

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL**Held on Monday 5th January 2026 at 2pm in the Jubilee Hall**

| | Agenda item | Action |
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| 1 | Present: Alison Gibson (Chair), Alison Cowen (Secretary), David Arkieson (Treasurer), Judy Williams (Trustee), Greg Anderson (Trustee), John Cowen (Bowls representative), Tim Woodburn joined the meeting at 3pm. | N/A |
| 2 | Apologies: Jen Oliver (Friend of the hall). | N/A |
| 3 | Appointment of new Trustee All Trustees present agree to the appointment of Tim Woodburn as a Trustee. Once the paper work is complete AC will submit the relevant information to the Charty Commission. | AC |
| 4 | Declaration of any conflicts of interest for today None declared | N/A |
| 5 | Approval of the minutes of the previous meeting held on 26th November 2025 All trustees present agreed the minutes were correct. Proposed by JW and seconded by GA. AC to publish these minutes on the hall website. | AC |
| 6 | Hall finances Treasurers report – As of 31 st December 2025 we have £842.55 in our current account, £9982.67 in our deposit account and £8,000 in our reserve. Our income since the last meeting was £860.84 and our expenditure was £684.54. This included a repair to the roof. Doc A (attached to these minutes) is the treasurers report and shows our performance against our business plan budgets. The signs purchased by AG for £45.07 should be recorded under action 2 in our business plan as there need was identified as a result of the accessibility audit as part of the Warmhub application. | DA DA |
| 7 | Update on actions from the last meeting: a) AC to write to Parish Council re payments for hire of the hall – | |

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| | <p>This is now complete. It will be discussed at the next meeting of the PC.</p> <p>b) DA to speak with Charlotte Lobb we the possibility of a Willow Weaving workshop in the Spring / Easter time – to be carried over to the next meeting.</p> <p>c) JW to obtain a booking form from Martin Dunn re event in February and enquire if they require a bar – JW has spoken to Martin, but no booking document has been received to date. JW to chase up.</p> <p>d) AG to progress the booking of the Story Teller for the autumn time – AG has spoken to Malcolm Green and has agreed to re contact him in the summer with a view to firming up a date in October.</p> <p>e) GA to purchase a self-adhesive sensor style light for ramp between Reading Room and Entrance Hall – GA has ordered this today and it should arrive tomorrow.</p> <p>f) DA to purchase a blue tooth projector up to the value of £40 – Not yet purchased. Action rolled over to next month.</p> <p>g) AG to purchase signage for Reading Room, kitchen & exit – Signs have been purchased. GA will fit them in the next few days.</p> <p>h) AC to obtain a quote to fix leak in the roof – A quote was obtained from OBE Roofing who have fixed a broken tile and replaced the baton and perished roofing felt. Action complete.</p> <p>i) AC to publish minutes of last meeting, the Fire Risk Assessment and the Fire Safety Policy – Action complete.</p> | <p>AC</p> <p>DA</p> <p>JW</p> <p>AG</p> <p>GA</p> <p>DA</p> <p>GA</p> <p>AC</p> <p>AC</p> |
| <p>8</p> | <p>Review of the NCEL solar panels project (action plan item 4)</p> <p>a) Where to put the battery cabinet - NCEL have been in contact with regards to the siting of the batteries. The original location of the cupboard next to the stage has now been identified as no longer suitable. They suggest a waterproof lockable cupboard placed at the rear of the hall. There would be no charge to the Jubilee Hall. A picture was sent on 17/12/25 of a cabinet used by Corsenside Village Hall. This was forwarded to the Trustees together with the dimensions (Doc b attached to these minutes). The cabinets can be painted to blend in with the surroundings if necessary.</p> <p>All Trustees present have no objection to the siting of a cabinet</p> | |

