

## **Draft Minutes of the Jubilee Hall Trust AGM Held via Zoom 27th January 2021, 7.30 pm**

Present: Trustees: Michael Bartlett, Geoff Broadhurst (treasurer) Bruce Colman, John Formston, Debbie Griffin, Peter Grimble  
Management Committee Members: Joy Brooks, Stuart Griffin, Dee Palmer (secretary)  
Members of the Public: 1 resident.

Michael welcomed all those who were present.

Apologies: Colin Loveday, Steve Thompson

Item 2: Minutes of AGM held on 21st January 2020  
The minutes of the Jubilee Hall Trust AGM held on 21st January 2020 were approved and signed.

Item 3: Matters arising from those minutes.  
Re Item 6 of the minutes:  
The JH Trustees/Committee were asked at the AGM if they would consider waiving the hire charges for Youth Club meetings. This was discussed at the Management Committee meeting following the AGM and it was agreed that in 2020 JH would subsidise the Youth Club to the extent that it did not pay for the use of the Hall. This arrangement would be reviewed at the end of 2020 and would be subject to the state of JH finances at the time. As part of the review the Youth Club would have to make a case for the arrangement to continue and show what steps they have taken to do fund-raising.  
There was further discussion of the issue at the Management Committee meeting in October 2020 when it was noted that all Youth Club activities had been suspended from March 2020 until the end of the year, due to COVID. It was agreed, therefore, that hire charges for the Youth Club would be waived in 2021. The arrangements will be reviewed at the end of 2021, on the same basis as stated above.

Item 4: Chairman's Report  
A copy of Michael's report is attached to these minutes. It had been circulated in advance of the meeting.  
When reading out his report Michael made an addition to the paragraph on Health and Safety, specifically the issue of the fire extinguishers and the difficulties we are having with the company which services them. He said that before looking for a replacement company he would contact our current contractor and try to resolve the issues. He would then report back.  
Michael thanked our excellent cleaner, Jane Marsden, whose work has been noted and appreciated by the Hall's users. He also thanked Liz Stacey and Peter Brown who, as well as putting out the JH bin every week, have been emptying the dehumidifiers that have been running to dry out the building.

Peter added some information on Health and Safety. Our electrical contractor, John Orford, will be doing an inspection at the end of this week and certifying work that has been done. This meets a requirement of our insurance policy. John asked if the repairs to the parapet wall above the ladies' loo had been effective. Peter replied that so far there had been no recurrence of the dampness in the loo wall but only time would tell if the repairs had been effective long term. The frost setting on the heater in the lobby outside the loo cubicles must help keep damp at bay.

#### Item 5

##### Treasurer's Report

A copy of Geoff's report is attached to these minutes. It had been circulated in advance of the meeting.

Because of COVID, revenue from events and hall hire in 2020 was much reduced. Income from the 100 Club had been maintained and sales of honey had increased considerably. There was also some income from the online book sale.

Costs in 2020 were higher than in 2019 due to significant investments in Hall maintenance – the decorating and the installation of new heaters. Leaving this investment aside, costs were otherwise consistent with the previous year.

The operating deficit for the year was £2355. Therefore, the increased bank balance at the end of 2020 (considerably greater than that at the end of 2019) was counterintuitive. This was due to COVID grants received from South Norfolk Council – a lump sum in the summer and monthly payments which began in November.

(These will continue while lockdown lasts.) There had also been two separate grants from South Norfolk Council - the first to cover much of the cost of the improved disabled access, and the second (through the good offices of our District Councillor, Clayton Hudson) to pay for the external power point at the Hall.

Moving to income and expenditure anticipated in 2021, Peter advised that income from honey is likely to be less because of the flood damage to the hives.

With regard to predicted expenditure in 2021, this will be considerable - in the region of £9,000. This covers repairs to the west wall of the Hall and the car park wall, replacing the carpet in the Hall, tree work and replacing Meadow fences damaged in the flood. However, we have just heard that the Saracens Fund has approved our grant application for £4,600 which will cover the cost of the tree work and fence replacement.

It was felt that in all the work it was essential not to go for the cheapest option but to carry out repairs to a high standard that will make the Hall and Meadow sturdier and more resilient for the future.

#### Item 6:

##### Glebe Meadow Report

Peter presented his report. A copy of it is attached to these minutes. It had been circulated in advance of the meeting.

Peter noted that there was a lot of work needed to clear the detritus which has lodged in hedge and fence lines. This will have to be done before the repair work can begin. Normally he would organise working parties of volunteers to do the job, but this is impossible with the current lockdown restrictions.

Dee asked if we needed to remove the tree which grows at an angle over The Beck and traps debris, somewhat impeding the flow of water. Peter said that this is a rare

example of a wych elm and that if it is causing an obstruction the Internal Drainage Board will deal with it when they dredge The Beck next year.  
Michael formally thanked Philip Astor for sourcing and paying for new tree labels for the orchard. Fortunately they had not been installed before the flood.

Item 7:        Election of Officers

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

Treasurer. Geoff Broadhurst, proposed by Michael Bartlett, seconded by John Formston. Elected unanimously.

Secretary. Dee Palmer, proposed by Geoff Broadhurst, seconded by John Formston . Elected unanimously.

Item 8:        Confirmation of Committee Members

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

Item 9:        AOB

No matters were raised.

The Chairman thanked all those who attended. The AGM closed at 8.25 pm.