

**MINUTES OF THE TRUSTEES OF THE JUBILEE HALL**

**Held on Monday 9<sup>th</sup> December 2024 at Jubilee Hall at 11.30am**

	<b>Agenda item</b>	<b>Action</b>
<b>1</b>	<b>Present:</b> Alison Cowen (Chair & Secretary), David Arkieson (Treasurer), Judy Williams (Trustee), Dudley Williams (Trustee), Greg Anderson (Trustee), Jen Oliver (Friend of the hall), Alison Gibson (Observer).	
<b>2</b>	<b>Apologies:</b> Diane Williams (Trustee), Liz Rixon (Trustee), Susan Clark (Fiddle Group & Pipers user group), John Cowen (Bowls user group).	
<b>3</b>	<b>Review and discussion around draft Finance Policy and Privacy Policy:</b> Both agreed in principal by all present. DW agreed via email. Minor amendments to be made following advice from AG. Thank you to Rachel Arkieson for her assistance with regards to these policies. Discussion around email list used to circulate the newsletter. Consideration to be given to have a standing item on the agenda for conflicts of interest. RA to be asked to look at a separate policy for this.	<b>DA</b> – make amendments and ask RA to look at a conflicts of interest policy  <b>AC</b> – To take advice on newsletter circulation list
<b>4</b>	<b>Update on the lease &amp; recent meeting with the Landlord</b>  On 22/12/24 DA, GA and AC attended Budle Hall and met with Ralph Baker Cresswell, his father Charles and wife Celia. RBC verbally agreed that we could update the lease. The length of the current lease is 38 years and an extension wasn't really discussed. Advice has been sought from Community Action Northumberland and other bodies and a template provided that has been agreed with the Charity Commission. As part of the process we will require a building survey to identify exactly what is covered and the lease needs to be registered with land registry. The legal process will have to be paid for but grant opportunities will be explored to minimise the cost to the trustees. Ongoing work by DA, GA and AC.	<b>DA, GA &amp; AC</b> – Ongoing
<b>5</b>	<b>Short, medium and long term strategy</b>  DA will produce a business plan to be presented at the April meeting which will run alongside a budget set for the next twelve months. This will include a maintenance schedule.  All trustees to consider priorities based on short term being the	<b>DA</b> – Produce a business plan  <b>All</b> – Discuss at next meeting

	<p>next year, medium three years and long term five years. Initial thoughts include:</p> <p>Short term – Secure the lease, obtain Hallmark 1, ensure we have all our policies in place, fit fire alarm, update distribution board.</p> <p>Medium term – Obtain Hallmark 2, become a warm hub with solar panels, source digital projector / screen</p> <p>Long term – Complete redecoration</p> <p>Each trustee to have a specific role, although we couldn't manage without our helpers.</p> <p>JW to take on the role of booking secretary. All bookings will be entered on the online calendar on the hall website. DA will use this when sending out invoices. No need for the paper calendar anymore.</p>	<p><b>AC</b> – arrange for password and training for JW</p>
<p><b>6</b></p>	<p><b>Input from Fiona Knox from Northumberland Community Energy Limited (NCEL)</b></p> <p>Brian Fergie from the Vyner Park Charity Management Committee joined the meeting for this input.</p> <p>See attached handout from Northumberland Community Energy Limited.</p> <p>In addition to these notes, the hall lease requires a clause which allows the subletting of part of the building as NCEL rent the roof to install the solar panels.</p> <p>NCEL appoint Sintons Solicitors in Newcastle when arranging the lease for the solar panels between NCEL and the management committee. The hall could appoint their own solicitor and NCEL would finance this.</p> <p>There is a ten year warranty on the storage batteries. NCEL would replace any batteries during the lifetime of their lease.</p> <p>They obtain their funding via various grants and are continually bidding for more money to keep the scheme running.</p> <p>There are more than twenty halls on the list at present, at various stages of the process. If the Jubilee Hall joined the list now it would be 2026 before any instillation.</p> <p>Concern was raised as the Jubilee Hall is listed and in a conservation area. There are no guarantees but local authorities are keen to be seen as green and NCEL take you through the</p>	<p><b>FK</b> – To send out a draft clause to cover the subletting</p>

