

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL

Held on Wednesday 19th March 2025 at Pine View Cottage, NotM 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), Alison Gibson.	N/A
2	Apologies: Susan Clark (Fiddle user group), Lynn Nicholson (Pipers user group), John Cowen (Bowls users group).	N/A
3	Minutes of the previous meeting 5th February 2025 All trustees formally agreed the minutes of the previous meeting to be correct. Proposed by DA and seconded by AG.	N/A
4	Actions from the last meeting Work around the new lease ongoing and will form part of our business plan – see section 6.	DA, GA, AG, AC
	The drawing up of a business plan is ongoing – see section 6.	All
	RA continues to review all our policies, which will form part of our business plan.	RA – ongoing
	Chris Asquith (electrician) will complete the hard wiring of the interlinked smoke and CO2 alarm by the end of March.	DA – will update at next meeting
	Invoice received, and paid, from Martyn Dundas re the work on the window in the Reading Room. Final invoice was £262.80 incl VAT considerably cheaper than his quote of £514 + VAT (=£616.80).	No further action
	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
	Highlights Scheme have been in touch. Because of our proximity to two other active venues they don't think the Jubilee Hall is a viable premises, but will keep our details on file should either Felton or Shilbottle decide they no longer wish to continue.	No further action
	Several of the trustees have completed the online safeguarding with the remaining aiming to soon.	Ongoing

	<p>Malcolm Archer attended the hall on 6th March to complete a feasibility study in relation to the instillation of solar panels. Rather than fitting them to the south facing front elevation they could go on the west side of the roof. DA has sent the details of our usage for the last twelve months together with our current tariff and we await his report. He was confident based on a rough idea of our usage, that we could generate sufficient electricity to potentially negate having to pay anything each month. This would be a saving of approx £650 per annum. There were queries with regards to the capacity of the batteries in relation to their longevity should we have another Storm Arwen type scenario. This will be addressed in the report. A request to consult with English Heritage was made, however research on the English Heritage website indicates that they have no objections in principal to solar panels.</p>	Awaiting results of the survey
	<p>JO has contacted various organisations with a view to hosting events in the hall. They include Jessica Dawson who demonstrates butter cream icing & piping, the Chainbridge Honey farm and Alnwick Gin. She will re contact them to establish availability on Thursday evenings between 7 & 9pm.</p>	JO – Follow up enquiries with various organisations
	<p>The actions around obtaining Warm Hub Status and Hallmark both form part of our business plan in section 6.</p>	See section 6.
5	<p>Treasurers report</p> <p>DA reported that we have £390.75 in our current account with all our bills paid.</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
6 & 7	<p>Draft Business Plan</p> <p>AG presented a draft strategy for the village hall which contained our vision, our mission and our values (Copy attached).</p> <p>This was followed by a business plan (Copy attached) for 2025 – 2026. This was split into four sections: 1) Cash income, 2) cash expenditure, 3) costs for one time off projects and 4) our reserves.</p> <p>1) Our cash income was based on the previous year’s activity, our best estimates for the final numbers for 2024-2025 (to be finalised when all figures are known) and our planned activities</p>	All – Any comments, ideas or amendments to be forwarded to AC by Wednesday 26 th March

	<p>for 2025-2026, we then assembled the operating budget.</p> <p>2) Our one time projects are based on our mission statement and include obtaining our Hallmark and Warm hub status, repainting the hall ceiling, refreshing the toilets and entrance hall, developing a plan for wildlife and updating and signing a new lease. We have limited the number to ten.</p> <p>3) The figures for our cash requirements are detailed in the attached document.</p> <p>4) Our reserves were calculated to cover for unexpected expenses (emergency), an income interruption reserve, a reserve for future projects and an operating reserve.</p> <p>All trustees were asked to forward any comments, ideas or amendments to this plan, to AC before 26th March. AG will then update the plan accordingly and present it at our next meeting of trustees.</p>	
<p>8</p>	<p>AOB</p> <p>There was a proposal that we hired a window cleaner. A quote had been received for £23 from Bradley Nelson of Amble. This includes all the windows, back, front and side and the two higher windows. He is fully insured and had sent a copy of his insurance certificate. Decision taken to add this to the business plan and that we use him quarterly.</p> <p>A discussion took place with regards to the hall being used for political activity.</p> <p>Due to lack of time a decision was made to discuss future events at our next meeting.</p>	<p>AG – to add to the business plan</p> <p>AC – to check original lease and the conditions of our CIO</p> <p>All</p>
<p>9</p>	<p>Date of next meeting</p> <p>Monday 31st March, 2.30pm in the Jubilee Hall</p>	