

Slaley Commemoration Hall Management Committee
Minutes of the meeting held on Wednesday, 15th September 2010
at 7.30p.m. in the Commemoration Hall

1. **Present:** Jeannie Abdelnoor, Pat Goodwin, Mary Metcalf, J Keith Robson (Chairman), Margaret Rowell, Margaret Weatherley, Ann Wright
Apologies: Michael Elphick, Ann Robson
2. **The minutes of the meeting held on 7th July 2010** were approved, proposed Margaret Weatherly, seconded Ann Wright.
3. **Matters arising:**
 - a) **Item 5(b) – Audio cable socket:**
Still need to check with Michael.
 - b) **Item 5(d) – Vulnerable Users Policy:**
Need to check with Pat Wilson.
 - c) **Item 5(e) – Leek Club representative:**
Pat G has contacted Sid. She is to contact Ros Doonan as possible replacement.
4. **Building Maintenance:**
 - a) Margaret W still looking at possible companies for quotes for re-varnishing floor.
 - b) In the main hall there is a hole in the wall caused accidentally by over-enthusiastic karate club member. Dennis Clarke has been contacted to repair – may just place hardboard over the area as this will be cheaper.
 - c) Slates still not done.
5. **West Northumberland Community Buildings Consortium (WNCBC):**
 - a) Last meeting held at Commemoration Hall.
 - b) They are looking at the wording of the Safeguarding Children and Vulnerable Adults policy.
 - c) The Consortium website being developed by Michael Elphick should be launched in October.
 - d) They are working with North Northumberland Consortium regarding obtaining own PAT testing equipment. Funding is in place. Now looking into training of volunteers – 7 people needed.
 - e) Membership now 50.
 - f) The Energy and Telecom Broker, Kashaf Bashir, has ceased trading and no-one else in place yet. WNCBC contacting possible replacements.
 - g) Street Trading Policy – County Council wants to introduce licensing system to charge all traders. WNCBC sent negative feedback to these proposals.
 - h) The Ovingham Reading Room has asked the Consortium to develop a “Legal Requirements Document” to help secretaries of village halls.
 - i) The secretary of WNCBC is to write to Nick Hurd, MP, regarding position of VAT on refurbishment of community buildings.
6. **Hallmark Scheme:**
 - a) Pat G had contacted Louise Currie on the points raised on the checklist. She was informed that the checklist had been updated. Pat advised that the old one is still available for download on the website – Louise will have this rectified.
 - b) The new checklist is easier to follow and states that all items in bold must be achieved with 70% of the remainder (excluding those not applicable). Slaley Commemoration Hall can comply with these figures so the committee agreed that Pat would contact Louise regarding inspection.
7. **Correspondence:**

- a) Pat G had received an e-mail from CAN requesting completion of Government's National Survey of Charities and Social Enterprises. To be completed online.

8. Financial Report:

- a) Adjusted gas bill of £33.97 paid.
- b) Council has agreed £109 annual charge for 2 bins.
- c) A new nappy bin has been bought for use in the disabled toilet and this is well labelled.
- d) For a Parish Council grant, all groups now have to apply in writing. The deadline has been extended to end of September when grants will be decided. Margaret W has already written on the Hall's behalf.

9. Bookings Report:

- a) After a quiet summer all groups are back.
- b) Other bookings include Beagles dance on 25th and for October, Ladycross open evening and Albert Weir's fundraiser.

10. AOB:

- a) The Chairman suggested that the toilets and storage areas be the subject of the Hall's next funding project. This was agreed.
- b) There are 12 large and 6 small tables - should an extra 2 or 3 large tables be purchased? It was agreed to look at this.
- c) There are missing pieces of crockery resulting in less than 120 place settings. Pat G to look at internet for replacements.
- d) David Baynes hired cutlery for his open weekend but a lot of it was dirty.
- e) A request had been made from a hall user for an additional plate rack for the dishwasher. It was agreed to purchase same.
- f) For the Leek Club Quiz there was a shortage of 1 pint and ½ pint glasses. The spares could not be found. Replacements to be purchased.
- g) Ann asked how many years the hiring forms had to be kept. Pat G will ask Louise Currie when she next contacts her.

- 11. Date of Next Meeting:** This to be arranged at a later date. It may be necessary to meet before the Hallmark inspection.

The meeting closed at 8.40p.m.