

Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31st March, 2016

(Registered Charity No: 246762)

Presented at the Annual General Meeting held on Monday, 19th September, 2016 at 6.00pm, at the Jubilee Hall.

This report was approved at the Committee meeting held on Monday 5th September, 2016 for presentation to the Annual General Meeting.



After ten years of anticipation, the renewal of all the Jubilee Hall's main windows has been completed, at a cost of some £13,000.

INTRODUCTION



This past year has been one of progress, but also one of setback.

The sudden death of Phil Kershaw at the end of December has been a sad and great loss.

Treasurer for some sixteen years, Phil was a man with great experience and integrity, who steered the hall's financial affairs for sixteen years, and through some difficult times, especially during the period of hall renovation during 2005-7. Not only was he Treasurer, he also played an

important part in the day-to-day role in the running of the hall's affairs, constantly carrying out some of the small but important tasks needed to keep the hall running seven days a week.

A plaque in his memory has been placed in the hall.

The management committee has been extremely fortunate in being able to co-opt Bryan Goodman, with the main purpose of becoming the officer in charge of the hall's financial affairs. He was elected to the post of Treasurer on joining the committee in February. We look forward to Bryan's involvement with the hall for many years to come. Bryan is the husband of Terry, the Representative Member of Winsham Horticultural Society on the Jubilee Hall Management Committee.



The Jubilee Hall Committee also greatly regrets the loss of the support of Kate Langridge, who had been a member of the committee for many years, and who was always a major force in the running of the many meal based events that have been a feature of Jubilee Hall fund raising over the last decade. Her resignation was due to family responsibilities.

As to progress, it was possible, with a grant from 'Awards for All' to replace the two large Crittall windows in the main hall with two modern double-glazed windows, and also install a third such window in the Parish Office space. These are already proving their value in terms of generally improved comfort. We also expect them to have a very significant effect on the hall's heating oil consumption. In addition, the new hardwood windows have been designed to reflect the style of window that was originally installed when the hall was built in 1887. They complete the window renewal project that was started in 2014, when the large central window in the main hall underwent a major renovation.

Planning approval was needed for these changes to be made.

The hall was also faced with an emergency repair to one of its boundary walls, during which it was expedient to pave an area of the garden, which had always been difficult to maintain. This new paved area will also be useful for such events as barbecues and outdoor entertainment events.

Emergency repairs were also carried out to the large pillars that support the main gates

At the beginning of March 2016, the main hall, committee room and kitchen were redecorated for the first time since the previously mentioned renovation ten years ago. This extended period is a tribute to the way the hall's users treat the hall with respect and care, which of course reflects in its general maintenance costs.

The purposes for which the Jubilee Hall is used change over time. For example, there was an interesting 'first' at the end of the summer, when the St.Stephen's Church Tower Appeal

streamed the 'Last night of the Proms' from the BBC, using the Hall's broadband facility. There were a few minor buffering problems, but these should become a thing of the past when



Winsham gets the long promised faster broadband service, hopefully by the end of 2016. Some fifty people attended the event, and they all joined with the flag waving and the singing of 'Land of Hope and Glory' that characterises the event. We expect the use of the broadband facility to expand over the years ahead.

The proposed development of twelve houses in Western Way has now been given Planning Approval, and with it the provision of a public car parking area , to accommodate some thirty four vehicles, just a short distance from the Jubilee Hall. When it is completed, and we do not know when this will be, it will bring benefits to hall visitors, as well as making the hall a viable occasional option for meetings and conferences involving people coming in from outside the Parish, which can be a useful source of extra revenue.

Booking Officer's report

It is gratifying to be part of a team of people dedicated to keeping the Jubilee Hall in such good shape, thereby enabling it to be such a focus to life in Winsham. The number of regular bookings is evidence of the strong community support . Although the timetable is very full with regular bookings, efforts are always made to accommodate additional one-off events, sometimes with the co-

operation by a group with a previous reservation, if the matter is of sufficient significance, such as a public meeting.

Friday evenings and Saturdays are kept free of regular bookings, thereby ensuring that there is always availability for village events, parties, talks, and exhibitions, etc.

Hall Booking Levels-2011-2016

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|------------------|----------|
| 2011-2012 | 1150 hrs |
| 2012-2013 | 1388 hrs |
| 2013-2014 | 1472 hrs |
| 2014-2015 | 1429 hrs |
| 2015-2016 | 1459 hrs |

Average Hire Charge, including Winter Fuel Surcharge - £4.20per hour

Booking News...

There were two new start -ups during the current year - Tai Chi Qigong, and a Language Group under the leadership of Eileen Honeybun, who also leads the Ki-Aikido Group (the hall's longest standing regular hirer). The My Ballet Group is also very popular, with three sessions on a Friday morning. This brings the total number of regular bookings up to eighteen. It is sad that, although the hall is well equipped for such a purpose, the Youth Group that was held once a month in previous years has not yet been able to re-establish itself.

