

# Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31<sup>st</sup> March, 2014

(Registered Charity No: 246762)

Presented at the Annual General Meeting held on Monday, 16th June, 2014 at 6.00pm, at the Jubilee Hall.

*This report was approved at the Committee meeting held on 9<sup>th</sup> June 2014 for presentation to the Annual General Meeting.*



*The Jubilee Hall is an ideal venue for exercise events such as ‘Dance Fitness’ and ‘My Ballet’. It is also very popular with ‘Winsham Waltzers’ for ball-room dancing. The hall is also hired on a regular basis by couples who wish to practice their dancing.*

Detailed information concerning administration of Jubilee Hall can be found at the end of this report, and on the Winsham Parish Web Site

[www.winsham.org.uk/jubileehall](http://www.winsham.org.uk/jubileehall).

## INTRODUCTION

Over the years, a recurring theme in our Annual Report has been the need to increase the use of the Hall by a wider variety of village organisations. Things came to a crunch in 2007 when, during the time when the hall was closed for major renovations, our largest user, Winsham Pre-School, decided to move its activities to the school premises on a long-term basis.

This move clearly had considerable advantages for the Pre-School, and eventually for the Jubilee Hall and for the whole village, as it freed up weekday mornings for use by other groups and organisations. It did, however, leave a 'Black Hole' in the Jubilee Hall's hiring revenue. Now, seven years later, we can claim finally to have recovered to our 2006 level of hire income; we are in fact now back to a booking level that exceeds that of the pre-renovation era.

We are delighted that we have not had to increase hire charges, despite escalating costs. It should be mentioned that it has been necessary to add a Winter Fuel Charge that operates from October to April, to protect ourselves from dramatic fluctuations and increases in the price of fuel oil over recent years. This aside, this satisfactory position has been achieved by the support of local residents for a string of Jubilee Hall events, and a hard-working management team.

An example of your Committee's pro-active attitude is the success of the Jubilee Café. It only takes place once a month - always on the third Thursday - but regularly attracts good attendance and support: over its first twelve months period it contributed the significant



sum of five hundred pounds or so to Jubilee Hall funds, largely due to the generosity of residents who regularly donate delicious home-made cakes. Along with the Jubilee Hall Lottery and the themed suppers that we have been running twice a year, this has resulted in a useful surplus that not only keeps our hire charges amongst the lowest in Somerset, but also enables the Management

Committee to follow a programme of vital maintenance and some exciting improvements.

More specifically, the year has been an eventful one. Bad news was that we suffered, along with many others, from the excessive rainfall of the last few months. Some roof slates were damaged, causing a serious ingress of water which caused damage to plaster on the end wall. This resulted in our having to make a substantial insurance claim, which met the main costs, but nevertheless left us with a £250 excess payment.

The good news is that we have managed to continue with our programme of keeping the facilities of the hall up to a high modern standard.

One major improvement has been the installation of a high quality performance digital projector, suspended at high level, well out of the way of hall users. It has easy access for our new DVD Player, also for hirers' own laptops and tablets, via a system of easily-accessible connection sockets which are also integrated into the hall's PA system.

The past year has seen the departure of the hall's piano, an elderly but revered instrument, which had earned retirement. It was replaced by an electronic keyboard of good quality, which can also be integrated into the PA system.

Additionally, after some tough negotiating with the service provider, the Hall's broadband facility has been restored at a very reasonable cost, providing a Wi-Fi facility throughout the hall (a useful resource for the Youth Cafe).



Another development is that the Jubilee Hall has been able to offer the Parish Council the hire of the New Committee Room, as it was known after the refurbishment, as an office. The New Committee Room (which also contains the oil boiler which heats the whole Hall), was used mainly as a store room. It was decided that the parish and the Jubilee Hall would benefit from making it available to the Parish Council. The re- installation of broadband

to the premises was especially important to the Parish Council, as most of its administrative tasks are now conducted on-line.

