

**Slaley Commemoration Hall Management Committee**  
**Minutes of the meeting held on Wednesday, 16th June 2010**  
**at 7.30pm in the Commemoration Hall**

1. **Present:** Michael Elphick, Pat Goodwin, Revd David Irvine, Bobby Johnston, Mary Metcalf, J Keith Robson (Chairman), Margaret Rowell, Margaret Weatherley, Pat Wilson  
**Apologies:** Jeannie Abdelnoor, Ann Robson, Ann Wright
2. **The minutes of the meeting held on 2nd September 2009** were approved. Proposed Pat Wilson, seconded Margaret Weatherley.
3. **Matters arising:**
  - a) **Point 4(a) - Water leakage:**  
Matter now appears resolved. Clive Weatherley and Reg Urwin have installed drainage channel at edge of car park. As the void under the kitchen floor had dried out, the treatment by Curedamp was completed.
  - b) **Point 4(b) - Cracked window:**  
Now replaced at a cost of £99.
  - c) **Point 5 - Hall Open Day:**  
Failed to attract visitors - a very disappointing turnout.
4. **Building Maintenance:**
  - a) Bobby reported missing slate from roof - to be looked into.
  - b) A problem two weeks ago with leakage from waste pipe under sink in gent's toilets - now resolved.
  - c) Michael advised that at the last film show the audio cable socket was loose. It can be fixed by unscrewing socket and packing behind it. It was agreed that Michael could proceed with this repair.
  - d) Following reports last year of damp in the Mother and Toddler cupboard, Keith and Reg had fitted air vents to all cupboard doors and to the partition walls. Pat G had asked Vicky Bell if problem resolved. Vicky reported that, although she had not attended for some time, she had not heard of any further problems. Need to keep a check - having exceptionally dry weather at the moment so may be false reading.
  - e) Keith reported that the boiler has been serviced. The fire extinguishers have not been done - Bobby will ring company to remind them.
5. **West Northumberland Community Buildings Consortium (WNCBC):**
  - a) Last meeting was 25th May 2010. Membership now at 51.
  - b) There had been an open meeting with a talk about safeguarding children and vulnerable adults. The two ladies caused consternation by inferring that every hall committee member should be checked. As this was felt to be overly cautious, the secretary of the WNCBC had produced a guide and this was discussed in detail at the WNCBC committee meeting. One important point is that it must be a condition of hiring that the relevant checks are in place - hirers have to confirm.
  - c) The position re waste collection was clarified. The Council will do weekly collection of a single bin. If more than one bin to be collected an annual fee of £109 will be charged. Margaret W had rung council and been informed that nothing will happen for two years. If a bill is received it is not to be paid.
  - d) Still looking at the possibility of getting own testing equipment and training volunteers but no news yet on funding.
  - e) Michael Elphick is building the Consortium's website. Existing web provider is not suitable. Michael is awaiting approval of treasurer for new provider at cost of £3.99 per month. The website will include a page for every WNCBC hall member - it is up to the individual halls to provide information. Should be live in approximately 2 months time.
  - f) Other things discussed were renewable energy and sale of alcohol.

**6. Health and Safety Risk Assessment:**

- a) The risk assessments are overdue but there had been no meetings since September 2009.
- b) The Health and Safety Policy and Risk Assessment forms were signed by the Chairman after having been reviewed and no changes found to be necessary.
- c) The Vulnerable Users Policy was discussed in detail and Pat Wilson agreed to remain as the Hall's nominated representative. The form was not available at the meeting for signature but it was agreed that this could be signed with committee approval at a later date.

**7. Correspondence:**

- a) Letter received from Community Action Northumberland requesting a donation to their funds to enable them to continue their work in supporting local communities. It was agreed that a sum of £15 would be sent.

**8. Financial Report:**

- a) As the kitchen was over-funded, requests had been made to the various funding bodies to divert monies to other hall projects – insulation and damp-proofing. All funders had agreed.
- b) Kitchen fundraising activities had received generous donations from residents in the village which has resulted in an unused amount of £2469.16 in the kitchen fund. It was agreed that this be kept in the restoration fund for future needs
- c) The Treasurer presented the Annual Accounts for committee approval. Hire charges much the same as previous year. WNCBC energy broker had made savings in energy costs. The Accounts were approved, proposed Pat Wilson, seconded David Irvine.

**9. Bookings Report:**

- a) All usual bookings plus Christening party at end of month.

**10. AOB:**

- a) Glass Recycling demonstration was given at the Hall on 1st March 2010 but was found not appropriate for Hall needs as more suitable for pubs, clubs etc.
- b) Under the terms of the Hall Constitution a committee member will cease to be a member if he or she is absent without the permission of the members from all their meetings held within a six month period and the members resolve that his or her office be vacated. Pat G proposed that as Sid Davison had not attended a meeting since the 18th June 2008, his office be vacated and an invitation issued to another Leek Club member to join in his place. This was agreed unanimously. Pat G to contact Sid and to approach Ros Doonan as a possible replacement.
- c) Pat Goodwin announced her intention to resign as Secretary. She stated that she would stay on the committee for a maximum of one further year to allow a replacement to be found.
- d) Michael stated that Jean Elphick wished to record the compliments received on the kitchen. Users are now used to how the dishwasher works and are pleased that it was included. Michael proposed printing out and laminating a "map" to show users which cupboards housed which equipment. This was agreed.
- e) Margaret W advised that the situation with the rates is still not sorted and is awaiting a reply to several letters that she has written to the Council.
- f) The front door is in need of painting – Reg to be asked to do this task.
- g) Pat W proposed that the floors in the meeting room and main hall were in need of re-varnishing. Margaret W will contact the company who previously carried out this work.
- h) A vote of thanks was given in respect of Catherine Lincoln's maintenance of the flower beds. Pat G will send a letter.
- i) A vote of thanks was given to Bobby for the grass-cutting.

**11. Date of Next Meeting: Annual General Meeting Wednesday 7th July 2010 at 7.30pm.**

The meeting closed at 8.50p.m.