

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL

Held on Monday 31st March 2025 at Jubilee Hall, NotM at 2.30pm

	Agenda item	Action
1	Present: Alison Cowen (Chair & Secretary), David Arkieson (Treasurer), Alison Gibson (Trustee), Judy Williams (Trustee), Greg Anderson (Trustee) and Liz Rixon (Trustee).	N/A
2	Apologies: Dudley Williams (Trustee) and Jen Oliver (Friend of the hall).	N/A
3	Minutes of the previous meeting 19th March 2025 All trustees formally agreed the minutes of the previous meeting to be correct. Proposed by DA and seconded by JW.	N/A
4	Actions from the last meeting	
	RA continues to review all our policies, which will form part of our business plan.	RA – ongoing
	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
	JO has contacted various organisations with a view to hosting events in the hall. This is ongoing and will be covered in the future events section.	JO – Follow up enquiries with various organisations
5	Treasurers report DA reported that there were no changes since our last meeting other than the bowls club have paid their invoice. Going forward DA will report each meeting if the income and expenditure is in line with our business plan for 2025/2026.	DA - ongoing
6	Business Plan DA proposed the draft business plan and this was seconded by GA. All trustees present voted unanimously to accept the plan. The following will be standard agenda items and a named trustee has agreed to take the lead and provide updates.	

	<p>Actions needed to achieve Hallmark status</p> <p>Actions needed to achieve Warmhub status</p> <p>Conduct Warmhub energy efficiency review</p> <p>Solar Panel feasibility study</p> <p>Update and sign new lease</p> <p>Repaint hall ceiling</p> <p>Refresh toilets, paint entrance and door in Reading Room</p> <p>Evaluate feasibility of becoming a Community Response Hub</p> <p>Develop a plan for wildlife</p> <p>Develop measurement framework (efficiency & impact)</p>	<p>AC</p> <p>AC</p> <p>AC</p> <p>GA</p> <p>DA, AC & AG</p> <p>LR</p> <p>JC</p> <p>AG</p> <p>JW</p> <p>AG</p>
7	<p>Future Events</p> <p>4th April – Concert by Fiddlezonely. We will provide a bar. GA will take the lead on bar supplies.</p> <p>12th April - Coffee morning & plant sale. AG will take the lead on the plant sale. There will also be a raffle. AC will take the lead on this.</p> <p>10th May – Coffee morning and VE Day celebration. AC will take the lead.</p> <p>JO has continued to contact possible speakers for events in the hall on the second Thursday of the month in June, July, September and October. These include Northumberland Spirits*, Chainbridge Honey Farm, Butter cream craft and a talk on Horticulture.</p> <p>LR to speak to Aln Valley railway</p> <p>AC to look at Eventbrite as a way of gauging the interest of events.</p> <p>*This has now been secured for Thursday 10th July.</p>	<p>All</p> <p>All</p> <p>All</p> <p>JO</p> <p>LR</p> <p>AC</p>
8	<p>AOB</p> <p>There was a brief discussion around the safeguarding training. Those trustees who haven't completed it will do so by the next meeting.</p>	<p>All</p>
9	<p>Date of next meeting</p> <p>To assist in future planning the next seven meetings of the</p>	

<p>trustees will be held on the following Wednesdays at 10am in the Jubilee Hall:</p> <p>21st May,</p> <p>18th June – the meeting of the trustees will be at 4pm followed by the AGM at 6pm. Drinks and snacks will be provided at the AGM.</p> <p>23rd July, 3rd September, 15th October, 26 November and the 5th January 2026.</p>	
--	--