## **Booking Secretary's Report**

The hall continues to show an increase in the number of hours of use year on year and the last year was no exception. Last year shows an increase of 85 hours over the previous year despite being closed for a week in August for the resurfacing of the floor. The last 3 years hours of use were as follows:-

2011 – 2012 1150 hrs

2012 – 2013 1388 hrs

2013 – 2014 1472 hrs

Not only has the upward trend continued but the diversity and mix of users has increased. Despite the solid core of regular users continuing to meet throughout the week the timetable has some space for new groups particularly during the daytime and the timetable also allows for the additional bookings of parties and other social events on Friday evenings and weekends.

It is gratifying that the hall now offers such a range of activities ensuring that there is something for everyone from the youngest through to the senior members of our community

### **Regular Users**

At the beginning of the year there were 17 regular groups which were

Kia Aikido Juniors/ Adults

Youth Café

Pilate

Babies and Toddlers

Art

Table Tennis

Yoga 1

Play Reading

Yoga 2

Jubilee Café

WI

Dance Fitness

Book Group

Private Ballroom

### **Old friends go, but new ones come**

The 2nd Yoga Group stopped meeting in October and the number of people in the original Ballroom dancing Group, which started in 2004, had been gradually decreasing and that group regrettably folded in February. However the new Beginners Ballroom Dancing Group which started in October is proving to be popular, and is continuing to meet weekly.

Sadly the W.I's last meeting was in December. The W.I. had been using the hall since 1918 with a break from 1944-1950. Through a varied program of activities they have educated, entertained and widened the horizons of their members.

Two new groups started in February; 'My Ballet', which is proving to be very popular and 'Let's Move'.

It is the policy of the JHMC to encourage and support anyone wanting to start a new group and to offer concessions to their hire charge for the first couple of bookings enabling them to test out interest and uptake of their venture.

Additional bookings throughout the year have included the usual events, which include talks, meetings, and the art exhibition, Bingo, sales events and parties etc.

### **Some especially memorable events have included...**

**April 2013-** A wedding reception with a woodland theme.

**May 2013-**PCC'S 'Thank you Tea'.

**July 2013-** the School used the hall for their end of term Drama Production, the Horticultural Society hosted a Flower Arranging Demonstration and the Jubilee Hall organised the very successful Spanish Evening.

**September 2013-** there was a talk on garden birds.

**October 2013-**was busy, there was the hugely successful PFA'S Promises Auction. This was followed by the PCC'S very enjoyable Harvest Supper; there

was not just delicious food but also some lively poetic renditions from some of the talented diners. Also in October there was a 90<sup>th</sup> birthday party celebration complete with brass band.

**November 2013-** the Street Fair Committee ran a fund raising Race Night.

**December 2013-**was very busy and included the School's Christmas lunch and their end of term Christmas performance. Entertainment also following the lighting of the Christmas tree.

The hall committee threw a film night to launch the installation of the new overhead projector and showed the original film of White Christmas. This was deliberately organised as a 'below cost' event as a 'thank-you' to the village for all the support they given the Jubilee Hall over the years. The ticket cost was just £2, inclusive of free mulled wine and mince pies.

The Dance Fitness Group held their first intergenerational session with the school and it is hoped that this valuable interaction of the children and the elderly members of the group can be a regular occurrence. The PFA held their annual Christmas Fair in the hall instead of the school and this change of venue proved to be extremely successful.

**January 2014-** there was a session stuffing leaflets into envelopes for charity and an 18<sup>th</sup> birthday party.

**February 2014-** the Hall Committee organised the 'Let it Snow' fundraiser and in March the PCC used the hall for their Lent Lunch and then for their AGM and were able to add interest to the meeting by the showing of a film using the hall's new equipment.

The village shop used the hall to conduct staff recruitment interviews and the year ended with the popular Street Fair Big Breakfast.

Thanks must go to the entire group and additional event's organisers for the considerable amount of effort and enthusiasm they put into organising and running their functions in the hall.

