

Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31 March 2022

Registered Charity No: 246762



ANNUAL REPORT & ACCOUNTS- 2021/2022

Presented at Annual General Meeting held on Tuesday, 7th June 2022 at 6.00 pm, at the Jubilee Hall.

The continuation of the Covid pandemic and turmoil in world energy prices continue to make difficulties for the Jubilee Hall

Introduction

Our last annual report (2020/2021) described the problems that the ongoing Covid 19 pandemic brought to the Jubilee Hall. 2019 JH Financial Year had showed a record level of bookings of 1,631 hours. 2020/21 saw this drop to 66.5 hours. The year covered by this report has seen a welcome increase to 822.5 hours. However, this improvement is still only about half of the level at which we would expect to operate.

Formal regulations for facemasks and social distancing have ended, but the hall's management is still recommending caution. The latest variant is still rife in our area. Less serious, thanks to the vaccine programme and improved treatment, it can still make people ill, and this has slowed the return to normal village social life. However, there are grounds for optimism, as people begin to accept that Covid is likely to become a fact of life, and – like colds and flu - will always be with us.

If that was not enough, the war in Ukraine has had a very negative effect on energy costs and the general cost of living. Our operating costs are likely increase considerably. It seems inevitable that as a result the Jubilee Hall Winter Fuel Supplement will inevitably have to increase next winter. We will also have to look at rises in our general overheads before deciding how much we can carry in the short term, and how much we will need to pass onto hirers.

It has always been our policy to keep hire charges as low as possible in order to maximise the use of the hall by as wide a group of residents as possible. We hire out in hourly segments - not two, or three-hour sessions - and our charges are, as a result among the lowest in Somerset. Furthermore, hire charges aim to cover only fixed overheads, and do not include provision for improvements and maintenance, which are met from fundraising and grants.

Finally, the problems of climate change and meeting Zero Carbon requirements remain with us. It remains to be seen if the crisis in energy costs will influence Government strategy.

A strong management team is needed to meet future challenges.

Clearly there are many problems ahead. As a result, the management committee carried out a review of how well suited it was to meet these challenges.

For some years the average age of the committee has been increasing, essentially as a result of problems relating to the election of new members, and a change in the nature of the hirings. Rules laid down in our Constitution regarding the proportion of Village Elected members and Representative Members no longer meet current and likely future needs.

By unanimous agreement within the JHMC at our March 2022 Ordinary meeting, it was agreed to change the Constitution by altering the balance between the number of Representative members on the Committee and Village Elected members in favour of a larger number of Village Elected Members. This will not affect existing Representative Members which are: St. Stephen's, Winsham Parish Council, Winsham Art Club and Winsham Horticultural Society.

The formalities required by s.280 of the Charities Act, including the notifying of the Charity Commissioners of the changes are likely to take a few months, so the formal changes should take place during the summer, coming fully into effect at the AGM to be held in 2023.

Linked, but not directly due to the above, the resignations of Marj Fowler and her brother Norman Good, each after some forty years' service on the JHMC, has encouraged the committee to seek to co-opt three new members.

It is hoped that these actions will put the JHMC in a strong position to address the challenges that lie ahead, and the inevitable need to replace existing long-serving Officers, as the years go by.

John Sullivan-Chairman

Booking Secretary Annual Report

I'd like to start this report by acknowledging the commitment and adaptability of our hirers, also to thank them for their readiness and willingness to comply with the stringent requirements set out in our additional conditions of hire that had to be put in place due to the pandemic.

The government's phase 2 COVID plan, which was published 12th April 2021, marked the beginning of the hall being able to be used again, albeit in a very limited way. To begin with only private practice was permitted. Some groups overcame this by using the garden when the weather permitted.

May 17th was the start date of phase 3. This permitted meetings and groups of people to meet for exercise as long as social distancing guidelines were observed. The hall floor was marked out into 2 m squares as guidance for these groups, thus ensuring that they ran as safely as possible and also to giving reassurance to participants. A new dance fitness group using pop, street dance and jazz music was introduced which was designed to address all five areas of fitness. Participants could join this group in person or remotely by Zoom.

The hall gradually got busier with the return of meetings, AGMS and talks. The Art group ran a very successful three-day Exhibition and returned to using the hall for regular sessions. The PCC held two Church services which enabled them to incorporate using the projector to add interest and information to their fundraising efforts.

