

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL

Held on Tuesday 3rd February 2026 at 2pm at Pine View Cottage

	Agenda item	Action
1	Present: Alison Gibson (Chair), Alison Cowen (Secretary), David Arkieson (Treasurer), Judy Williams (Trustee), Greg Anderson (Trustee), John Cowen (Bowls representative), Tim Woodburn (Trustee), Jen Oliver (Volunteer).	N/A
2	Apologies: None	N/A
3	Declaration of any conflicts of interest for today None declared	N/A
4	Approval of the minutes of the previous meeting held on 5th January 2026 All trustees present agreed the minutes were correct. Proposed by GA and seconded by JW. AC to publish these minutes on the hall website.	AC
5	Hall finances Treasurers report – As of 31 st January 2026 we have £873.33 in our current account, £9987.76 in our deposit account and £8,000 in our reserve. Our income since the last meeting was £444.26 and our expenditure was £341.31. The expenditure includes the purchase of a new projector. Doc A (attached to these minutes) is the treasurers report and shows our performance against our business plan budgets.	DA
6	Update on actions from the last meeting: a) DA to speak to Charlotte Lobb re the possibility of a Willow Weaving workshop in the Spring / Easter time – DA has been in contact with CL, but she is unable to commit due to her recent injury. AC has contacted Lorraine Griffith who has offered to run two three-hour sessions on Saturday 25 th April 2026 making willow bird feeders. She could teach a maximum of 10 people per session and suggests we charge £30 per person. She would split the money 50/50 with the hall. All trustees present agree that AC should confirm this booking.	DA AC

<p>b) JW to obtain a booking form from Martin Dunn re event in February and enquire if they require a bar – This event has now been cancelled.</p>	<p>Complete</p>
<p>c) DA to purchase a blue tooth projector up to the value of £40 – This has now been purchased, together with convertors and leads to provide more flexibility.</p>	<p>Complete</p>
<p>d) AC to write to Fiona Knox at NCEL re 1) who ensures the solar panels & batteries and 2) could the cabinet used to house the batteries be used to store a generator – Reply received from FK on 09/01/26 –</p>	<p>AC</p>
<p>1. We ask the Village Hall to add the solar panels and battery system on to their buildings insurance. This means if anything happens re damage or theft then they are covered. Usually when request to add the system, the insurance company sends across a series of questions which I complete as far as I can and pass back to the Hall committee to complete with their information and submit. The uplift on your annual premium due to addition of the system is covered by NCEL for the 20-year partnership on an annual basis. All we ask is for the Hall to submit an invoice for the additional amount to the insurance premium when you renew each year. NCEL carries its own PLI and damage to property insurance which we are happy to share when the time comes to install, just in case the batteries or panels or associated equipment was to damage the hall or injure a person. Happy to chat this through on the phone if it helps.</p> <p>2. With regard to the size of the cabinet I will enquire re the size of cabinet for the proposed battery storage with room for expansion if needed. Do you know roughly the size of the generator. I can get quotes in for a suitable cabinet and also get advice from the surveyor submitting the plans for the Hall as to what may be accepted.</p>	<p>AC</p>
<p>e) AC to speak to contact in Swarland re using a drone to obtain footage of the roof prior to the solar panels being fitted. He has agreed to do this. Just waiting for dry / clear day. AC has spoken to the occupants of no. 8, 9 and 10 Newton on the Moor and all gave their verbal consent to the use of the drone.</p>	<p>ACGACComplete</p> <p>GA</p>