*Not included in the above figures is the hire of the small meeting room on a 'sole-user basis' to Winsham Parish Council. The Management Committee were pleased to be able to help the Parish Council find a secure home, which could provide a base for the new Parish Clerk, who does not live in the*

*Parish, facilitate the storage of important documents , provide the Parish Council with a proper Postal address and telephone and broadband facilities. The Parish Council continues to use the hall for its meetings on the same basis as other hirers.*



## **Treasurers Report**

**The approved Accounts can be found at the end of this Annual Report. The Treasurers comments below reflect the views of the Management Committee.**

All the above suggests a very satisfactory situation for the hall. However the Committee feels that while the finances of the Jubilee Hall are in reasonable shape, it would be wrong to suggest that financial circumstances are totally secure.

The ongoing worry is that with a hall that is approaching 130 years old there is always the potential for a major structural problem to arise. In 2006 a major renovation was carried out, which included the total replacement of the floor. This cost some £120,000. Thanks to grants and a major fund raising effort we survived this, without debt. It is not unrealistic to expect some major work to be

needed on the roof within the next two or three decades. However we do not know when, and what work will be needed, or what it will cost. The main area of concern is the roof, which due to difficulty of access, and the nature of its construction, makes close inspection impossible, without spending substantial amounts of money-difficult to justify in the absence of any symptoms that would cause concern.

In the shorter term, there are real concerns about the state of the main window.

This may need to be replaced

It seems that the most that a Management Committee can do is run the accounts of the hall on a year by year basis using the formula that annual running costs are met from Hire revenue, regular maintenance and improvements, including new equipment are financed from Fund Raising, and any major expenditures in the future will have to be met in the same way as the emergency in 2006 was met-by specific fund raising and grants.

It is not realistic for the Management Committee to approach the matter in any other way. If we were to try to set aside, say, just £5,000 pa for future major expenditures, it would probably mean doubling the hall hire charges, which would certainly result in a dramatic reduction in the level of bookings.

This is why we say that the Hall's financial circumstances cannot be considered totally secure. We should also add that this policy is similar to that followed by all the previous Management Committees since the hall came into village ownership in 1904! And it is still flourishing! However, the older the hall gets the greater the potential problems become.

One way in which community members could help is to remember the Hall when preparing their Will. A bequest could be 'ring-fenced' in a major repair fund, and such bequests could be a significant help in maintaining one of the parish's most important resources.

## **Income**

The Booking Secretary's report above referred to the increase in use of the hall. In terms of hours this represented a 6% increase, which when translated into revenue, became significant increase of 14%, from £4,912 in the previous year to £5,614 in the current year. The difference in percentage terms being due,



mainly, to the extra income created by the Winter Fuel Charge, which compensates for the high cost of fuel oil.

The income from Fund raising was marginally down on the previous year (2%), despite the hard work of the Committee Members and other supporters who run the Jubilee Café on the third Thursday. This event is proving to be very popular with the village community and is always well attended and in the current year, its first full year of taking place, contributed £539.

The Jubilee Lottery also plays a steady and important role in the hall's income flow, contributing £754 in the current year. The number of tickets sold remains remarkably consistent.

It is worth pointing out how hard the Committee has to work to continue to generate new fund raising ideas. For example, the display of pictures around the main hall, painted by members of Winsham Art Club, not only provides decoration, but they are also provide a source of continuing interest for hall users, a source of sales for art club members, and a small sales commission for the hall.

It is a fact of life that a continuous stream of innovations is required to keep our community interested, and therefore supportive of initiatives. This brings its own pressures, but with it, a good deal of fun.

## **Expenditure**

The control of expenditure is a constant battle, and because of inflation, one that it is almost impossible to win. However, close examination of the figures indicates that within our potential to measure such items as reserves of fuel in our storage tank, and the existence on a returnable deposit of £150, at £4,929 we are very close to last year's figure of £4,839-less than £100.

Reference was made in the Bookings Report to the hire of the Small Meeting Room to the Winsham Parish Council on a sole-user basis. This will produce in future years an income of some £300 pa. This sum was deliberately kept at a very low level, to acknowledge the fact that it would have to be paid from the precept. Nevertheless this small sum will cover the halls telephone and broadband costs, and as such, is significant.

## **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](http://www.winsham.org))**