

# Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee will take place on Wednesday July 15th 2020 at 7.30 p.m. **via Zoom – those members without a computer/Zoom connection will be able to participate via telephone.**

Agenda

## 1.Members on-line & apologies-

Bobby Johnston tendered his resignation from the Management Committee on June 24th

**2. Minutes of meeting held on Wednesday May 20<sup>th</sup> 2020 to accept the accounts for 2019/20, attached as page 37 with appendix 1, page 38.**

**Minutes of the meeting held immediately after the meeting to accept the accounts on Wednesday May 20th, attached as pages 39-42 with appendix 1, page 43.**

## 3.Matters arising

- a) 9a 20/5/20: BT broadband contract DT oversaw Openreach move line to wall near Mr Hunting's portrait
- b) 10 20/5/20; 10 a/b/c 18/3/20: Decisions for new toilet block meeting of a sub-committee met on 25/5/20 to agree sanitary ware, by a Zoom meeting on 25/6/20 to agree door handles and again on 1/7/20 when ordered flooring colour was out of stock.
- c) 13c 20/5/20: PW contacted Trudie Jennings, environmental buyer for SCS, for availability and price of environmentally friendly cleaning products. Verbal reply.
- d) 14a 20/5/20: DJT advertised some of Hall paperbacks on the parish website. Several were purchased and a donation of £30 was given to the fund raising.

## 4.Correspondence

- a) 25/5/20: Email WNCBC – CAN free quick, fire safety courses
- b) 4/6/20: Email insurance @ Allied Westminster COVID-19 related insurance update village guard
- c) 18/6/20: Email Louise Currie ACRE guidance on re-opening village halls
- d) NCC Janaina Nabor Commercial Waste Collection Service letter dated 24/6/20 asking for the completed Duty of Care Controlled Waste Transfer Note. PW replied not known and requested a second note.
- e) 24/6/20: Email WNCBC: 2020 Summer gathering postponed Consortium preparing summer newsletter showcase examples of community spirit.
- f) 25/6/20 Email WNCBC bulletin updated guidance on re-opening halls
- g) 3/7/20: WNCBC bulletin updates to Government guidance notes for re-opening Village Halls
- h) 3/7/20: WNCBC bulletin Renewable Energy Feasibility Studies for WNCBC + Village halls **solar** consortium proposal (3 pages) & Solar Energy Proposal (1 page).

## 5.Financial Report by Stella Douglas

- a) 5f 20/5/20: Setting up a budget - report by SD
- b) 5g 20/5/20: Barclays Bank at Hexham still closed SD & DJT using Consett branch to pay in cheques.
- c) Future Payments for Hall Hire
- d) Slaley Commemoration Hall has opened its own Trade account at Matthew Charltons, Hexham.

## 6.Bookings Report

- a) Activities resume in August with Sarah Allan and her summer holiday sports club subject to Coronavirus.

- b) All user groups were asked to provide a Re-opening & Risk Assessment document this would indicate that the user groups understood the duty of care which the Hall Trustees have towards making sure that the people coming into the Hall are protected.
- c) The Hall is producing A Reopening Protocol - we hope to circulate prior to the meeting and will be attached as **appendix 1/150720**

## **7. Phase One of Improvements**

- a) Email sent out 26/5/20 re proposed new toilet layout in line with COVID-19 restrictions
- b) 10/6/20 Email from Louise Currie re village halls paying VAT on building work.
- c) The work is due to be completed late July – delay of ordered parts due to factory closures.
- d) Email from KD project manager, 7/7/20 indicating that we have made savings on the building work

## **8. Reports from:**

- a) **Grants sub-committee** – DT has taken photographs throughout Phase One building work and is sending them to the grant bodies to show how their grant money has been spent.
- b) **Heritage grant to repair roof lantern and renovate the paintings of Charles Samuel & Agnes Mona Hunting.** What can be done under the present restrictions??

## **9. Building maintenance**

- a) Email RD 2/4/20 Decorating quote from A. Stobbs £2,390 – cost & type of paint unknown.  
Email quote from Jamie Dunn £2,200
- b) Table stacking trollies
- c) Chair stacking trollies
- d) COVID-19 signage. Entrance Sanitiser and portable Perspex screen for reception desk / food.
- e) Information and prices for a portable bar
- f) Information and prices for a preparation kitchen

## **10. Invite user groups to look at completion of Phase One improvements**

When – How to invite – Who invites – Who mans the event?

## **11. Launch of Phase Two Improvements**

- a) DJT has made an expression of interest for rural funding from ACRE & an application to the lottery for COVID-19 support.

## **12. Fundraising (attached as appendix 2/150720)**

- a) Easyfundraising currently stands at £58.04 (as at 7/7/20)
- b) SCH2 00 Club
- c) DJT & PW produced an Afternoon Tea re-opening document and realised how difficult catering will be during the restrictions. Therefore, we need to look at different methods of attracting people into the Hall whilst maintaining the social distancing.
- d) Slaley Parish Wander Sunday June 13<sup>th</sup> 2021

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

- a) Slaley PC has funded the additional costs of environmentally friendly toilet furnishing, lighting etc, taps that switch off, two flush toilets, toilet cubicle lights that switch off etc. See 3c above
- b) During Phase 1 of building work an outside cold-water tap has been installed for walkers and cyclists who wish to refill their water bottles.

## **14. Any other business**

- a) Fire & dough, mobile pizza van asking if they can stand in the CH car park once a month on a Wednesday evening. PW circulated the request for a response. The general response was yes.
- b) A request for the former Craft Group door key to be given back for use by CF for Keep Fit when it restarts.

## **15. Maintenance Log Book – because meeting place via Zoom the maintenance log was not completed. The log will need rewording once the Phase one is completed**

**16. Date of next meeting:** Wednesday September 16<sup>th</sup>. The AGM will also need to be held once the restrictions are lifted.