the terms and conditions of hire and identifies the respective responsibilities of each party to the agreement.

### **Licences**

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the PRS/PPL for live and recorded music.

### **Risk Management Insurance**

The village hall is insured with respect to property damage (buildings insurance) by Allied Westminster (£500,000 cover).

It is insured with the same company with respect to contents (up to £100,000) public liability (£5,000,000) employers' liability



(£5,000,000), Contents and legal assistance (£20,000). The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

### **Building & Maintenance Issues**

1. A building condition survey is undertaken at 5-year intervals by a qualified surveyor
2. The mains electrical installation is checked by a qualified engineer every 5 years.
3. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.
4. Fire fighting appliances are inspected annually under contract with the supplier.
5. Volunteers from the Committee carry out other regular maintenance checks.

### **Objectives of the Charity**

1. Provision of a village hall for the benefit of the inhabitants of the Parish of Winsham without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

**The Constitution Document, together with many other items relating to the management of the Jubilee Hall, including minutes of committee meetings, can be seen on the Winsham Parish Web Site: ([www.winsham.org/jubileehall](http://www.winsham.org/jubileehall))**