

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL

Held on Wednesday 21st May 2025 at Jubilee Hall, NotM at 10am

	Agenda item	Action
1	<p>Present: Alison Cowen (Chair & Secretary), David Arkieson (Treasurer), Alison Gibson (Trustee), Judy Williams (Trustee) and Liz Rixon (Trustee).</p> <p>Correspondence received from Dudley Williams resigning as a Trustee. Reply sent thanking him for all his work and commitment.</p>	N/A
2	<p>Apologies: Greg Anderson (Trustee) and Jen Oliver (Friend of the hall).</p>	N/A
3	<p>Minutes of the previous meeting 31st March 2025</p> <p>All trustees formally agreed the minutes of the previous meeting to be correct. Proposed by LR and seconded by DA.</p>	N/A
4	<p>Actions from the last meeting</p>	
	<p>RA continues to review all our policies, which will form part of our business plan.</p> <p>As a result of some safeguarding training DA has recently attended, AC to review the current safeguarding policy.</p>	<p>RA – ongoing</p> <p>AC</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>	DA & AC - ongoing
	<p>AC was tasked with researching Eventbrite as a way of gauging numbers for forthcoming events. They don't charge fees for free events, however they do charge 6.95% plus 59p per ticket sold for paid events. You can choose to either pass on the fee to the patron or pay the fee ourselves. An example would be our recent horticultural talk, tickets were £4 but when the fees were added this would equate to £4.87. There was a unanimous agreement not to use them. Further enquiries to be made re using the system as a way of gauging interest only. AC to progress.</p>	AC
5	<p>Treasurers report</p> <p>Our end of year accounts have been successfully audited. Our</p>	DA

	<p>biggest outgoings are gas (1523.98) and maintenance (8251.85) with hall hire (£2404) and coffee mornings (3104.03) being our biggest earners.</p> <p>We currently have £8,000 in the United Trust Bank paying 3.45%. We need to give 200 days' notice to access the money.</p> <p>In relation to our business plan for 2025 we are slightly ahead having had a very successful April coffee morning with the plant sale followed by the horticultural talk and bar and a healthy May coffee morning.</p> <p>The hall insurance has been renewed, however we require a building survey. DA to arrange.</p> <p>There is difficulty in finding an electricity supplier as we currently have a different one for gas and most companies appear to offer the best deals for dual fuel. DA to look at the cost involved in terminating our current gas contract and finding a new supplier for both.</p>	<p>DA</p> <p>DA</p>
<p>6</p>	<p>Update on Hallmark / Warm Hub status</p> <p>A discussion took place around appropriate dementia friendly signage. They are bold and colourful, but are unsympathetic to the character of the hall. A compromise was reached that we would have signs that could be deployed when required. Signage needed to show way out, toilets, disabled toilets, kitchen and caution hot water. AC will progress.</p> <p>A sign is also required externally to show which is the entrance to the premises. AG to source a black metal one to reflect the metal railings.</p>	<p>AC</p> <p>AG</p>
<p>7</p>	<p>Solar Panel update</p> <p>On 1st April 2025 DA sent an email to all trustees containing the results of the solar panel feasibility study and asked for the trustees to either agree to proceed or not. There were four replies, all of whom agreed. As per our constitution a vote was taken and was carried four votes to two in favour of proceeding to the next step. As a result AC signed a membership application form for the Jubilee Hall to become a member of NCEL (Northumberland Community Energy Limited). The next stage is that NCEL will appoint a conservation architect to draw up plans. We will get a copy to make comment on before they are submitted to the planning department.</p>	<p>AC</p>

	LR repeated her objection to having solar panels on a grade II listed building in a conservation area and withdrew from the meeting.	
8	Update on lease This is ongoing	DA, AC, GA
9	Repainting of hall ceiling This has now been completed at a cost of £3247.51. Happy with the results.	AC
10	Refresh of the toilets / entrance hall AG has now taken responsibility for matching, sourcing and costing the paint, primer, brushes etc. Decision taken to keep colour palette and take the green into the toilets. AC to contact Alnwick Decorating Co to obtain quotes for the following: Just the ceiling Ceiling and toilets The whole entrance hall including the ceiling and the toilets.	AG AC
11	Update on Community Response Hub AG has contacted the parish council who are taking the lead on this matter. They are putting together the emergency plan and once they have had their first meeting and know what is required, they intend to meet with representatives from both the parishes village halls.	AG
12	Update on Wildlife Plan Ongoing.	JW
13	Future Events 27 th May – Funeral of Diane Williams. This takes place at 1.45pm at the Northumberland Woodland Burial & Crematorium at Bockenfield followed by tea in the hall. Carnabys are catering. 11 th June – Cleaning day of action, meeting in the hall from 8am. Bring cleaning equipment and rubber gloves. 12 th June – Talk & tastings by the Chainbridge Honey Farm. £4 per person. Tickets in advance. No charge from the speaker but	All All AC

	<p>Discussion took place around the cleaning schedule which had been previously circulated. It was agreed that we would have a day of action on 11th June 2025 when we would tackle as many of the outstanding tasks on the list as we could.</p> <p>JO has volunteered to descale kettles and boiler, to clean the oven, hob and hood. She has purchased some descaler, oven cleaner, dustpan and brush.</p> <p>DA to arrange a meeting with our current cleaner to establish if there are any tasks she could take on and if there was any products or tools that she required ie: steam mop.</p> <p>AG has steam cleaned the cushions at the rear of the hall, but as they are still look stained decision taken to dye them a darker green to see if this would hide the marks. AC to arrange.</p> <p>AG to assist AC in the production of the trustees annual report in preparation for the AGM in June.</p>	<p>All</p> <p>JO</p> <p>DA</p> <p>AC</p> <p>AG & AC</p>
<p>15</p>	<p>Date of next meeting</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>	