

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL

Held on Wednesday 5th February 2025 at Jubilee Hall at 10am

	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), Alison Gibson.	
2	Apologies: Diane Williams (Trustee), Susan Clark (Fiddle user group), Lynn Nicholson (Pipers user group), John Cowen (Bowls users group). When sending her apologies Diane Williams has sent an email that she wishes to resign as a Trustee.	AC to amend Charity Commission website
3	Minutes of the previous meeting 6th January 2025 Amendment made re the numbering sections. Proposed by GA and seconded by JW.	
4	Appointment of new trustee On 12 th January 2025 AC sent an email to the Trustees of the Jubilee Hall proposing that Alison Gibson be elected as a trustee. This was per our constitution giving not less than 7 nor more than 28 clear days' notice, of this resolution, before the next general meeting which was today, 5th February, which was 23 days from the email being sent. AG was sent a copy of our constitution, the latest annual accounts, a trustees welcome pack and the Charity Commission leaflet CC3A. AG has signed a declaration that she is not disqualified as holding such a position. It was agreed unanimously that AG be appointed as a trustee.	AC to amend the Charity Commission website re this appointment
5	Actions from the last meeting Work around the new lease is ongoing and will form part of our business plan – see section 7.	DA, GA, AG, AC
	The drawing up of a business plan is ongoing – see section 7.	DA, AG, AC
	RA continues to review all our policies.	RA – ongoing

<p>The section of roofing felt previously identified by GA has now been replaced.</p>	<p>No further action</p>
<p>J & D Shepherd electrician have now replaced the consumer unit with a metal one.</p> <p>A quote was received from J & D Shepherd to hard wire an interlinked smoke and CO alarm. They have quoted £495 plus VAT. A second quote was obtained from Chris Asquith for the same work at £376 plus VAT.</p> <p>A decision was taken to go with Chris Asquith as he has worked on the hall previously and he was the cheaper of the two.</p>	<p>DA – will make arrangements with Chris Asquith to complete this work.</p>
<p>Martyn Dundas has completed the work on the window in the Reading Room. He was able to replace only the bottom section so this will be slightly cheaper than his quote of £514 + VAT (=£616.80). Waiting for the invoice.</p> <p>JC has continued with the repainting of the windows in the Reading Room and entrance hall.</p>	<p>Awaiting invoice</p>
<p>The mesh banner has been purchased from Vista Print for £35.41. The old sign will be kept for a little while to see how the new one stands up to the weather.</p>	<p>No further action</p>
<p>AC has published the minutes of the meeting on the 6th January 2025 on the hall website. An entry has also appeared in the Column. This will be done following every meeting, once the minutes are approved.</p>	<p>No further action</p>
<p>GA fitted the post box. He has a key, as do DA and AC. AC will keep a spare one with the keys to the hall. Our regular post lady, Alison, will be informed of its existence. The Post Office have previously confirmed that their postcode address file has been amended to include the Jubilee Hall.</p>	<p>AC update key holder records</p>
<p>DA identified a replacement ladder for the old white one. A vote was taken via WhatsApp and seven trustees voted in favour of the purchase. The cost was £132. The old ladder will be disposed of.</p>	<p>No further action</p>
<p>No smoking signs now fitted.</p>	<p>No further action</p>
<p>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.</p>	<p>DA & AC - ongoing</p>
<p>Following the link posted on the hall website in an effort to sell the postcards we have of the hall, village and surrounding area, a</p>	<p>No further action</p>

	<p>sale was made at the January coffee morning of someone who had seen the link. This can be removed from the actions, but AC will continue to research ways of selling them.</p>	
	<p>AC conducted a feasibility study at the last coffee morning re the popularity of a 100 club (or similar name depending on the numbers sold). Out of 38 people spoken to 31% would be prepared to purchase a number at £12 per year. 56% of the people surveyed (see item 11 for full details of survey) would be interested. An item has gone out in the column, but unless there is a reasonable uptake this would appear not to be a viable fundraising option. There is also competition from several of the surrounding villages who already run such schemes.</p>	No further action
	<p>At the suggestion of SC, AC has contacted the Highlights Scheme. See item 12 for full details.</p>	
6	<p>Treasurers report</p> <p>DA reported that we have £703.26 in our current account. £18,517.13 in our savings account.</p> <p>Both AC & DA have had sight of this month's bank statement. DA has the invoice for all the purchases made described in the minutes.</p>	DA - ongoing
7	<p>Draft Business Plan</p> <p>A discussion took place with regards to the need for a business plan and how this will prioritise how we budget for the 2025 to 2026 financial year and beyond.</p> <p>Not only does it detail our budget and maintenance priorities, but what we are aiming to achieve ie Hallmark status, what steps do we need to take to get there and how we will implement the plan.</p> <p>In a previous walk around the hall it was identified that the ceiling in the main hall needs attention. This is to be our number one priority. AC has already obtained a quote from the Alnwick Decorating Company for £3247.51 and another is awaited from Castle North Property Maintenance. This is something we cannot do ourselves and will have to allocate a budget for outside contractors.</p> <p>The second priority is the improvements around the entrance hall and toilets. This will be more of a self help project, but will still need a budget allocated.</p>	<p>DA to produce a draft plan and budget for discussion at our next meeting.</p> <p>GA to liaise with AC and take on the running of this project.</p>