A 90th birthday party and a diamond wedding celebration marked the time when life felt as if at last it was getting back to normal. It was so good to see the hall filled with flowers and to hear the return of the laughter and buzz of happy conversation that accompany these events. The Harvest Supper with entertainment from The Stompers was another very enjoyable event which filled the hall with music and merriment. The hall was used as the venue for the Wake following the celebration of the life of James Goddard in St Stephens in October.

The Yoga group which is run by the hall committee restarted in October as did the Baby Toddler group, but the highlight of the hall calendar was the return of the

monthly Jubilee Café. Everyone agreed it was so good to be back and there was such positive feedback from all those who joined us.

A craft fair with outside pancake pod proved to be an extremely successful event, raising over £200.00 for the charity supporting the homeless in Taunton.

The pre-Christmas events were a wreath-making workshop and the Father Christmas Grotto and there were a number of children's parties in January. There were travel restrictions in place when a booking was made for a baby-naming event so a number of key people couldn't be there in person. Using the technology that is available to hall hirers enabled these key people to be there virtually and this made for a really happy and successful event.

During January 2022 there were a number of cancelled bookings due to weather conditions and because of hall hirers needing to isolate owing to COVID. The year ended with bookings starting to pick up - the PCC held their annual Lent Lunch and the Horticultural Society organised a very interesting talk by a medical herbalist.

Below is a table which lists the hours booked for the year and provides the opportunity to compare with the past 2 years.

Sandy Wells

Jubilee Hall-Hours booked (2019-2022)

	2019	2020	2021	2022
January	135	135	-	58
February	134.5	138.5	-	77
March	169.5	75**	-	84
April*	123	-	6	
May	160	-	54.5	
June	145	-	74	
July	109.5		62.5	
August	81.5	4.5	73	
September	140.5	20	86.5	
October	148	36.5	88	
November	154	5.5***	99	
December	131	-	60	
<i>Cal. Year total</i>	1631.5	415	603.5	219

***Start of JH Financial Year**

**** First Lockdown-18th March 2020**

***** Second Lockdown 5th November 2020**

Treasurer's Annual Report

Regrettably, this year our expenditure was greater than our income. As our Booking Secretary reports, hiring hours were substantially down on pre COVID times: this decrease correspondingly had a negative effect on our income. Having said this, if we take into account the £10,000 Government Covid Grant given in year 2019-2020, our income has actually doubled.

It was not considered to be necessary to apply for a Grant this year, which would in any case have been substantially lower and with no guarantee that it would have been awarded.

The main detractors from our hire income were Pilates failing to return to the Hall and the Play Group being intermittent and then finishing. We have also had a few people drop out of the Jubilee Hall Lottery, this being the only item we can make a direct comparison with year on year: it is down by £150.

The new pricing structure for Jubilee Café is now showing a consistent benefit to our funds, making a useful contribution towards maintenance. It reflects the considerable effort made by our numerous cake bakers, to whom we are very grateful.

Our expenditure against the previous year increased by about £2,000 with maintenance accounting for some £1,500, the last straw being the repair of the boiler costing just under £900. Our utilities, electric, water and heating oil are below the previous year despite our last oil delivery costing twice as much as the final one in 2019-20. This is because no oil was purchased last year, due to the decrease in hiring hours).

We try hard to minimize our costs; we have a fixed rate on electric with EDF until middle of 2023 and continue to enjoy a 100% discount on our rates for the building, although this is not guaranteed to continue under the new County Council arrangements coming in.

Next year we plan to upgrade our fire exit signs and the lighting in the Committee Room and Kitchen to LEDs: hopefully this will make long term savings. Our upstairs window is being repaired and repainted.

Overall, our reserve and current accounts at the bank have only dropped by some £3,000 and we are hopeful of recouping this over next year with increased bookings.

Bryan Goodman

Final Accounts for Year ending 31st March 2022 can be found in Appendix 1 to the report

Trustees & Officers

Chloe Besley, Paula Bramley Ball, Sarah Gleadell (Secretary), Bryan Goodman (Treasurer), Terry Goodman, Karen Hodgson, John Sullivan (Chairman), Steve Weller, Sandy Wells (Booking Secretary).

General Information

Information regarding the Governance of the Jubilee Hall

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 September 1965.

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 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. Firefighting appliances are inspected annually under contract with the supplier.
4. Volunteers from the Committee carry out regular maintenance checks.

Sources of Advice & Support

Bankers: NatWest, Ilminster

Surveyor: R. Wells, FRICS, Church St; Winsham

General: Community Council for Somerset