

# Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday January 21st 2026 will take place in Slaley Commemoration Hall at 7.30 p.m.

Agenda

## **1.Members & apologies**

**2. Minutes of meeting held on Wednesday November 19th 2025, attached as pages 307 – 310 + appendix 1, page 311.**

## **3. Marketing and Fundraising Review - Chairman**

To include

Review booking forms with T&Cs - 2025 copy attached

Review Hire charges - 2025 copy attached

Review Users Guide – in light of marketing discussion

Review annual decoration?

## **4. Matters arising.**

a) 3 19/11/25: Becoming a CIO Charitable Incorporated Organisation Update

b) 4a 19/11/25; 6b 17/9/25: Roof work report from an Independent Building Inspector, Graeme Wakefield of Crawford Higgins. Meeting Chairman, treasurer & secretary 18/12/25

c) 4b 19/11/25; 6b 17/9/25: Floor work additional quotes received. Meeting Chairman, treasurer & secretary 18/12/25

cd 4c 19/11/25; 6b 17/9/25: Main door repaint update.

e) 4d 19/11/25; 6b 17/9/25: Replacement kitchen draws – New Cutlery containers purchased.

f) 4c 19/11/25; 6c 17/9/25: MR to provide Speck of window drapes for main hall + idea of cost.

g) 5 19/11/25: Coat Rail & hangers- SCH secretary ordered – Chairman & Secretary put together 18/12/25

h) 5 19/11/25: CAN Safeguarding Training at Riding Mill 4/12/25 attended by SCH Secretary – copy of slides available should anyone wish to view them?

i) 5 19/11/25: Providing food at community and charity events do we need to register without local authority?.. Chairman volunteered to look at Food Hygiene and possibly mention in SCH booking form for discussion in January

j) 11d 19/11/25: SCH Chairman reported a good community involvement for the tree lighting event on December 7<sup>th</sup>. A thank you letter has been sent from the Chairman to Mr. J. Warde-Aldam for the tree.

## **5.Correspondence**

Between November 20<sup>th</sup> – January 21<sup>st</sup> all items of correspondence circulated by email for +governance information or action by trustees.

## **6. Financial Report – JB to report**

a) Financial report for financial year end 31 March 2025 uploaded to the Charity Commission.

## **7. Gas and Electric monitoring – JB to report**

## **8. Bookings Report**

a).Booking came in from **Halls Hire.com** from 2 x paranormal enthusiasts wishing to book from 10 p.m. – 2 a.m. on December 10<sup>th</sup>. (anyone know anything about this company?)

#### **9. Cleaner's Report**

a) Christmas Day and New Year's Day both fell on a Thursday, Clerk checked with activities booked in the diary and most were intending to cancel. Therefore the last cleaning was Thursday 18<sup>th</sup> December 2025 and the next was Thursday January 8<sup>th</sup> 2026.

b) CF emailed Secretary 16/12/25 to say no black bin liners left and no white toilet bin liners left. Secretary purchased.

#### **10. Building maintenance**

#### **11. Any other business**

#### **12. Maintenance Log Book –**

#### **13. Dates of 2026 meetings**

March 18 <sup>th</sup>	May 20 <sup>th</sup> AGM	July 15 <sup>th</sup>	September 16 <sup>th</sup>	November 18 <sup>th</sup>
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