	<p>planning process. An assessment of the halls suitability is part of the initial stages and there is the possibility of using the east and west facing roofs rather than the south facing one.</p> <p>There was also concern as to the strength of the roof structure. NCEL would finance any work required.</p> <p>Further discussion required amongst the Trustees.</p>	<b>All</b>
<b>7</b>	<b>Minutes of the last meeting held on 14<sup>th</sup> October 2024:</b> Agreed as correct.	
<b>8</b>	<b>Matters arising from last minutes</b>	
	<p>We require a WiFi policy and the booking documents need to be amended to cover this.</p>	<b>RA</b> – reviewing all our policies
	<p>Section of roofing felt identified by GA to be replaced.</p> <p>Despite Storm Darragh there has been no obvious leaks in the main hall over the weekend of 6<sup>th</sup> &amp; 7<sup>th</sup> December.</p>	<b>GA</b>
	<p>GA has obtained a quote of £598 plus VAT from J &amp; D Shepherd electrician. This was agreed by the trustees, via email on 25<sup>th</sup> Sept, to go ahead and replace the consumer unit. The Sir James Knott foundation has agreed, via email, that we can use the remaining £179 of their grant obtained in the summer towards this project.</p> <p>GA has also asked for a quote for adding in the hard wired interlinked smoke and CO alarm.</p>	<p><b>GA</b> - Provisional date 21<sup>st</sup> January 2025</p> <p><b>GA</b> – Awaiting quote</p>
	<p>JC has continued to work on the windows claiming thirty four hours to date.</p> <p>A quote of £746.59 has been received from David Campbell to make, fit and glaze a new bottom window sash . Sash will finished with one coat of aluminium primer ready to paint. Re use sash stays. It was agreed that this was quite expensive and in line with our new finance policy AC has requested a second quote from VM Dundas Joiners and Carpenters Alnwick (Martin Dundas).</p>	<p><b>Ongoing</b></p> <p><b>AC</b> – Awaiting second quote from Martin Dundas.</p>
	<p>AC has sourced some mesh signs, to advertise events at the hall on Vistaprint. She will circulate these via email to the other Trustees for further discussion.</p>	<b>AC</b> to circulate
	<p>A total of £121 was raised at our November coffee morning for the Great North Air Ambulance Service. This has been passed to</p>	<b>No further action</b>

	them.	
	Five table cloths were purchased from John Lewis for £180.	<b>No further action</b>
	A suitable frame has been sourced and the picture of Captain Widdrington put up in the Reading Room. The original has been returned to LR to return to Judith Draycott.	<b>No further action</b>
	Decision made to publish the minutes of Trustees meetings on line. Rather than put them on the notice board a sign will direct people to our website. An entry will be put in the next edition of the Column, the Scallop Shell and Facebook to this effect.	<b>AC to arrange</b>
<b>9</b>	<p><b>Treasurers Report</b></p> <p>DA reported that we currently have £19,414.90 in our accounts. We have earned £112.41 in interest on our savings.</p> <p>Each month DA sends AC a copy of the monthly bank statement.</p> <p>It was agreed that JO could have a budget of £50 per month to purchase cooking and cleaning equipment for the hall.</p> <p>It was also agreed that GA could have a budget of £50 per month for purchases of DIY related materials.</p>	<b>N/A</b>
<b>10</b>	<p><b>Buildings and equipment</b></p> <p>All our portable appliances, including the Christmas lights and heater used by the Pipers / Fiddlers have been tested (PAT). All twenty one items passed, up from fourteen last year. The invoice for £30 has been forwarded to the treasurer for payment.</p>	
	<p>Decision taken to purchase a post box for the hall. Maximum budget of £50 agreed.</p> <p>DA has written to the Post Office as we don't appear on their system.</p> <p>*since the meeting an email has been received confirming the Post Office have amended their Postcode Address File.</p>	<b>GA to source</b>
	The Parish Council have sourced a Christmas tree for outside the hall. Decision taken to purchase new LED lights for it, to the value of £30.	<b>GA to source</b>
	Decision taken to contact Climate Action in Rural North East (CAIRN) to establish if they would provide us with free advice to help reduce our bills and reduce our carbon footprint.	<b>AC to contact CAIRN</b>
	It was established that the cleaner was currently paid for one and	<b>DA</b>

