

# Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31<sup>st</sup> March, 2018

(Registered Charity No: 246762)

**Presented at the Annual General Meeting held on Monday, 11th June, 2018, at 6.00pm, at the Jubilee Hall.**

*This report was approved at the Committee meeting held on Monday 21st May, 2018 for presentation to the Annual General Meeting.*



*Ann Cook presented her first play for the Winsham Players to a packed audience in the Jubilee Hall in January 2018. Photograph by Annie Dent.*

## **INTRODUCTION**

Looking back over Annual Reports for the last ten years, it is very encouraging to see the progress that has been made in tailoring our Jubilee Hall facility towards the needs of our parish. This is acknowledged by the steady growth in the use of the hall by an increasing circle of users. Later in this report, the Booking Secretary, Sandy Wells, gives a detailed account; it is sufficient to say here that the year just passed has given us the highest booking levels ever.

For the Jubilee Hall Management the struggle and the commitment continues, balancing the circumstances of building constructed in the late 19th century to the ever increasing requirements and changing standards of a 21st century user.

Some eleven years ago £120,000 was spent on a major renovation, including a renewal of the floor and sub-structure of the floor of the main hall. Without this work being done the Hall would have had to close. Since then we have spent a further £32,000 on maintenance, which includes the new windows and the modification to the main access door/ fire exit in the main hall.

All this has been achieved without incurring debt, thanks, in part to the grant support provided by 'Awards for All'.

Now another challenge awaits us. The storage area and the male toilets at the rear of the Hall are in need of substantial renovation. Although the roof to this area was renewed in 2006, as part of the major renovation work, there was insufficient money to carry out all the work that was needed, so essentially the area was given 'a lick and a promise'. Now the time has now come to complete this work to the necessary standard. The Management Committee is currently investigating the full extent of the work needed, but the initial indication seem to point to a budget requirement of between £10-15,000. This includes work in combating a major problem of damp.

Grant support will be essential, but some money may have to come from our financial reserves, so community help will be vital. The Jubilee Hall is a wonderful facility, and with care, will serve Winsham for many years to come. Its basic structure is very sound.

### **JUBILEE HALL BOOKING REPORT 2017 / 2018**

The hall continues to be a lively well used resource which is clear evidence of the important role it has in the lives of our community and the surrounding area. The total hours for the year were 1,650 compared to 1,580 for last year which is an increase of 70 hours.

Since the completion of the refurbishment in 2007 there has been a steady sustained increase in the hours of use. This has produced a 68% rise on 2007-2008 which was the first financial year after the refurbishment in 2006

Our aim is to provide a varied programme of activities for all ages and interests whilst making sure there is availability and flexibility in the timetable for additional one-off bookings and special events. We respond to all requests from

people who want to form a new group and offer two concessionary slots on the timetable to enable new ideas to be tried out. The hall is very well equipped for a Youth Group but regrettably, there isn't anyone to organise one.

We are very fortunate that our regular users appreciate the facilities that are available and show this by caring for the fabric of the building and by being flexible in accommodating changes on the timetable.

### **These are the Groups that meet regularly**

#### **Groups that meet weekly**

My Ballet	3 sessions a week
Aikido	2 sessions a week
Dancing Dragonflies	2 sessions back to back
Stretch and Move	
Pilate	
Yoga	
Tai Chi	
Mature Movers /Ad Hoc Group	
Bridge	
Babies and Toddlers	
Language	
Private Dancers	
Table tennis	
Learn to play the Ukulele	

#### **Groups that meet monthly**

Art 2/3 times a month

Parish Council

Jubilee Café

Two new groups were established this year;

- 1) The Dancing Dragonflies-This is a group for pre-school age and up to Key Stage 2 and was a completely new initiative aiming to encourage movement and to support children's development, enjoyment and skills. During the school holidays the children could attend a morning workshop that culminated in a short performance for the parents.
- 2) The new ukulele group is proving to be very successful. Maybe sometime in the future, members of the group might be persuaded to provide us with some entertainment.

