

Jubilee Hall Management Committee

Church Street, Winsham, Chard, TA20 4HU

Annual report for the year ending 31 March 2021

Registered Charity No: 246762



A rare sight-an empty Jubilee Hall. Sadly, the story for most time covered by this report

ANNUAL REPORT & ACCOUNTS- 2020/2021

**Presented at Annual General Meeting held on Tuesday,22 June 2021 at 6.00 pm,
at the Jubilee Hall.**

Due to Covid 19 lockdown restrictions, this Annual Report was approved by Trustees on an individual basis, by e-mail, prior to presentation.

The impact of the Covid-19 pandemic-a year like no other in the long history of the Jubilee Hall

At the time of preparing last year's Annual Report, although we were aware of problems likely to be caused to our community by the Coronavirus pandemic, we had no idea at that time of the severity of what was to come.

To help contain the virus, a 'lockdown' was introduced by Government in mid-March 2020, lasting in one form or another for the whole of the year covered by this Annual Report. Restrictions are still currently in place at the time of preparing this report and are likely to continue until 21 June 2021 at the earliest.

There was some respite during the summer and early autumn of 2020, although the hall had to remain closed. The contagion returned with accelerated vigour in the winter months, necessitating a further stricter lockdown. The gradual easing of this second lockdown did not apply to the Jubilee Hall until 17 April 2021; further easing of restrictions being scheduled by 21 June, when - it is hoped - life will begin to get back to normal.

The detail of what this has meant in terms of lost bookings, and financial consequences, is described by the Bookings Officer and the Treasurer respectively, later in this report.

The outlook is improving, and the hall was able to open to a limited extent in mid-April. Early indications are that many of the village organisations are keen to restart their activities, and the Jubilee Hall inevitably features in these plans. As a result, it is hoped that levels of hiring will return to near normal once the Coronavirus restrictions are lifted. Fortunately, due to prudent management by the Treasurer, the Jubilee Hall's financial situation remains sound.

As to the longer term, the hall faces many challenges.

Regular relatively small expenditure will always be part of the landscape for any village hall. Wear and tear means a schedule of regular maintenance, especially necessary in an older building. However, in the next few years the hall is faced with larger problems. The rear garden wall needs some serious maintenance work to make it completely safe.

A second far larger issue is the government's commitment to dramatically reducing carbon emissions during the next decade or so. At the time of writing, details of the forthcoming legislation are unknown, although we do know that the ultimate target is to reach net-zero Carbon emissions by 2050, with 78% of this target (1990 emission levels) being met by 2035. This will take the UK to within 75% of the 2050 net-zero target. For a building such as the Jubilee Hall, this will present a serious financial challenge.

The installation of domestic gas and oil boilers in new homes is due to end in four years' time, and there is little doubt that the desirability, difficulty, and cost of fitting replacements to fossil-fuel boilers in existing situations, will have major consequences for buildings such as village halls.

For Winsham, the task of replacing the Jubilee Hall's old-fashioned oil-fired heating system with a system powered by heat pump, electricity or possibly hydrogen will be expensive enough. Additional expenditure on improving the building's thermal efficiency is also likely to be very costly. High standards of thermal insulation for the main hall's roof, and other areas may well be set in law. Fortunately, the main windows installed recently are likely to meet any new standards set.

At present no plans can be laid for this, as more details are needed. The hall's management committee acknowledge that the problem will have to be faced up in the coming years - probably before the end of this decade and investigation of the options will be an ongoing task. This will be a factor in considering future spending on other items of a capital nature. The necessary legislative programme has not yet been laid down by the government, and doubtless, in the next few years it is expected that new, lower cost equipment and systems will come onto the market to help meet the specific problems that will be faced by the Jubilee Hall and thousands of similar buildings. It is also possible, even likely, that government will offer financial help to implement the changes that will be needed. One thing is certain, the residents of Winsham will not completely escape the need for them to help meet part of the cost.

This need not be cause for concern. Back in 2005/6, some £125,000 was needed for a major refurbishment, necessary to enable the Jubilee Hall to continue as a village hall. The money was raised, partially by grants, partially by local fund raising, within two years. A great deal of fun and satisfaction was had by many in helping achieve this.

