

Slaley Commemoration Hall Management Committee

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The Meeting of Slaley Commemoration Hall Management Committee on Wednesday January 25th 2023 will take place in Slaley Commemoration Hall at 7.30 p.m.

Agenda

1.Members & apologies –

2. Minutes of meeting held on Wednesday November 16th 2022, attached as pages 146 - 149 with appendix 1, page 150, appendix 2, page 151, appendix 3, page 152, appendix 4, page 153 & appendix 5, page 154. Plus Continuation meeting held at 1.30 p.m. on Wednesday December 7th 2022, attached as pages 155 – 157 with appendix 1, page 158 and appendix 2, page 159.

3.Matters arising.

a) Village Hall Celebration of 100 years, Friday December 30th 2022. 4 – 6 p.m. Albert Weir presented the hall with two old framed posters dating from the 19th century. Where are we going to hang them?

4.Correspondence

Emails:

16/12/22: CAN Northumberland Village halls heritage newsletter

20/12/22: WNCBC membership renewal 2022/23

23/12/22: CAN Enews

6/1/23: CAN Enews

5.Financial Report – SCD

a) Report of income and expenditure (**attached as appendix 1/250123**), page ??

b) A **Financial Forecast for 2022/23** was introduced at the July meeting how are the actual finances comparing to the forecast?

6.Bookings Report – SCD

a) All user groups were sent the new booking form + terms and conditions and asked that it is signed and returned to the Hall letter box (inside broom cupboard)

7. Emergency Welfare Hub (also known as Emergency Rest Centres) The chairman asked DT & SD to report at the January meeting what we can tell people to do if they loss power in their home this winter (continuation meeting 7/12/22, 5th point)

a) Email 21/12/22 from NCC giving details of SCH as a warm space

8. The year 101 a document for discussion in January 2023. Updated from the December meeting attached to appendix 2/071222, **will become appendix 1/250123, page ????**

(part 1) A proposal of four areas of focus for year 101:

- Working towards the hall becoming a self-funding business
- Consolidating the work to date and resolving outstanding issues
- Maintaining the physical building to a high standard
- Governance – Ensuring our business practices and policies are of a high standard

All attendees were given a copy of this document and the proposed issues log for the trustees to consider over the holiday period and report ideas directly to Debra.

(part 2) Issues log; part of Consolidating Work to date 1.1. Report issues to DT. Updated from the December meeting **attached as appendix 2/250123, page ??**

9. Caretaker's Report – January 2023 will be covered by Charlotte Douglas. The role of SCH cleaner and or caretaker from February onwards.

10. Building maintenance

a) 21/12/22 Chairman emailed asking for an agreement on the position of the batteries. Installation company been to SCH 21/12/22 to undertake a final survey of the required two battery units. The units have a maximum distance from the backup distribution box which is situated in the cupboard beside the mains electric supply units. Therefore, the recommended position is in the front porch replacing the present roller cabinet. The Chairman requested feedback. CM & MR emailed their ongoing safety concerns which have been/will be discussed with the fire service.

b) 3f 16/11/22; 10c 5/10/22: Reposition of plaque dedicated to Reg Rock and a framed photograph to be displayed alongside the plaque.

11. Fundraising (as the Chairman said at the continuation meeting 7/12/22, point 4, fundraising would need to continue if outgoings were to be covered. (attached as appendix 3/250123)

a) David Nixon emailed 4/1/23 with details of a Murder Mystery entitled 'Game of Stones' for 2023.

12. Hallmark Accreditation

SCH Policies all updated for January 2023

Practices & Procedures for hiring the Commemoration Hall – needed for Hallmark review

- **Health & Safety Policy**
- **Fire Safety & Evacuation Plans Policy**
- **Equal Opportunities Statement of Intent**
- **Environmental Policy**
- **Alcohol Policy**
- **Use of the Audio-Visual Equipment**
- **Acceptable use of the internet WiFi Facility**
- **Finance & Reserve's Policy**
- **Fire Risk Assessment**
- **Access Statement**
- **Internet Use policy**
- **Procurement Policy**
- **Fire Risk Assessment - needs input from fire brigade assessor**
- **Vulnerable Persons Policy reviewed and updated meeting October 5th 2022 agenda item 15a**

13. Any other business

a) The Coronation of King Charles 111, will be held on Saturday, May 6th 2023 – does the Commemoration Hall intend to celebrate the event?

b) DT emailed 20/12/22 Melanie Cant at Elm Marketing about SCH having its own website and having a brand which identifies the Hall. This was discussed during 2022 under More information on Marketing SCH, page 3, Year 101.

14. Maintenance Log Book –

15. Date of 2023 meetings:

Wednesday March 15th

Wednesday May 17th AGM

Wednesday July 19th

Wednesday September 20th

Wednesday November 15th