

Charity no 1193440

MINUTES OF THE TRUSTEES OF THE JUBILEE HALL

Held on Wednesday 4 March at the Hall

1 Present

Alison Gibson (chair) , David Arkieson (Treasurer) , Judy Williams (Trustee), Greg Anderson (Trustee), Tim Woodburn (Trustee, acting as Secretary in AC's absence).

2 Apologies

Jen Oliver, Alison Cowen

3 Declaration of any conflicts of interest today:

None declared

4 Approval of the minutes of 3rd February 2026

All trustees present agreed minutes were correct proposed by JW and seconded by GA

5 Hall finances – discussion and review of Treasurers report for 28 Feb

DA confirmed £8,000 still in reserves. Snaith have paid for Hall hire and the Fiddlers and Pipers are paying promptly by electronic bank transfer and pleased that this payment is now efficient and on time. We are doing well against our plan and expect approximately £250 income in final month from coffee morning and soup and games. Current income for the 11 months to 28 Feb = £8014.83. AG raised a slight discrepancy adding up expenditure which was totalled in report at £5263.26 vs £5290 to date. DA to double check the column and determine correct total. All agreed it's a good result for the year end which is not far away and finances looking healthy.

6 Update on actions from last meeting:

Weaving – 18th April is confirmed date and project £300 if it sells out.

Clock – All agreed the clock GA purchased and placed in reading room looks good.

Wildlife – JW mentioned that Hazel (representative of SNAC) is coming to give advice at 10 am on March 9.

7 Agreement and discussion around 2026 business plan and budget

AG Explained there are 4 areas to highlight – Plan, Budget, Reserves, Cash (4 Steps). All present understood and happy with this.

Plan (including next year's projects):

This year's projects were largely completed. Wildlife is an area to carry forward to next year.

We spent a lot less than expected this year despite the actions taken.

In addition, AG proposed that we omit implementing a new booking system from the list of projects for next year as our resources for tackling projects are extremely limited. All present agreed with this.

Greg Anderson to look at radiator shelves and discussed the hole in the floor of the Reading Room. We have received a quote to remedy ventilation and repair joists and floorboards for this for £758.40 and AG explained that, at this level of expense, we need a 2nd quote to ensure value for money as is required by our Finance Policy. This will be carried forward as a project and is ongoing. AC obtaining quote.

The kitchen extractor fan and concrete step also noted as items to fix. The extractor is important to sort out. The step may be left and GA does not feel this warrants urgent action and we will revisit this at the next meeting.

Refurbishment of reading room. There are clearly cracks in paint. GA suggested that installing radiator shelves would mitigate the effect of rising hot air on paint by redirecting this away from the walls and into the room. DA suggested sanding back rather than full refurbishment. There was a discussion around the possibility of leaving low heating on constantly in the reading room or putting a dehumidifier. AG would like to check levels of moisture/damp and obtain professional advice before deciding how to proceed.

TW mentioned that it may be cheaper to leave heating off as JW confirmed the Reading room was last repainted over 10 years ago around 2011 so maybe very slow deterioration in paintwork to be expected over this timescale. All agreed to a damp/condensation survey assuming reasonable cost to see if there are any issues and to obtain professional advice on how to proceed. Once we have determined and agreed the scope of works to refurbish the Reading Room, we will pursue applying for a grant to cover the cost of this. TW to find number for a local damp surveyor who have been out to a local property to progress this.

Budget for 2026/7

Income – Key items discussed

As noted in the Treasurer's report 2025/6 has yielded a healthy surplus to date with 1 month to go. We are marginally below on income from coffee mornings v budget but AG thinks this was a good effort. All agreed with this and to keep the same budgeted figure for coffee morning income for 2026/7.

Regarding soup and games – we will decide on this going forward to determine treatment as a budget item. The first 2 events brought in £190, included in the treasurers report.

AG confirmed that 2 grants (from Parish Council and National Lottery Community Fund) have been applied for and appear as 2 entries in the budget for 2025/6.

Income from events was a success at £1300 (examples given by AG include Gin, horticulture etc...). Has maintained however the same £1,000 budget for this line of income for 2026/7.

Expenditure

2025/6 saw a credit for gas so the cost was significantly lower than 2024/5. It will be difficult to forecast and budget for 2026/7 and DA explained we cannot get a fixed tariff. £1000 to be put in as an estimated cost (£1600 in present draft). Electric was another significant cost item and put in budget for the year ahead at £700. These costs need to be monitored as they could vary given the markets and global events and not easy to forecast. Room utilisation could rise as well which will impact the cost.

Maintenance of the building remains a significant expense. If the grants do not materialise, AG stated we will not require the £800 accessibility grant contingency which all agreed and understood.

Reserves

AG talked about a new reserve account to prepare for a time when our 2 boilers fail. When this happens this will be an urgent expenditure as the Hall needs both to function and it would be good to have prepared for this with funds available when needed. DA confirmed we cannot add to the existing account so will set up a new deposit account. Reserve for the boiler to be increased to £5,000.

DA will increase the reserves to £12,500 and will keep in high interest accounts. GA argued that this is worth doing as we get a good rate of interest and even if we lose a year's interest by making a withdrawal – this would be more than offset by the ongoing benefit of interest ongoing till that point which hopefully won't be soon. All agreed.

For 2026/7, in the budget as currently drafted, expecting a deficit of c £3000 with an expected £15,000 reserve at the year end.

It was discussed by all that this shortfall is acceptable as there is a one off cost for the lease renegotiation. AG discussed the possibility of raising income through more events and hall hire. This should be a further discussion at the next meeting. TW talked about a new banner similar to the coffee mornings as its highly visible, free and could state something like “hire me for as little as x for parties, business and social events etc...”

The plan and budget will need to be finalised and AG undertook to organise this by email as there are two outstanding items to be completed before numbers can be finalised, and Trustees are not due to meet again before the start of the new financial year on April 1st.

All present happy with the format and process around planning/ budgeting and discussion of reserves and cash.

8 Maintenance Schedule

AG stated would be good to have scheduled maintenance incorporated into the budgeting process.

- a) Reading room floor.: AG to follow up with AC who was working on a second quote for the work

9 Cleaning schedule.

AG suggested the team spring clean starts April. Last time took approx. 4 days but should be much easier this time round

10 March coffee morning.

St Patricks day theme and Jen looking at Irish potato cakes possibly and AG providing a cake, TW and GA to coordinate running of this as AG and AC away.

11 AOB

- a) No update on legacy
- b) Payment of £100 to auditor (nice wine gift)
- c) Need a new kettle – DA to source

12 Date of next meeting :

Potentially 13 April, 2pm. AG stated we need to try as a group to get a set day/ time. To be agreed.