Since that time, use of the hall has been extended to many parish groups, with a very high level of hiring in a typical week. This underlines the vital role that the Jubilee Hall plays in the life of our community, and the need for Winsham to respond, when called upon, to meet this challenge.

Booking Officer's Report - Year ending 31st March 2021.

The impact of Covid 19 on the hall bookings this year has been severe as the hall was closed for a large part of the time, re-opening for restricted activities in late August through September and October then closing again in early November.

During the summer months of June and July, the Ki-aikido group met for social time in the garden. This enabled them to keep in touch with each other and to also engage in light exercise under guidance from their Federation. The language group also took the opportunity to meet in the garden - weather permitting. Both groups were careful to observe social distancing and all other safety guidelines. This use amounted to 20 hours and was very much appreciated by all those who took part.

In the weeks leading up to lockdown easing, all the necessary steps were taken to ensure we followed all government guidelines when we reopened. We used Acre (Action for Communities in Rural England) information to ensure we did things correctly. We did a Covid risk assessment and incorporated track and trace into additional conditions of hire; we placed posters to inform users and marked out social distancing inside and outside the hall. We established a one-way system and located hand sanitisers at entrance and exit doors. The committee sanctioned the purchase of a battery-operated floor cleaning machine to ensure we could maintain a high standard of floor cleanliness and hygiene.

Over the months of lockdown easing, which started in September and finished towards the end of November, the Main Hall was booked for a total of 62 ½ hours. Adhering to all regulations, to maintain the safety of all Hall users, meant that groups had to be smaller, and time had to be programmed in to allow each hirer to carry out cleaning before and after use.

The groups who used the hall during this time were the Parish Council for their September meeting, Ki aikido, Language, My ballet, Tai chi, and the Ad Hoc exercise group. These groups used the hall on a regular basis throughout the time we were able to keep the hall open. The Ad Hoc group doubled in size over this period and had to split into 2 groups. This was a direct result of the need, felt by some people, to try and readdress some of the long-term effects of lockdown on their level of fitness. It was also a time for people to have some social time safely distanced from others in the hall during the session or afterwards in the Bell.

The hall was also used for a family booking which involved a musician in the group participating in a live online concert and a private dance practice and 2 meetings.

The hall closed at the end of November and remained closed for the rest of this year.

The impact of Covid 19 and lockdown on bookings is likely to be ongoing. This is particularly true of the previously regular users, such as Pilates and Yoga who have found successful outlets for their services through Zoom, videos, and other social media, which is being reported as financially viable for them. Our future policy on bookings and the use of the hall may need to include some innovative thinking as to how the use of the hall may proceed to replace these.

Sandy Wells - Bookings Officer

Treasurers Report - Year ending 31st March 2021.

There is little to report on this year financially; we are 30% down on income and 59% down on expenditure. However, we have a surplus to our funds of £6,263 which is as a result of the Government Grant issued to all village halls of £10,000 to cover their loss of income due to the

enforced continued lockdown due to Covid-19. Without this we would have been reporting a deficit of over £3,000.

Our lack of income from Yoga, Café, Marketplace, Preschool, Aikido, and the PCC has been tempered by decreases in expenditure. The exception to this has been the cost of our insurance cover, and increased cleaning costs due to the extra work needed to implement Covid -19 hygiene requirements. The new floor cleaner purchased at the end of last year has helped us to maintain the necessary standards of cleanliness in the Main Hall.

We chose not to charge any of our advertisers on Marketplace this year as a gesture of goodwill as they were also probably suffering great losses from the business turndown. Regrettably, our lottery ticket sales were also down, by some £150.

We have curtailed our Maintenance spending to a bare minimum to maintain the structure of the building, but as our chairman has reported we have major items of expenditure waiting in the wings both short and long term.

To end on an upbeat, we have made a surplus so are still financially sound for all likely general running costs and in the forthcoming year we will be looking to renew our electricity contract and possibly our phone and broadband contract.

Bryan Goodman-Treasurer

Trustees & Officers

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

Appendix

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, Fore Street, Chard

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

General: Community Council for Somerset