

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL**Held on Monday 6th January 2025 at Jubilee Hall at 2pm**

	Agenda item	Action
1	Present: Alison Cowen (Chair & Secretary), David Arkieson (Treasurer), Judy Williams (Trustee), Dudley Williams (Trustee), Greg Anderson (Trustee), Liz Rixon (Trustee), Jen Oliver (Friend of the hall), John Cowen (bowls user group).	
2	Apologies: Diane Williams (Trustee), Susan Clark (Fiddle user group), Lynn Nicholson (Pipers user group).	
3	Minutes of the previous meeting 10th December 2024 Agreed by all as correct. Proposed by JW and seconded by DA.	
4	Actions from the last meeting The relevant amendments have been made to the Finance Policy and Privacy Policy. They can now be published on our website.	AC – to publish on website
	AC has obtained advice from the Information Commissioners Office with regards to mailing lists which is what our newsletter is. The newsletter needs to have the option for people to opt out. Other than that we comply with the guidance.	No further action
	Work around the new lease is ongoing.	DA, GA & AC – Ongoing
	The drawing up of a business plan is ongoing.	DA – Produce a business plan
	A password has been obtained for JW in her role as bookings secretary.	No further action
	Fiona Knox has forwarded a lease agreement which was used by Longhoughton Community Sports Centre for their Solar Power Agreement.	No further action
	RA continues to review all our policies.	RA – ongoing
	Section of roofing felt identified by GA to be replaced when the weather allows.	GA - ongoing
	J & D Shepherd electrician are provisionally booked in for the 21 st January to replace the consumer unit. GA has also asked for a quote for adding in the hard wired	GA - Provisional date 21 st January 2025. He will chase

	interlinked smoke and CO alarm. This has yet to be received.	up the quote for the smoke & CO alarm.
	<p>A quote of £514 + VAT (=£616.80) has been received from Martyn Dundas to make and fit bottom sash to hall window, compared to David Campbell's quote of £746.59.</p> <p>A discussion took place re the viability of treating and filling the wood as a cheaper option. It was agreed 5 votes to 2 that we should go ahead with Martyn Dundas quote as in the long term this would be the better option.</p>	<p>Ongoing</p> <p>AC – To contact Martyn Dundas and arrange to go ahead with the work.</p>
	A decision was taken to purchase one mesh banner, from Vista Print, to advertise the coffee mornings. This will be lighter and easier to store than the current signage. If this is of suitable quality we can discuss the possibility of buying another one to advertise music events.	AC to purchase
	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.	AC to arrange
	GA has purchased post box for £9.60. He will arrange to have it fitted under the defibrillator.	GA to fit
	GA purchased some new lights for the Christmas tree outside the hall at a cost of £14.99.	No further action
	AC contacted Climate Action in Rural North East (CAIRN) but to date have had no reply. Decision taken not to progress at this stage.	No further action
	DA has spoken to the cleaner, who has agreed to do a twice yearly thorough clean, to which she has agreed. DA to arrange in the spring.	No further action
	The white ladder needs replacing as it is deemed unsafe. DA to source a replacement.	DA - to source a suitable replacement.
	No smoking signs purchased. £3.10. JC will fit on notice boards.	JC - to fit
	LR suggested that Judith Draycott be involved in any history project as she was a wealth of knowledge on the Widdrington family. Christine Mitchell is also keen to be involved.	DA & AC - ongoing
	AC has put a link on the hall website in an effort to sell the	AC – to research

	postcards we have of the hall, village and surrounding area.	possible frames for them to sell at Swarland Show
	<p>JO reported that she had researched the rules around the setting up of a 100 club (or similar name depending on the numbers sold). A feasibility study is required to establish if there is sufficient interest in the community and amongst our supporters. Initial step will be to gauge numbers and how much people are willing to pay ie £12 per year for one number.. The draw would be once a month at our coffee morning. 50% of the takings would be paid out in prize money with the other 50% going into hall funds. AC will personally speak to people at the next coffee morning, put something on social media, in the Column, newsletter and by contacting the user groups.</p>	AC – to conduct a feasibility study
5	<p>Treasurers report</p> <p>DA reported that we have £740.56 in our current account. £19,031.33 in our savings account and £115.19 cash.</p> <p>Both AC & DA have had sight of this month’s bank statement. DA has the invoice for all the purchases made described above.</p> <p>We had a very successful coffee morning in December. LR proposed a vote of thanks to JO for the wonderful hampers she produced for the raffle.</p>	DA - ongoing
6	<p>Short, medium and long term objectives</p> <p>Following a walk around the hall during our December meeting a number of areas requiring attention where identified. We discussed each in turn and established the order of priority.</p> <p>The ceiling in the main hall requires attention. It may be possible for JC, DA and GA to remove the flaking paint and apply a stain stopper on the worse section, but this would have to wait until the spring. AC to obtain two quotes from professionals, one to remove the flaking paint and put a stain stopper on. The second to paint the whole ceiling. Young’s painter and decorators have been used previously</p> <p>The kitchen roof requires re felting and extractor fan needs to be fitted (already purchased). This will involve removing the slates and batons, put roofing felt / breathable membrane in place and put vents in the roof for the extractor fan.</p> <p>The vanity lights need replacing with LED and require new</p>	<p>AC – to obtain two quotes</p> <p>AC – to obtain two quotes</p> <p>DA to source</p>

