

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL**Held on Wednesday 26th November 2025 at 2pm in the Jubilee Hall**

| | Agenda item | Action |
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| 1 | Present: Alison Gibson (Chair), Alison Cowen (Secretary), Judy Williams (Trustee), Greg Anderson (Trustee), John Cowen (Bowls representative), Jen Oliver (Friend of Jubilee Hall), Tim Woodburn (Observer), Lynn Nicholson (Piper's representative) David Arkieson (Treasurer) via Teams call, | N/A |
| 2 | Apologies: None | N/A |
| 3 | Conflicts of interest None | N/A |
| 4 | Minutes of the previous meeting 15th October 2025 Prior to this meeting DA submitted a statement, which the Chair AG did not have sight of or the opportunity to read before we started. DA was asked by AG how he would like to proceed in terms of incorporating his statement into the agenda. He was offered the opportunity to read his statement twice, to which he declined on both occasions. Before the meeting proceeded DA explained he is concerned that we, the trustees, have lost our focus on our priorities for the development of the hall, although he applauds the enthusiasm and business expertise of AG. He fully explains this in document B, which is attached to these minutes. He is concerned about the small pool of attendees who support the hall. His view is that we develop the administrative qualities to secure grants and to improve the facilities for businesses, club and personal use, not with small events to the same clientele. He believes the hall's purpose is to serve the village only and that this should be our focus. AG pointed out that this is not what it states on our founding document and that our charitable purposes include serving 'the public at large' as well as the village. She stated that having a loyal group of people who attend events is to be expected in a small community, however that we had succeeded in attracting people from the wider area as well (Swarland, Alnwick and other | AC |

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| | <p>area's of Northumberland).</p> <p>AG explained that yes we need to attract more people, raise the profile of the hall and improve facilities. Some of the events we run may not be popular, but others will be. This way we find out what our community wants. She pointed out that we operate in a competitive environment, and that other village halls are already established in their activities, and have many more bookings than we do. We are in the process of developing our offerings to be more appealing to potential users.</p> <p>Another concern was the number of items on the last agenda (18), this has been addressed for today's meeting, and we have previously agreed to have monthly meetings starting in January.</p> <p>The consensus was we all give what we can as volunteers, and we all want the hall to be a success; we just have different time scales.</p> <p>This difference of opinions took 45 minutes before we could move on to other matters. The minutes of the previous meeting were finally agreed, with the concerns being recorded in these minutes.</p> <p>LN stated that in her opinion the hall's biggest asset was its history but that the downside was the lack of parking. She suggested a possible solution may be to offer some kind of transport to events.</p> <p>AC to explore community transport options.</p> | <p>AC</p> |
| <p>5</p> | <p>Hall finances</p> <p>Treasurers report – As of 31st October 2025 we have £859.87 in our current account, £9472.86 in our deposit account and £8,000 in our reserve. We received £162.60 in interest on our 200-day access deposit account.</p> <p>Doc A (attached to these minutes) is the treasurers report and shows our performance against our business plan budgets.</p> <p>We are on track with our monthly coffee mornings and ahead of our targets in relation to hall hire.</p> <p>Application for Parish Grant 2026 to 2027 – This has been applied for.</p> <p>DA raised his concerns in relation to points 5i to 5vi below as he did not recall a vote having been taken. His concerns are fully</p> | <p>DA</p> <p>AC</p> |