	<p>The footage will be recorded but if a trustee is present a more detailed view can be obtained. GA to attend once arranged.</p> <p>f) AC to contact Lee Hope to obtain the colour of the paint used in the main hall ceiling – This has been done and the details passed to GA. For future reference this is Albany Contract Matt – white. Lee suggests a stain covering primer such as Zinsser cover stain primer sealer in white.</p> <p>g) GA to source a clock for the Reading Room – GA brought two photos to choose from. All trustees agreed unanimously to purchase the dark framed one with plain numbers as it was easier to read. GA to purchase.</p>	
<p>7</p>	<p>Progress on National Lottery Grant Application</p> <p>AG has submitted an application to the National Lottery Community Fund on the 14/04/26, under the title 2026 Village Hall Accessibility Upgrade, for the sum of £7683. This is to fit a hearing loop in the main hall, fit an accessible door and associated electrics inside and out together with the redecoration of the entrance hall following the work. It also includes the purchase of 10 chairs with arms, to match our existing chairs. These will be easier to get up from for people with mobility issues. The decision-making progress takes twelve weeks which takes us to the middle of April. We have the contractors on standby and hope to complete the work by the end of summer 2026. We will celebrate the conclusion of the project and invite residents and hall users to try out the new facilities. We will need to include a financial contingency for the project in next year's budget and plan, because the Community Fund will not fund contingencies.</p>	<p>AG</p>
<p>8</p>	<p>Review of outstanding items on yearly action plan</p> <p>a) Update of the NCEL solar panels project (Action plan item 4) – Two planning applications were submitted, to Northumberland County Council, on 21st January 2026, one for the installation of 18 solar panels on the west facing pitched roof of the Jubilee Hall (Ref no. 26/00206/FUL) one for listed building consent (Ref no. 26/00207/LBC). The required notices have been put up outside the hall, and the latest neighbourhood consultation date is 11th February 2026. Docs B, C, D, E and F refer.</p> <p>The planning application was discussed at the Parish Council meeting held on 28/01/26. Two residents attended expressing</p>	<p>AC</p>

	<p>their disapproval, which they have also submitted to the county council. The Parish Council indicated that they will also be objecting.</p> <p>b) Update on signing of the new lease (action plan 5) – DA has received an email from Katherine Edridge, senior conveyancer for Adam Douglas solicitors. She has received confirmation from TC Smith, acting on behalf of the Baker Cresswell family, that their fees will be £350 plus VAT to review her draft, which she has forwarded to DA. This means that the total legal fees for the redrafting of the lease (including our legal representation for the Hall CIO will be £....) The lease needs to be reviewed. Carried over to the next meeting.</p> <p>c) Update on repainting of the entrance hall, the refresh of the 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>d) Update on the evaluation of feasibility of becoming a Community Response Hub. (action plan 8) – Despite numerous requests by AG to the PC there doesn't appear to be any progress being made on this action. The PC have had several changes in councilors which may have affected this. All trustees present voted to put this action on hold and wait for the PC to contact the Jubilee Hall.</p> <p>e) Develop a plan for wildlife (action plan 9) – SNAC have been in contact with JW, who will arrange a site visit. Ideas to consider include bat / bird boxes and insect friendly planting. Carried over to the next meeting.</p> <p>f) Develop measurement framework (efficiency & impact) for our CIO – AG has taken advice from various quarters, but no standard model exists for measurement at village halls. AG will draft a proposal and present at next meeting. Work remains ongoing.</p>	<p>DA & AC</p> <p>AG / AC</p> <p>Complete</p> <p>JW</p> <p>AG</p>
<p>9</p>	<p>Firm up calendar of events for the next six months</p> <p>February</p> <p>14th – Coffee morning with pancakes, lemon juice & sugar. JO will buy the ingredients.</p> <p>26th - Soup and games event. AC, TW & AG to arrange as before.</p>	<p>All</p> <p>JO</p> <p>AG, AC & TW</p>

March	JO & AG
14 th – Coffee morning with an Irish theme. AG will make a Guinness chocolate cake. JO to get a recipe for potato farls. AC and DA are not available.	
18 th – Northumberland Village Halls week at Stannington Village Hall. Theme of “Connecting communities to health & wellbeing”.	AG & AC
28 th – Music and Dance	
April	
11 th – Coffee morning, plant sale and Spring Raffle. JO to arrange three prizes for the raffle, a basket of fruit, a basket of eggs and something else to be confirmed.	JO
25 th – Willow Weaving. AC to book Lorraine Griffith.	AC
May	
9 th – Coffee morning. No theme.	All
Date TBC - Event with Grape and Grain in Morpeth. AC to make enquiries.	AC
June	
13 th – Coffee morning. “Have your picture taken with the King”. AC to contact Chris Ledum in Hazon to borrow cardboard cutout.	AC
Date TBC - AGM	
July	
11 th – Coffee morning	All
Date TBC - Tapas evening to celebrate the links to Samuel Widdrington (aka Samuel Cook) with Spain.	
August	
8 th – Coffee morning	All
September	
11 th to 20 th - Heritage Open Days. Open the hall to the public and put on a display of the hall’s history.	ACAll
12 th – Coffee morning in support of MacMillan	AC

