

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL**Held on Wednesday 18th June 2025 at Jubilee Hall, NotM at 4pm**

	Agenda item	Action
1	<p>Present: Alison Cowen (Chair & Secretary), David Arkieson (Treasurer), Alison Gibson (Trustee), Judy Williams (Trustee), Greg Anderson (Trustee), John Cowen (bowls club representative).</p> <p>Correspondence received from Liz Rixon resigning as a Trustee. Reply sent thanking her for all his work and commitment.</p>	N/A
2	<p>Apologies: Jen Oliver (Friend of the hall).</p>	N/A
3	<p>Minutes of the previous meeting 21st May 2025</p> <p>All trustees formally agreed the minutes of the previous meeting to be correct. Proposed by AG and seconded by JW.</p>	N/A
4	<p>Treasurers report</p> <p>We currently have £740.95p in our current account, £7,354.44p in our deposit account and £8,000 in our reserve.</p> <p>A new gas and electric contract has been negotiated with British Gas Lite. This ends in 2028.</p> <p>SumUp suspended our account in March. Following protracted correspondence with them the account is now active again. Compensation of £50 was offered but this has been declined as the complaint re SumUp's handling of the issue is now in the hands of the Financial Ombudsman.</p> <p>The building survey, required by our insurance company has been completed and AC has a copy on file. This cost £100.</p> <p>Discussion took place around payment of invoices and rates for our regular users.</p> <p>AC stepped out of the meeting due to a conflict of interest with the bowls club.</p> <p>On her return it had been decided that there will be an update from the bowls club following their AGM in the next few weeks.</p> <p>The Coquet Band have decided to cancel their latest booking as they disagreed with our pricing policy, as they were not classed</p>	DA

	<p>as a regular user (minimum of four times a year).</p> <p>A fee of £10 was agreed for the book club, who meets monthly. They have paid six months in advance.</p>	
5	<p>Update on Hallmark / Warm Hub status</p> <p>Jake Delacey, who is the community buildings energy adviser employed by Community Action Northumberland, is attending the hall on Thursday 19th June 2025. JW and JC will be in attendance.</p> <p>AG has been trying to source a suitable entrance sign for the front of the hall. It was agreed that it needed to be in keeping with the Victorian exterior, but clear to read. AG will order a black metal sign with the word 'Entrance' in white letters at a cost of approx £50.</p>	<p>JW</p> <p>AG</p>
6	<p>Solar Panel update</p> <p>There has been no further correspondence received from NCEL</p>	AC
7	<p>Update on lease</p> <p>This is ongoing</p>	DA, AC, GA
8	<p>Repainting of hall ceiling</p> <p>Although this has now been completed it has been identified that one of the purling has been pulled out of place. This has occurred over a period of time. To remedy this GA will obtain a couple of brackets, painted black, and will fix them to the beams.</p>	GA
9	<p>Refresh of the toilets / entrance hall</p> <p>Quote received from the Alnwick Decorating Co as follows:</p> <p>Just the ceiling in the entrance hall - £665.04</p> <p>Ceiling in the entrance hall and toilets - £1,305.88</p> <p>The whole entrance hall including the ceiling and the toilets - £1962.68</p> <p>It was decided that we could not justify spending this amount of money at this time, but we didn't have the time ourselves during the summer. This will be revisited later in the year.</p>	<p>AG</p> <p>AC</p>
10	<p>Update on Community Response Hub</p> <p>The Parish Council have had a meeting to discuss the plan, but no progress has been made. AG will attend the next PC meeting to</p>	AG

	26 th November – Trustees meeting 10am 13 th December Christmas coffee morning	
13	<p>AOB</p> <p>The cleaning of the main hall took place on 11th June and everything was now looking much fresher. A further day of action will take place on 25th June when we will tackle the Reading Room.</p> <p>AC has yet to draft a policy on the procedure for marking the contributions trustees have made to the hall on their resignation.</p> <p>JW has advised that a rose bush would be appropriate for DW. It was agreed also to purchase a rose bush for Liz Rixon following her resignation. Flowers will be sent to JO following her husband’s funeral.</p> <p>AG and AC are to attend a “Marketing & Audience Engagement – a guide to growing your audience” event on 19th June 2025 organised by VODA (Voluntary Organisation Development Agency) in Wallsend.</p> <p>Roger Williams has sent the trustees a ‘Thank You’ letter for the help in preparing the hall for his wife’s wake. This was read out.</p> <p>AG and AC have produced the Trustees annual report which has previously been circulated to all the trustees together with the end of year accounts produced by DA. Everyone has agreed to accept these. They will be presented at the AGM.</p>	<p>All</p> <p>AC</p> <p>DA</p> <p>AG & AC</p> <p>All</p> <p>All</p>
15	<p>Date of next meeting</p> <p>23rd July 2025 in the Jubilee Hall at 10am</p>	