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| <p>detailed in a document attached to these minutes (Doc B).</p> <p>Review of the hall pricing and rental process</p> <p>i. Checkout checklist and considerate use of the hall</p> <p>It had been agreed at the meeting on 15th October that AC would put up a notice in the kitchen to remind hall users to clean up after themselves. This has been done, and all trustees agreed.</p> <p>ii. 3 hour minimum v set up and pack up allowance</p> <p>DA disagrees with the decision at the meeting on 15th October that we remove the need to book for a minimum of 3 hours and that the 15-minute grace period would not work as musicians need warm rooms.</p> <p>A discussion took place around the need for a smart thermostat so that the temperature could be controlled remotely. This forms part of the request to the PC for next years grant, but consideration to be given to purchasing it earlier if funds allow. DA has obtained a quote of £308 for a HIVE system. We would require two thermostats and the fitting. It's estimated that this would be in the region of £1,000 in total.</p> <p>iii. Cancellation policy</p> <p>Following a discussion, a vote was taken and all trustees agreed that the user groups will continue to be invoiced in arrears quarterly, the next being due at the end of December.</p> <p>Currently the bowls group are paid up until 31st March and the book club until 1st April.</p> <p>AC will contact the user groups and explain that we have reverted back to the previous system. She will also obtain a signed booking form from each group, starting from the 1st January, with the dates they will be using the hall. If the user group have a booking and they miss it, they are still liable for payment.</p> <p>iv. Pricing – whole hall vs Reading Room only</p> <p>A discussion took place around a loyalty discount for regular users. DA explained that he was initially against this, but that now with greater knowledge of the area and village hall, he now supports the idea and is against its removal. All other trustees voted for its removal</p> <p>AC has spoken to Mark Whitley, the chair of the Parish Council</p> | <p>AC</p> |
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| | <p>(PC). In principle he has no issues with paying for the use of the hall, however it will need to be agreed by the PC. AC to write an official approach to them.</p> <p>v. Communication with Book Group</p> <p>AC had already spoke to Christine Mitchell re the new arrangements and they have signed a booking form and paid in advance up to and including April 2026.</p> <p>vi. Review of booking process/access process</p> <p>See point iii above.</p> <p>DA believes that it is unrealistic to have one rule for all user groups.</p> <p>LN left the meeting at this point.</p> | <p>AC</p> |
| <p>6</p> | <p>Future events calendar</p> <p>i. Finalise next year’s program</p> <p>DA is of the opinion that it is to early to finalise things and that we need to be flexible.</p> <p>Following a poll on Facebook and a paper one at the last coffee morning there is sufficient interest to trial a monthly community lunch during the winter period with homemade soup and bread. As a result of the data collected the following dates were agreed:</p> <p>Wednesday 28th January</p> <p>Thursday 26th February</p> <p>Tuesday 24th March</p> <p>AC and AG are happy to take the lead, although if available the other trustees will assist on the day. There will be a charge of £5 for a bowl of soup, bread and a hot drink. AG will purchase two dozen soup bowls, made to the British Standard for catering. This will be her gift to the hall. It was agreed that AC and AG will be reimbursed for the ingredients when they provide receipts.</p> <p>Following a discussion around TW running a games afternoon, it was agreed to tag this on to the soup event with the lunch being between 12 and 2pm and the games between 2 and 4pm. There will be a further charge of £3 to take part in the games. People can either have just soup, soup and games or just games. AG, AC and TW to have a separate meeting to plan this.</p> | <p>All</p> <p>AG, AC & TW</p> |

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| | <p>project costs from £300 to £20,000. You have a 40 to 50% success rate of obtaining. It usually takes approx. 12 weeks from submitting a bid to receiving a reply. AG and AC are prepared to obtain the evidence required and to submit a bid to improve the accessibility of the hall by installing a hearing loop, an automatic door and make good the hall following any work carried out. We currently have the relevant quotes.</p> <p>All trustees were in agreeance that we should proceed.</p> | |
| <p>8</p> | <p>Any other business</p> <p>We recently had an accessibility audit as part of our application for both Warm Hub and Hallmark 2. Improvements that could be made included signage for the kitchen, Reading Room and exit doors. The style of the one above the entrance to the hall would suffice as it is keeping with the historic character of the hall. It was agreed that AG could purchase the signs.</p> <p>The ramp between the entrance hall and the Reading Room was identified as being dark. It was agreed that GA can purchase a self-adhesive sensor style light.</p> <p>At a previous meeting we discussed buying a blue tooth projector, like the one used at the Cheese talk. It was agreed that DA could purchase one up to the value of £40.</p> <p>The Vyner Park Charity Management Committee have offered an unclaimed prize, from Bonfire Night, of a voucher for a meal at the Cook & Barker, to be raffled at both Swarland and Newton on the Moor Village Hall coffee mornings. It was acknowledged that this was a kind offer, but that we already have our Christmas Hamper raffle and to run a separate one alongside would just complicate things. AC to let them know.</p> <p>The code on the key box has been changed, by persons unknown. GA to change it back to a one agreed by the trustees.</p> <p>There is a leak in the roof of the main hall on the right towards the fire exit. GA has looked and believes this is due to a couple of broken tiles that require replacing. AC to obtain quotes from NL Roofing (recommended by DA) and OBE Roofing (recommended by TW).</p> <p>All Trustees approved the Fire Risk Assessment and Fire Safety Policy ahead on the Hallmark 2 accreditation assessment on 9th December 2025. AC to publish.</p> | <p>AG</p> <p>GA</p> <p>DA</p> <p>AC</p> <p>GA</p> <p>AC</p> <p>AC</p> |

Charity No. 1193440

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| 9 | Date of next meeting Monday 5 th January 2026 2pm | All |
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