	a half hours per month to sweep and wash the floors, dust window sills, empty the rubbish bins and clean the kitchen and toilets. A decision was made to ask her if she would be willing, twice a year, to do a more thorough clean such as washing paint work, removing cobwebs above eye level etc. DA to speak to her.	
	The white ladder needs replacing as it is deemed unsafe.	<b>DA</b>
	To qualify for Hallmark 1 the hall is required to display two no smoking signs. Agreed AC to purchase. Also require signs requesting patrons not to flush certain items down the toilet.	<b>AC</b>
	The Widdrington family and their descendants have been involved in several notable national events. A decision was taken to promote this history and that of the village in a permanent display in the Reading Room. DA has already approached the Parish Council for financial assistance and AC secured £200 from the Village Halls Heritage Project she took part in. This money has yet to be spent.	<b>DA &amp; AC - ongoing</b>
	<p>A walk around the hall identified the following areas requiring attention. These will form part of a maintenance schedule and assist with future maintenance budgeting:</p> <p>Kitchen – Roof still requires re felting and extractor fan needs to be fitted (already purchased).</p> <p>Reading Room – Redecoration, work on cupboard</p> <p>Entrance hall – Re decoration, replacement of boilers (now 12 years old), Change light to LED.</p> <p>Toilets – Vanity lights need replacing with LED, require new extractors &amp; lights.</p> <p>Jubilee Hall – Ceiling requires attention / repainting. Spot light above the stage is out. Fire door is delaminating. Concrete edge next to fire door needs addressing. Secondary glazing, Replace cushions.</p> <p>Throughout the hall put foil behind the radiators. GA may have some in stock.</p>	
<b>11</b>	<b>Future Events</b>	
	Decision made to have a yearly calendar of events. This will be	<b>All</b>

	<p>published on our website.</p> <p>AC will speak to Christine Mitchell with regards to history displays</p> <p>Sat 14<sup>th</sup> Dec – Christmas Coffee Morning. Hampers raffle. Mulled wine and a mini mince pie for £2. JO to make a sign. AC to purchase mulled wine and mini mince pies.</p> <p>Mon 6<sup>th</sup> Jan 2pm – take down Christmas decorations / date of next meeting</p> <p>Sat 11<sup>th</sup> Jan – Coffee morning with bacon and sausage sandwiches. Roger Brunning, our digital champion will be in attendance to help with any IT issues with phones, tablets or computers. He will be a regular attendee and depending on demand other workshops may be arranged.</p> <p>Sat 8<sup>th</sup> Feb – Coffee morning with bacon and sausage sandwiches. Valentines theme.</p> <p>Sat 8<sup>th</sup> March – Coffee morning bacon and sausage sandwiches.</p> <p>Mon 17<sup>th</sup> to Sun 23<sup>rd</sup> March – National Village Halls week – possible history display</p> <p>Sat 12<sup>th</sup> April – Coffee Morning with a Spring / Easter theme, raffle and plant stall</p> <p>Sat 10<sup>th</sup> May – Coffee Morning – 80 years since VE day (8<sup>th</sup> May 1945). What was the village like then?</p> <p>Sat 14<sup>th</sup> June – Coffee Morning</p>	<p><b>AC</b></p> <p><b>AC &amp; JO</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p>
<b>12</b>	<p><b>AOB</b></p> <p>AC has spoken to a post card specialist George Nairn who was initially interested in purchasing the collection of black, white and coloured postcards of the hall, village and surrounding area. He reduced the price on finding out the quantity of cards available. Decision taken to keep them and possibly sell them framed at local events such as Swarland Show. AC to put a link on the hall website inviting purchases.</p>	<p><b>AC</b></p>
	<p>JO to look at the possibility of starting a 100 club in the village to raise funds.</p>	<p><b>JO</b></p>
	<p><b>Date of next meeting</b></p> <p>Monday 6<sup>th</sup> January at 2pm, once we've taken down the</p>	<p><b>All</b></p>

Charity No. 1193440

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