#### **Additional Bookings**

Additional bookings have been many and varied and have included:

A very interesting fund-raising talk for St Margaret's Hospice on butterflies. This was an excellent presentation from Professor Philip Howes who has written books and research articles on insect behaviour. The Horticultural Society organised several varied and interesting evening talks. They also organised the very popular Annual Plant sale

The Parish Council held their Annual Parish Meeting and the Shop Committee held two important meetings to keep everyone up to date with progress with relocating the shop

There were a number of Children's parties, family celebrations and a wedding reception. The hall totally lends itself to these types of events and hires have given excellent feedback about the facilities.

The good acoustics in the hall were perfect for the Adele Tribute Concert. This event was organised by the Winsham School's PFA and was an outstanding success, and raised just over £700.00 It was a real intergenerational community event. What was special was that the choir, who had been practicing at school, were able to take an active part accompanying Adele. Also, there was a designated dance area for the children.

The Street Fair's Big Breakfast was extremely popular and helped to raise essential funds for this organisation. The PCC held their Harvest Supper with some excellent entertainment which was a take on the Three Tenors.

The Parish Council organised a day of free health checks which a number people signed up for.

One Night at the Emporium was a real buzz of an evening with lots of gift ideas, all at reasonable prices. This was a charity event with 10% of the takings going to a charity providing education for girls in India.

The inclement weather necessitated the entertainment and refreshments following the lighting of the Christmas Tree Event to be relocated to the hall. This proved to be extremely popular with people staying on and enjoying themselves for longer than they normally do at this event.

A pre-Christmas concert organised to raise funds for a charity proved to be very popular and put people in festive mood.

Rehearsals for the Winsham Players post-Christmas production of 'Just Another Day' by Ann Cooke got underway. This culminated in two very enjoyable performances in January.

Derbyshire's Estate Agency in Chard held a very successful free no obligation valuation day using the outside space in front of the outside store. Despite torrential rain, they reported that they had had a very successful day.

We had a return visit from the gemmologist Jeweller from Budleigh Salterton who reported a very successful afternoon.

Other successful events have included the yearly Art Exhibition, Pre- School Bingo Polling, My ballet Summer Workshop.

## **TREASURERS REPORT-2017/8**

Unlike the last couple of years this year has seen a time of no major expenditure and we have been able to increase our monies in the Bank.

As you will see our current account stands at £8915.93 up from £7252.87 and our reserve account is £8186.68 up from £8184.60.

With the current rates of interest there is little point in moving monies between accounts at the moment.

Expenditure for the year is less than the previous year by £824.32, although our utilities costs have increased more than double, this has been partly due to a very cold and extended winter and higher oil fuel cost when we have needed to refill, we have tried to maintain a temperature in the Hall of about 23C and generally think this is achieved except when users leave the doors open for any length of time.

We changed our cleaner this year and the opportunity was taken to review the rate of pay and resulted in the year increase of £277.00.

Elsewhere we saw a reduction in expenditure costs for the Lottery, Maintenance and Yoga.

On the Revenue side we have seen increases in Lottery sales, misc items due to the increased hiring as Sandy has stated for children's parties and one off group or private hirers.

Dancing Dragonflies have increased our Pre-School/PFA section whilst most other areas remain fairly level. We have also benefitted from revamping the Marketplace and have over 30 subscribers/advertisers

This year has seen our Yoga class numbers increase continue to hold up and this has shown a healthy income again, showing it to be financially viable to organize this rather than just hire out the Hall to the tutor.

We have ended the year with a surplus of £2756.34 and can be justly pleased that our policy of holding down the hiring charges compared to other similar Halls enables us to enjoy increased bookings and hence fulfil our requirement that the hiring rates cover the costs of day-to-day running costs.

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

**The Jubilee Hall has held the Hallmark Three Award -the top level for good management, awarded by the Community Council for Somerset, since 2008**

### **Trustees & Officers**

Paula Bramley Ball, Trevor Harris, Chloe Besley, Marjorie Fowler, Sarah Gleadell (Secretary), Norman Good, Bryan Goodman (Treasurer), Terry Goodman, Karen Hodgson, John Sullivan (Chairman), Sandy Wells (Booking Secretary)

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

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

**Surveyor:** R. Wells, FRICS, 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
7. Data 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.
2. 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:**

**<http://www.winsham.org.uk/Jubilee%20Hall/JUBILEE%20HALL%20INDEX.htm>**