

Draft Minutes of the Jubilee Hall Trust AGM
Held in the Jubilee Hall, Starston, 21st January 2020, 7.30 pm

Present: Trustees: Michael Bartlett, Geoff Broadhurst (treasurer) via Skype, Bruce Colman, John Formston, Patrick Gray, Peter Grimble (in the chair).
Management Committee Members: Joy Brooks, Colin Loveday, Dee Palmer (secretary), Steve Thompson.
Members of the Public: 3 residents.

Peter Grimble welcomed the residents who were present.

Apologies: Debbie Griffin, Stuart Griffin, Robert Wood.

Item 2: Minutes of AGM held on 23rd January 2019
The minutes of the Jubilee Hall Trust AGM held on 23rd January 2019 were approved and signed.

Item 3: Matters arising from those minutes.
Peter announced that Michael Bartlett has returned as a Trustee of the Jubilee Hall charity, after an absence of a year.
The constitution has been amended to state that the Trust's financial year runs from 1st January until 31st December and that the AGM will be held in January.
Peter drew attention to the excellent work of Robert Wood as bookings manager, ably supported by Joy Brooks.

Item 4: Chairman's Report
Peter said that 2019 was a very good year for Jubilee Hall and, together with Glebe Meadow, is at the heart of village life. He paid tribute to the Management Committee which had worked as an excellent team, mentioning by name and thanking those committee members with responsibility for financial management, the 100 Club, running events, hall hire, health and safety, maintenance and publicity. Peter also thanked the Parish Council (for its grant of £400 towards the Hall's running costs) and our District Councillor, Clayton Hudson, whose member's grant covered the installation of the external power socket and the lights for the Christmas tree outside the Hall. The tree was donated by Derek Griffin.
The Trustees and committee are anxious to improve disabled access to the hall. An application has been submitted to South Norfolk Council's Community Action Fund for funds to create a route across the car park that provides a firm surface from the road to the door of the hall. This will make it much easier for wheelchair users and mothers with baby buggies to access the Hall.
Referring to the flooding at the bottom of Railway Hill just before Christmas Peter said that it highlighted the Hall's vulnerability. Damage to the brickwork of the end wall had already become apparent, caused by constant wetness from the splashes as vehicles drive through the puddles which always gather after rain. This will be ameliorated when Norfolk County Highways reprofile the road, work which is scheduled to be carried out this coming spring/summer. When this has been done

the Hall will have to repair the wall. The car park wall must also be repaired as it is becoming unsafe due to ivy damage.

Glebe Meadow remains very popular, with an estimated footfall of around 5,000 walkers. Peter noted that ash die-back is taking hold and that some alders are also dying. At some point in the next couple of years the Hall will have to hire tree surgeons to deal with the trees in a professional way. Peter urged all Meadow users to contact him if they have any concerns about the trees.

A copy of Peter's full report will be attached to these minutes.

Dee Palmer thanked Peter for the hard work and the many hours which he devotes to the Jubilee Hall and Glebe Meadow. This was greeted by a round of applause. Patrick Gray asked how Meadow footfall was measured. Peter replied that his estimate was based on his own observations on the days that he was working there, when visitor numbers seemed to average about 15. Committee members considered this to be a reasonable estimate

Resident Ann Leitch congratulated the Jubilee Hall on the number of activities in the Hall and on the Meadow which were a credit to the whole team and its "can-do" culture.

Item 5

Treasurer's Report

Geoff Broadhurst had prepared 3 sheets of financial information which were given to everyone at the meeting. He noted that income, expenditure and surplus were all greater than in the previous year. The increased surplus had been achieved in a year when we had invested in new equipment (a vacuum cleaner, bee equipment) and carried out repairs to the roof of the ladies' toilets. The current financial position has been made possible by the major contributions of the Hall hire team and the work of the events team. The St Patrick's Day Supper and the Hunters' Supper, organised by Debbie and Stuart Griffin had generated significant revenue.

As a result of the increased surplus the JH reserves have continued to grow. Geoff said that, as Treasurer, it was his responsibility to ensure that they are enough to protect the organisation from any potential downturn in income. As things stand at present the reserves would cover in excess of two years' operating costs.

However Geoff drew attention to the projected costs listed on the first page of the financial information (the "headline numbers"). Repairs to the end wall of the Hall and the car park wall were essential as one of the Trustees' prime responsibilities is to maintain the fabric of the building; it would be very difficult to get a grant to cover such work. The work to improve disabled access could be deferred if our grant application, currently being considered, was unsuccessful. The timing and cost of safety work on trees in the Meadow was dependent on a number of factors. In any event the reserves were likely to be depleted by the end of the year as a result of essential expenditure. However, Geoff was confident that, with the current excellent team in place, income would be sustained in 2020.

One resident asked why the gift aid on donations was not shown as a separate item of income. Geoff replied that it was included in the income streams of hall hire and of the events.

Michael noted that the increase in the number of hirings, especially repeat hirings, was due to the efficiency of the bookings system. Ann added that it was helped by the cleanliness of the Hall which has noticeably improved. It was agreed that this encouraged hirers to leave the place as they found it. Jane Marsden was thanked for her hard work as the Hall's cleaner.

Ann Leitch, in her role as Chairman of the Parish Council, said that the CIL money which it receives would be available for emergency tree work if it was needed for safety reasons. Peter thanked Ann and said that it was very hard to say exactly when a tree becomes "unsafe". In terms of value for money it was more efficient to do all the work at one time. In that case he estimated that two qualified tree surgeons, working for four days, might charge in the region of £2,000.

As there were no more questions for Geoff, Dee proposed a vote of thanks to him. This was also greeted with a round of applause.

Item 6: Glebe Meadow Report

This is incorporated in Peter's Chairman's report.

Dee said that in June the Youth Club members would be building a "bug hotel" on the Meadow.

Ann said that the Youth Club was approaching the JH with a request to hold a "camp out" on the Meadow on the evening of 1st August – the same date as the Church Fete. In response to a question from Steve Thompson, the JH H&S officer, Ann confirmed that the children would be accompanied by parents who would be responsible for their safety.

Ann then talked more generally about the Youth Club. While she recognised the need for the JH to be financially viable, she asked it to waive its hire charges for Youth Club meetings. This would enable these events to be free for the youngsters (at present they pay £2 per session) and so make the Club accessible to every child in the village. Peter responded that the JH Committee would consider this request at its meeting immediately after the AGM.

Another resident noted two safety issues. One was the excessive temperature of the hot water in the ladies' toilets. The other related to an incident which had occurred when the entrance door was unlocked. Steve and Peter undertook to investigate and deal with these issues.

Item 7: Election of Officers

Chairman. Michael Bartlett, proposed by Colin Loveday, seconded by Peter Grimble. Elected unanimously.

Treasurer. Geoff Broadhurst, proposed by Michael Bartlett, seconded by Peter Grimble. Elected unanimously.

Secretary. Dee Palmer, proposed by Peter Grimble, seconded by Joy Brooks. Elected unanimously.

Item 8: Confirmation of Committee Members

All the present members were agreeable to remaining on the Management Committee.

Item 9: AOB

Dee said that the minutes and associated documents of this AGM and all future ones will be posted on the village web site.

Peter thanked the residents for attending and contributing

The AGM closed at 8.45 pm.