

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee will take place on
Wednesday January 15th 2020 at 7 p.m.

Agenda

1. Members present & apologies-

New Trustee to sign the Trustees declaration form.

2. Minutes of the meeting held on Wednesday November 20th, attached as pages 16-19 with appendix 1, page 20 & appendix 2 page 21.

3. Matters arising

- a) 3a 20/11/19; 3b 18/9/19; 3b 17/7/19; 3f 15/5/19; 3i 20/3/19: Hallmark 2 certificate received meeting with Hexham Courant re award on January 8th. Hallmark 3 application has been received.
- b) 3b 20/11/19; 3c 18/9/19; 4c 17/7/19: Northumberland Theatre Company *The Snow Queen*, Friday 3rd January 2020 – very poorly supported. Refreshment for actors prepared by PW.
- c) 3c 20/11/19; 3d 18/9/19; 6b 17/7/19: REMINDER Emergency First Aid Course has been booked for Thursday March 26th 2020
- d) 6b 20/11/19: Retirement of Ann and David Wright advertised through Slaley News and Slaley Notes. Only one expression of interest for both positions. Stella Douglas for Booking Clerk and Anne Lishman for Key Holder. RD emailed the committee asking for their agreement to appointing the ladies to begin their duties on January 1st 2020. This was agreed. Neither lady wishes to become a trustee on the management committee. DT amended the 2020 Booking form + the T&Cs. Amended the contact information on the hall window. PW sent an email on December 30th to main user groups telling them of the change to take effect from January 1st – **copy attached as appendix 1**
- e) 6c 20/11/19: DT & RD & Stella Douglas has been looking at an on-line booking programme called Hallmaster. Meeting & Hexham Courant photograph 8/1/20. **DT & Stella Douglas will present the front page of Hallmaster Booking System to the meeting.**
- f) 14c 20/11/19: Old records stored with previous chairman JKR and previous booking clerk AW to be collected and gone through.

4. Correspondence

- a) 25/11/19 email from CAN re January 23rd at Breamish Hall, Powburn when John Grundy is the keynote speaker – tickets limited to 2. RD & DT will attend.
- b) 12/12/19 email from CAN with details of photograph competition with prizes of £1,000 + £500 for photographer.
- c) 3/1/20 email from Louise Currie National celebration of Village Halls with a marketing pack for participating village halls
- d) 7/1/20: Venues4hire update request sent to former booking Clerk Ann Wright. ME asked to inform them that AW is no longer the contact,

5. Financial Report by Margaret Weatherley

- a) Payments made and Income since last meeting
- b) claiming gift aid MW & DT
- c) Review hire charges especially fringe issues. Current charges **attached as appendix 2**,

6. Bookings Report

- a) Craft group suspended due to illness of main organiser
- b) Pilates group suspended due to lack of attendees
- c) VE day is May 8th and 2020 is the 75th anniversary of WW2 VE day. Friday May 8th 2020 has been designated a Bank Holiday. **CAN WE DO SOMETHIHNG?**

7. Village Halls Week - Slaley Open Day Sunday January 26th 2020.

Posters circulated because of Christmas holidays and double issue Slaley news covered Dec 2019 & January 2020 and was printed in November.

Soup – working lunch to discuss climate change ??

Afternoon refreshment what and by whom??

Carol Ferguson bringing handouts for Exercise to Music.

Table tennis session 3 – 4 p.m. RD

Whist session 2 – 3 p.m. PW to organise

Chess session 1 – 2 p.m. PW to organise 2 sets

Planning application plans RD

Display of Hall posters etc.

DT to have Hallmaster running for people to try a booking - give user groups a slot for training

8. Reports from:

a) Grants sub-committee - report

Response of grant applications from:

Northumberland Villages Trust, Leslie and Lilian Manning Trust, Rothley Trust, Sir James Knott Trust, Hedley Denton Trust, The Joicey Trust, Waitrose (**how much did the Hall get?**), WA Handley Trust.

b)

c) Update Business Plan & include Action Plan

d) Wedding/Party Plan

9. Building maintenance

a) 9c 20/11/19: The stacking chair carrier was ordered after the November meeting – unfortunately it was out of stock and the company did not report this to the Treasurer until late December.

b) 9f 20/11/19: **DT has found a different key safe and will present for approval**

c) 9g 20/11/19: Albert Scott has been out to look at an activated light near the key safe and will fit once back from Christmas break????

d) A REMINDER that the outside Notice Board is ONLY for events inside the Hall and NOT for events held elsewhere

10. GoFundMe account update from DT

11. Fundraising (see appendix 3)

a) 11 e 20/11/19: Letter from Chair and Vice-chair sent to all the user groups re continuing with afternoon teas in 2020. Note the March date is booked out for the Northumberland Men's Group and not the reconvened Carpet Bowls teas.

b) Ideas for **marketing** Hall fund raising events.

12. Brought forward from September meeting: The committee were asked to consider what actions and plans we need to put in place should the National Lottery bid be successful. E.g. using the storage area as a bar or purchasing a mobile bar. Also, whether an additional meeting room was needed and if so could an outside temporary structure be considered?

13. How can the Hall be more environmentally aware / climate friendly?

Several people interested in forming an action group – hopefully this can be discussed at Open Day and a new group established using the hall.

14. Any other business

Acknowledgment of long- standing committee members. JKR in 2017 (Signed card) and AW in 2019 after 15 years.

15. Maintenance Log Book

1) External doors. (2) Emergency lighting. (3) Water supply. (4) rainwater fittings. (5) Visual check exterior. (6) Visual check interior. (7) Signs. (8) Metre readings.

16. Date of next meeting: Wednesday March 18th