	<p>Date TBC – Kirn/Kern supper</p> <p>October</p> <p>10th – Coffee morning</p> <p>Date TBC – Story teller</p> <p>Date TBC – Harvest Festival</p> <p>November</p> <p>14th – Coffee morning</p> <p>15th – Remembrance Sunday</p> <p>Date TBC – Scrooge play with Peter McQueen (TW to contact actor to discuss potential arrangements and negotiate fees)</p> <p>December</p> <p>12th – Coffee morning with Christmas raffle.</p> <p>24th December – Christmas Church Service</p> <p>Behind each event is a big marketing campaign involving posters and social media. Our audience is growing slowly but steadily. We know from the professional dashboard on Facebook that we have 244 followers, of which 81% are women. 28% of our followers are between 55 and 64, 26% over 65 and 23% between 45 and 54. 21% make up the remainder.</p>	<p>All</p> <p>AG</p> <p>All</p> <p>TW</p> <p>All</p>
<p>10</p>	<p>Discussion around next year’s plan and budget</p> <p>It was agreed that we should plan to achieve ten projects in the next financial year.</p> <p>1) Accessibility upgrade, to include the refreshing of the toilets and re painting of the entrance hall, which are carried over from this year. Grant has been applied for but we will need a contingency fund (suggest 10%).</p> <p>2) Total refurbishment of the Georgian Reading Room. This <u>will</u> require professional advice, maybe from CAN or National Trust. AG will look at the possibility of obtaining a Heritage Grant from the National Lottery. We need to do some research to establish exactly what is required so we can draw up a budget. There appears to be some damp in the walls in the reading room which we would need to rectify before any redecoration. The grant could include structural work on the</p>	<p>All</p> <p>AG & AC AG, AC & DA</p> <p>DA</p> <p>GA & JCJW & AC</p> <p>GA & JC</p> <p>GA</p> <p>JW</p> <p>AG</p>

Commented [AG1]: Not sure about who gets which action from here on in as initials don't line up.

	<p>floor in both the main hall and the Reading Room, and refinishing floors.</p> <p>3) Purchase HIVE or similar smart heating system. A grant submission has been made to the Parish Council to cover this. DA to lead.</p> <p>4) The extractor fan in the kitchen needs to be vented through the roof. This entails removing the slates, so is a warmer weather project. GA to lead with the assistance of JC.</p> <p>5) The curtains need to be replaced throughout the hall in a flame-retardant fabric that is machine washable. A discussion took place with regards to colours to assist users with disabilities such as dementia and sight loss. JW to see if she can find the receipt for the current window dressings. AC to obtain quotes and samples.</p> <p>6) Re cast the concrete step / thresh on the fire door of the main hall. GA to lead with the assistance of JC.</p> <p>7) Add radiator shelves and silver panels to prevent heat loss. GA</p> <p>8) The wildlife plan will be carried over from this year with JW taking the lead.</p> <p>9) AG will continue to work on the measurement framework. This tool will be carried over from this year.</p> <p>10) The updating of the new lease will be carried over from this year.</p> <p>Further discussion required at our next meeting for decisions to be made in March for the 2026/27 business plan and budget.</p>	<p>DA</p> <p>All</p>
<p>12</p>	<p>A.O.B</p> <p>a) Update on Diane’s legacy – no further update received from solicitors.</p> <p>b) AC has reviewed the Equality, Diversity and Inclusion Policy. This has been circulated and no comments received. AC will publish it on the hall website.</p> <p>c) Update re the request to the Parish Council to pay for their use of the hall. No formal response has been received as yet.</p>	<p>AC</p> <p>AC</p> <p>AC</p>

	<p>d) The Chair of the PC has suggested a regular meeting with the Jubilee Hall Trustees, the Swarland Village Hall Trustees and the management committee of Vyner Park to see how we can all work together. It was agreed by all present that this was a good idea.</p> <p>e) The electrical safety certificate is due in March. DA has arranged for an inspection on 20th February.</p> <p>f) The gas meter is to be changed on the 12th February due to a change in supplier.</p>	<p>AC</p> <p>DA</p> <p>DA</p>
<p>13</p>	<p>Date of next meeting</p> <p>At JW's request, Trustees agreed to move the dates of the next two meetings to be 10am – 12 noon on the first Wednesday of every month.</p> <p>Next meeting: Wednesday 4th March at 10am.</p>	