Although regular bookings provide the financial foundation for the Jubilee Hall, it is heavily used for 'one-off' events, and it is probably through these that the greater part of the parish population find themselves visiting the hall at various times during the year. These include, the Winsham Art Club Annual Exhibition, which runs over a weekend, and a whole variety of other events, such as its use as a polling station, public meetings - usually organised by the Parish Council- and an assortment of fund-raising events such as Breakfasts, Teas, Talks, Parties and Suppers, when the Hall's well equipped kitchen becomes very useful - in fact makes them possible.

As well as the above, during the current year there has been a number of especially memorable events:

Street Fair Committee Race Night

Winsham School Christmas Play

On-line Streaming of the BBC 'Last Night of the Proms'

Concert by Ruby Sweetland and friends (All talented musicians who made excellent use of the Hall's digital piano and PA system).

Bollywood Theme Super-the hall was transformed into a Bollywood set!



The Jubilee Hall 'morphed' for the evening into a Bollywood set in downtown Mumbai

In addition there was the development and performance of the 'Sun King', written and produced by Carla Sheills.

This was a community event of some scale, made possible by money granted from the Health & Wellbeing Fund to Winsham School. The aim of such projects is to improve community links between different age groups, as well as everyone exercising more. Enthusing pupils through dance it enabled them to attend workshops as well as observing adults at ballet practice in the hall.

It culminated in a performance involving all the pupils from Winsham School and dancers from Winsham's My Ballet group, working with Sixth Form dance

pupils from Richard Huish College in Taunton. It was a remarkable and enjoyable event.



The Jubilee Cafe...

The Jubilee Cafe continues to run on a regular monthly basis, organised by members of the Jubilee Hall Management Committee. Very popular, it is a truly intergenerational event. Pupils from both Winsham School and Pre-School are made very welcome and they are encouraged to socialise with members of our community who enjoy meeting for a chat, coffee and great cakes, which are all very generously donated by villagers.

The Small Print...

Until now the terms and conditions of our Public Liability Indemnity Insurance Policy have precluded any exercise group meeting unless the Instructor leading the group had their own public liability insurance. However, a recent addition to our own insurance cover called the 'Hirer Extension Policy' now enables groups

without a formal leader to meet and run their own exercise group, providing it is a local group, and no payment is made to anyone in the group. This has enabled the Dance Fitness group, that was sponsored by Age UK, to restructure and continue to meet on an 'ad-hoc' basis. It is now called the 'Mature Movers Group'.

In closing...

Following on from the earlier tribute to Phil Kershaw, I would like to add how much I miss him, both as a colleague and as a friend. Phil was 'in-post' as Treasurer when I became Booking Secretary, more than ten years ago. From the outset I valued his advice, support and friendship. We worked closely together as key holders, and I am so pleased that Diana Kershaw has put herself forward to continue to be a key holder in his place

Sandy Wells-Booking Officer

Financial Report

In summary, the past year has been much in line with the previous year, and with certain caveats relating to the unknowable condition of the roof, the overall financial situation is broadly satisfactory, with hire income about the same as last year, at £6,928, including the heating surcharge.

The total income for the year, excluding grants, was £11023.

The ongoing fund raising efforts of the Jubilee Hall Management Committee raised £3,195.

With regard to running costs, the current year was exceptionally high, due to one-off expenditures totalling £13,112. This was due to four major items - the building of the new boundary wall at the rear of the hall, the building of a patio area, the installation of the three new windows, and the rebuilding of the brick and stone posts which support the main gate.

Half the cost of reinstating the boundary wall was refunded by the late Mr P. Kershaw, as it is a shared boundary commitment. The £9,000 cost of the windows installation - was funded by a 100% grant from Awards for All. The full £2,100 cost of the patio area was met from Jubilee hall resources, as was the rebuilding of the stone gate piers at a cost of £860.

Other regular running costs such as cleaning, insurance, utilities remain virtually unchanged from the previous year. Water and sewerage costs have reduced by 7% following the installation of the water meter referred to in last year's Annual Report.

The continued low cost of heating oil is helping with expenditure, but this year's was £925.00, from two deliveries. In the previous year it was £666.53. However this does not reflect increased usage, as so much depends on the oil stock at the end of a financial year.

The hiring of the small meeting room, by special agreement, to the Winsham Parish Council is proving to be successful and looks likely to continue for the foreseeable future.

Details of previous Annual Accounts can be found in the Jubilee Hall area of the Winsham Parish Web site.

Bryan Goodman-Treasurer

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, 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 15th 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.
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>