8	<p>Policy Updates</p> <p>AC was late in circulated the draft policies for Environmental & Sustainability, Equality & Diversity and Safeguarding and as a result the majority of trustees had not had the opportunity to read them.</p> <p>A brief discussion took place around Safeguarding and it was agreed that AC would send out a link from Community Action Northumberland for some free online training in several key areas for trustees.</p>	<p>To be discussed at next meeting</p> <p>AC to send out a link for training</p>
9	<p>Warm Hubs</p> <p>A discussion took place with regards to the Jubilee Hall becoming a Warm Hub. Marc Johnson from CAN had attended our January Coffee Morning and suggested that the monthly event would qualify us. AC registered has registered the hall and we now have a template to work through.</p>	<p>Ongoing</p>
10	<p>Roof Survey</p> <p>Fiona Knox from Northumberland Community Energy Ltd (NCEL) has been in touch and confirmed that they are in a position to go forward with a feasibility study at the hall before the end of March 2025.</p> <p>LR and DW expressed their objection to the proposal of solar panels due to aesthetic reasons, the hall being grade 2 listed and in a conservation area.</p> <p>The survey does not tie us in to any commitment or contract with NCEL. We await the results of the survey.</p>	<p>Ongoing</p>
11	<p>Survey Results</p> <p>A survey of the Jubilee Hall usage and volunteers was conducted in November 2024. 42 questionnaires were either delivered to residents in the village or sent to user groups. 10 replies were received (4.2%).</p> <p>The majority of the usage was monthly (5) followed by weekly and seasonally (2 each) and rarely (1). 80% thought the facilities were very good and the remaining 20% good. In relation to development priorities heating came top followed by organisations using it, toilets and car parking. Activities such as music and arts / crafts were the most popular then</p>	

	<p>health/fitness, films and presentations. Computer courses were least favourable. The most popular time for events to be held would be 12pm to 6pm Tuesdays, Wednesdays and Fridays. Followed by 5pm to 9pm Mondays, Saturdays, Tuesdays, Sundays Wednesdays and Thursdays. The least popular 9am to 12pm on Fridays, Mondays, Tuesdays, Wednesdays and Saturdays.</p> <p>In summary we need to find craft groups and art classes between 12 noon and 6pm on Tuesday, Wednesday and Fridays to increase usage.</p> <p>This information will be used for future planning.</p>	
<p>12</p>	<p>Highlights Scheme</p> <p>In response to SC suggestion that we apply to the Highlights Scheme who enable rural communities to access entertaining and thought provoking cultural activities, AC contacted them. There is a £70 per year membership fee and rather than being a fundraising activity it is more about providing access to the arts, although we could still run a bar to provide some income. LR expressed concerns about potential parking issues; however it is hoped that by joining the scheme we may encourage people in the village to come into our hall which could lead to other things. AG suggested that we have a broad spectrum of events to see which appear to be more popular. Everyone was in agreement that we should register with the scheme.</p>	<p>AC – to contact Highlights to establish the next steps</p>
<p>13</p>	<p>Music Licence</p> <p>DA has contacted the PPL PRS with regards to our Music Licence. We now have a PRS (Songwriters and composers) licence for live music. We no longer have a PPL for recorded music.</p> <p>The PRS is £81 per year or you can apply for individual licences for each event at £24, but this appeared more bureaucratic. Unanimous vote to go for the annual licence.</p>	<p>DA to apply.</p>
<p>14</p>	<p>Future Events</p> <p>Sat 8th Feb – Coffee morning with bacon and sausage sandwiches. Prices are £3.50 for bacon/sausage sandwich/slice of cake and a hot drink. £3 for a scone and a hot drink. Takeaway prices £1 per slice of cake and 50p per scone. Our digital champion will be in attendance. Heritage boards will be on display.</p>	<p>All</p>

	Thursday 27th Feb – Techy tea party 2pm – 4pm. AC to contact the National Innovation Centre Rural Enterprise (NICRE) to establish who provides what resources.	AC to contact NICRE
	Sat 1st March – Harbour Lights Church booking. JO overseeing.	JO to oversee
	Sat 8th March – Coffee morning bacon and sausage sandwiches.	All
	Mon 17th to Sun 23rd March – National Village Halls week – A La Carte, the French music group, the fiddlers, pipers and bowls group have all been approached and have expressed an interest in running drop in / taster sessions. A discussion took place as to the best time of day to encourage people to attend. AC to contact the groups with a view to producing a time table of events.	AC to liaise with user groups
	Friday 4th April – Evening of mixed music and dance	
	Sat 12th April – Coffee Morning with a Spring / Easter theme, raffle and plant stall	
	Sat 10th May – Coffee Morning – 80 years since VE day (8 th May 1945). What was the village like then?	
	Sat 14th June – Coffee Morning	
	A discussion took place on what we could offer to attract new people to the hall. Christine Mitchell is looking to start a book club. JO to look at activities for children and those with disabilities. Jo to look at cookery demonstrations. AC to contact basket weavers.	All trustees
15	AOB On 23 rd January 2025 the hall kitchen was inspected by Northumberland County Council Environmental Health as was JO kitchen. Both received a food hygiene rating of 5 (the maximum). A probe thermometer and book entitled ‘Safer Food Better Business for Caterers’ purchased following advice. Total cost £10.93.	JO to conduct relevant checks at our monthly coffee mornings.
	AC asked the trustees if they would be willing to sponsor the Kate Ferguson Cup Crunchy Lemon Traybake class again this year in the Swarland and Newton on the Moor Show (£10 for 1 st prize, £5 for 2 nd and £3 for 3 rd). It was agreed that they would.	AC to inform the show team
	AC has been researching holders that click onto tables to prevent walking sticks falling on the floor. Agreed she could purchase a	AC to purchase.

Charity No. 1193440

	pack, for £4, as a trial.	
	Date of next meeting Wednesday 19 th March at 2pm	All