

Slaley Commemoration Hall Management Committee

Chairman:
Rosaleen Doonan
O'Dunain
Slaley
Hexham
NE47 0AD
Tel: 01434 673173
Email: radoonan@hotmail.com

Secretary
Pat Wilson
Lawn House
Slaley
Hexham
NE47 0AS
Tel: 01434 673388
Email: pat.wilson28@outlook.com

A Meeting of Slaley Commemoration Hall Management Committee will take place on
Wednesday July 17th 2019 at 7 p.m.

Agenda

1.Members present & apologies- Those not present at AGM to Sign the Trustees declaration

2.Minutes of the meeting held on Wednesday May 15th,

3.Matters arising

- a) 3c 15/5/19; 3f 20/3/19: Slaley Show field update – Marquee set up and dismantle/ Tables & chairs / Coconuts / Prizes / Walk sponsor forms/ Display plans/ Volunteers to man stand.
- b) 3f 15/5/19; 3i 20/3/19: Renew Hallmark 1 and consider Hallmark 2 – shows Good Management.
- c) 11b 15/5/19: Food Hygiene associated with the Afternoon Teas especially with food being brought into the hall from private homes. Allergies (nuts, dog/cat hairs etc) Checked with Louise Currie. Meeting with DT & PW to discuss reply from LC. New notice on Main Hall wall to reflect our '*Duty of Care*' about allergies and on the serving hatch wall about food hygiene and the redesign of the Terms and Conditions of Hall bookings to reflect these changes. New Booking Form and T&Cs tabled for acceptance by the committee.

4.Correspondence

- a) WNCBC Bulletin June circulated by email – **anyone interested in a food hygiene training course?**
- b) WNCBC emailed 9/7/19: New Fund Space to Connect.
- c) Email 18/5/19: Northumberland Theatre Company offer of a production at Slaley - minimum cost £200 – The Snow Queen December 2019 – January 2020 – **Do we want to book?**

5.Financial Report by Margaret Weatherley

- a) To agree annual accounts (Treasurer ill at AGM)
- b) Payments made since last meeting or cheques to be signed
- c) Income since last meeting
- d) claiming gift aid MW & DT

6.Bookings Report

- a) Good Sports @ Tyne, Rede & Coquet (Sarah Allan) confirmed 1 week booking August 5 – 9th for children's multi sports week.
- b) Ideas for increasing the use of the Hall (PC considering a First Aid Course)

7.Wedding/Party Plan

Should we be advertising the Hall with the Hexham Courant wedding supplements?
Should we be advertising the Hall in the Slaley Show schedule?

8. Reports from:

- a) Heritage Project meeting at Kikwhelpington – RD report
- b) Safeguarding Children & Vulnerable Adults training 1/7/19 – PW report
- c) Grants sub-committee - report
- d) Update Business Plan & include Action Plan

9. Building maintenance / Commemoration Hall notice board

- a) Inventory of the Hall completed.

10. GoFundMe account update from DT

11. Fundraising (see appendix 2)

12. Policies

13. Audio equipment – a locked box is stored in the Committee Room – access to the key is ????.……. and instructions for connection to iphones, laptops and other devices is stored inside the cabinet. Instructions to lower the screen, use the overhead projector and the hearing loop are also inside the cabinet as is a microphone. **Michael to give a demonstration. It should be written in red on the booking form if people want to use the Audio cabinet.**

13. Any other business

14. 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.

15. Date of next meeting: Wednesday September 18th