

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday July 16th 2025 will take place in Slaley Commemoration Hall after the meeting to elect the officers.

Agenda

1.Members & apologies

All trustees sign the Declaration

2. Minutes of meeting held on Wednesday May 21st 2025, attached as pages 281 - 284 with appendix 1, page 285 appendix 2, page 286, appendix 3, page 287.

3. Becoming a CIO Charitable Incorporated Organisation to absolves Trustees from personal liabilities. (referenced in minutes 31/7/2024 – 21/5/2025). Application was submitted to the Charity Commission on Wednesday June 25th.

4. Matters arising.

a) 4c 21/5/25; 9c 19/3/25; SCH Secretary contacted Ron Robinson for fourth time and he again proposed to look at Hall roof. – no update. KB contacted his neighbour to come and look at work needed and give a price. KB asked for the reason any work was needed and a copy of the two quotes, these were emailed 24/6/25.

b) 4f 21/5/25; 12 19/3/25: Portable appliance testing undertaken June 10th – an extension cable failed and was disposed of. The freezer was found to be damaged by mice in the insulation so failed and will be disposed of. There was evidence of overheating on the water boiler wall socket – Secretary was advised to contact an electrician. Albert Scott checked wiring on June 12th and replaced the wall socket. **Copy of Testing Register attached as appendix.**

c) 13 21/5/25: Risk Assessment & Policies for Coming Year – checked and amended by SCH Secretary and Trustee CF – a supply and list of First Aid box contents to purchased and recorded. **attached as appendix.**

d) 14 21/5/25: Stocktake of kitchen cupboards – undertaken by ME & CK **attached as appendix.**

e) 15 21/5/25: Stocktake of tables, chairs and stage units – undertaken by KB & ? **attached as appendix**

f) 16 21/5/25: Review Business Plan & Users Guide – SCH Secretary & trustee CT made some initial alterations.

5.Correspondence

1/6/25: Jacci Burton, CAN newsletter, included new grants to support older people groups in Northumberland

11/6/25: Tracey Morgan, CAN - FREE volunteer training also sent to Slaley WI

23/6/25:Diana Linnett, WNCBC, summer gathering at Stamfordham village hall on 9/7/25 – ME & PW attending

23/6/25: Diana Linnett, WNCBC, reminder of face to face food hygiene training at Humshaugh on 14/7/25 – sent on to WI and Snack and Chat members.

6. Financial Report – JB

a) SCH Treasurer & Secretary to have a further meeting with Julie Oakley & Northumbria Water project manager (9e 19/3/25) on July 7th.

- Howden Kitchens quote (4d 21/5/25; 9219/3/25) replacement kitchen door fronts and draw fronts £914.05. Fitting £800. Total cost £1,714.05
- A Coffee Station for the Community Room £899.21. Fitting £700. Total cost £1,599.21 – there were Health and Safety concerns about this in the Community Room.

Roof repair quotes as follows

- T Forsyth & Sons £12,840
- T.J. Lincoln lead-valley gutter repair £600 + ridge tile repair £2,640.
- Third quote Ron Robinson ? Roofer at Colpitts ?

Sand and varnish floor in main room

- Michael Young

Mobile Bar (9e 19/3/25) – the bar in the main hall at the beer festival showed how versatile a mobile would be.

7. Gas and Electric monitoring – JB to report

8. Bookings Report

- a) Email from Slaley WI reporting a full dishwasher on Wednesday June 11th
- b) Good Sports wanting to book SCH again for £100, during school summer holiday for children's sports week. Booking Clerk contact SCH Secretary & Treasurer about this price. Secretary explained that this is a community event when the Hall normally stands empty. The children do sports often on the school field they are not in the Hall using electricity. An increase of £10 per day to £35 was suggested.

9. Cleaner's Report

10. Building maintenance

- a) Maintenance log – page 8, 21/5/25: Hole in soffit above main door – SCH Secretary emailed PC 22/5/24, asking for advice.
- b) SCH Secretary met floor specialist Michael Young on June 20th to give a price for sanding and revarnishing the maple floor in the main hall.

11. Fundraising

- a) Beer Festival June 7th. Report and date of 2026 event
- b) Slaley Show fundraiser – launch of show schedules
- c) Open Garden on Saturday August 30th at O'Dunain 10 a.m. – 4 p.m. help and catering
- d) Slaley W.I. fund raiser – Christmas Fayre on Sunday November 2nd 10 a.m. – 2 p.m.
- e) Healey Parish Council – First Aid Training – no date established yet

12. Community Web Site: Slaley Parish Councillor Nicole Dean has volunteered to be editor of the parish web site. SCH secretary attended the June PC meeting when the website was being discussed. The charge by Rocketspark has increased to almost £400 and to make a financial commitment towards SCH having a permanent slot on the website it was agreed to make an annual £100 donation

13. Any other business

- a) 12b 20/11/24: Windows cleaned by Gavin

14. Maintenance Log Book –

15. Dates of 2025 meetings

Wednesday: 17/09/25; 19/11/25.