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| | <p>at the rear of the hall. There are two queries: 1) Who insures the batteries? 2) Would it be possible to have a cupboard slightly larger than required for the batteries with a view to storing a generator at a later stage. AC to write to Fiona Knox at NCEL.</p> <p>b) Do we need to have the roof inspected before the panels are fitted? – After a discussion it was agreed that AC would speak to Andy Curry in Swarland who has a drone and ask him to fly over the roof to see if there are any obvious issues with it.</p> <p>Depending on what this shows up, AC to contact OBE Roofing (Blyth) and ask them to do a visual inspection to identify anything obvious.</p> <p>Any work that is require will be paid for out of the general maintenance fund.</p> <p>There is slight mark to the plaster work in the main hall where we had a leak in December. It was decided that AC would contact Lee Hope, the company we used to paint the ceiling, to establish what paint they used. GA will source a spray on damp seal and make good the mark.</p> | <p>AC</p> <p>AC</p> <p>AC</p> <p>AC</p> <p>GA</p> |
| <p>9</p> | <p>Progress on National Lottery Grant Application</p> <p>AG has gone through the application process in detail and looked at the criteria's. She has delved into the 2025 statistics on deprivation in England and found that in relation to barriers to housing and services we are more deprived than 93% of other neighbourhoods in England. We have poor connectivity making the need for a community space important.</p> <p>AC to ensure that our Facebook Profile is up to date and that we follow the National Lottery Community Fund.</p> <p>AC to continue to gather evidence to support the need for the accessibility upgrade we plan.</p> <p>The bank details must match the registered address for the charity making the application. DA to contact Lloyds Bank to have the line Old School House taken out of the bank statement.</p> | <p>AC & AG</p> <p>AC</p> <p>AC</p> <p>DA</p> |
| <p>10</p> | <p>Review of outstanding items on yearly action plan</p> <p>a) Update on signing of the new lease (action plan 5) – There has been a hold up with the Baker Cresswell Solicitors not getting back to our solicitors before Christmas. DA to chase this up</p> <p>b) Update on repainting of the entrance hall, the refresh of the</p> | <p>DA</p> |

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| | <p>toilets and door into Reading Room (action plan 7) – This will form part of the lottery grant application. The Reading Room door will be rolled over into a project for next year.</p> <p>c) Update on the evaluation of feasibility of becoming a Community Response Hub. (action plan 8) – Waiting for PC to progress.</p> <p>d) Develop a plan for wildlife (action plan 9) – No further update. AC to put JW in touch with SNAC.</p> <p>e) Develop measurement framework (efficiency & impact) for our CIO – AG has taken advice from various quarters but has yet to come up with a suitable solution. Work remains ongoing.</p> | <p>AC & AG</p> <p>AG</p> <p>JW & AC</p> <p>AG</p> |
| <p>11</p> | <p>Discussion around next years plan and budget</p> <p>Initial ideas:</p> <p>Replace curtains throughout the hall</p> <p>Purchase HIVE system (PC grant)</p> <p>Hearing loop, accessible door, chairs with arms on (Lottery grant)</p> <p>Hallmaster automated booking system</p> <p>Progress solar panels</p> <p>Refurbish Reading Room</p> <p>Add radiator shelves to prevent heat escaping</p> <p>Further discussion required at our next meeting for decisions to be made by March for the 2026/27 business plan and budget.</p> | <p>All</p> |
| <p>12</p> | <p>A.O.B</p> <p>Equality Policy due for review next month.</p> <p>Letter of thanks has been sent to Mr & Mrs Thomas (Friends of Jen Oliver) who were unable to make the Christmas coffee morning, but who made a generous donation.</p> <p>Sympathy card has been sent to Suzanne Stanley following the death of her husband. Both have been avid supporters of the hall.</p> <p>We were awarded Hallmark 2 in December.</p> <p>GA to source a clock for the Reading Room up to the value of £50.</p> | <p>All</p> <p>AC</p> <p>AC</p> <p>GA</p> |

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| | <p>TW had made enquires with Peter McQueen re possibility of putting on the Scrooge plays. He charges £650. He is happy to do something net year when he is touring Northumberland. He is part of Ragged Edge Productions with actors who involve the audience in their plays. AC to look for possible grant sources.</p> <p>AG will send an email out in the next few days with details of the lunch arrangements at the Anglers Arms, Weldon Bridge on 6th February.</p> | <p>AC</p> <p>AG</p> |
| <p>13</p> | <p>Date of next meeting</p> <p>Tuesday 3rd February 2pm.</p> <p>All subsequent meetings will be on the 1st Tuesday of the month at 2pm.</p> | |