	<p>extractor fans & ceiling lights in the toilets.</p> <p>Fit aluminium foil behind radiators</p> <p>The entrance hall needs redecoration and the light changing to an LED. This is something we can do ourselves in the spring.</p> <p>The following projects all require attention but are not of a priority.</p> <p>Consideration for future budgets that the boiler is 12 years old and may need to be replaced.</p> <p>The Reading Room requires redecoration and the cupboard restored.</p> <p>In the main hall one of the spot lights above the stage is out. This involves scaffolding and was only renewed in the summer. Can maybe look at it when the work is done on the ceiling.</p> <p>Fire door is delaminating – This is cosmetic only as it is still a fully functioning fire door.</p> <p>Concrete edge next to fire door needs replacing. This is something we can do ourselves in the warmer weather.</p> <p>Replace cushions on the back wall. This is purely cosmetic.</p>	<p>GA to complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>7</p>	<p>Discussion around solar panels</p> <p>Following the talk, at our last meeting, by Northumberland Community Energy Ltd (NCEL) details of the scheme were circulated to all trustees. The majority of the trustees were in favour, but most had reservations about the appearance of them on a listed building. It was agreed that we would contact NCEL to ask for a first assessment and if successful a feasibility study as there is no cost to the hall.</p>	<p>AC to register interest with NCEL</p>
<p>8</p>	<p>Future Events</p> <p>Decision made to have a yearly calendar of events. This will be published on our website.</p> <p>Sat 11th 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. DA isn't available but has given a float to JW who will act as treasurer. LR to ask</p>	<p>All</p> <p>All</p>

	<p>Christine Mitchell if she will help.</p> <p>Sat 8th Feb – Coffee morning with bacon and sausage sandwiches. AC has secured the display boards which were exhibited at County Hall, with the results of the Northumberland Village Halls Heritage project. This will be an added interest to the coffee morning.</p> <p>Sat 8th March – Coffee morning bacon and sausage sandwiches.</p> <p>Mon 17th to Sun 23rd March – National Village Halls week – Having discussed this with Community Action Northumberland they want the halls to show case and promote their user groups.</p> <p>Sat 12th April – Coffee Morning with a Spring / Easter theme, raffle and plant stall</p> <p>Sat 10th May – Coffee Morning – 80 years since VE day (8th May 1945). What was the village like then?</p> <p>Sat 14th June – Coffee Morning</p>	<p>AC</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
12	<p>AOB</p> <p>On Tuesday 14th January DA & AC to attend the Alnwick Community Hub for a ‘resilience event’, which will be an opportunity to network and see what other halls have on offer.</p> <p>After sending her apologies SC had suggested that the music groups put on an event around Easter time. April 4th was deemed a good time and something interactive.</p> <p>SC suggested we apply to the Highlights Scheme, who provides entertainment in village halls. It is unknown what is involved. AC to contact them for further information.</p> <p>SC wondered if there was any point in putting up a row of stage blocks on a permanent basis to allow larger groups to perform on the stage. This was discounted as it wouldn’t allow sufficient room for the bowl carpets and would encroach on the space used for the coffee mornings.</p> <p>LR queried how much to pay for the use of the hall for the Christmas Eve Crib Service. This used to be covered by the Church, but LR wanted to pay herself as the church no longer holds any services in the hall. It was agreed that she should make a donation.</p> <p>Following on from our last meeting Alison Gibson has expressed an interest in joining the hall as a trustee. Everyone was in</p>	<p>AC & DA</p> <p>AC to contact SC</p> <p>AC to contact Highlights</p> <p>No further action</p> <p>No further action</p> <p>AC</p>

	<p>agreement that this would be an asset to the hall. AC to arrange for the relevant information to be sent to her.</p> <p>AC has contacted the location manager from 28 Years Later film, following the release of the trailer in which the hall can be clearly seen on three occasions, to ask if we could market the fact that the hall was used and appears. They have acknowledged that they are happy for us to do so. AC is liaising with Carrie Brooks from Community Action Northumberland to promote this the best way possible.</p>	
	<p>Date of next meeting</p> <p>Wednesday 5th February at 10am</p>	<p>All</p>