

Slaley Commemoration Hall Management Committee

Minutes of Meeting of held on Wednesday July 19th at 7 p.m.

1. Members present & apologies

Rosaleen Doonan, (Chairman) Michael Elphick, (Vice Chairman), Brenda Hutchinson, Bobby Johnston, Marge Rastall, Margaret Rowell, Debra Taylor, Pat Wilson (Secretary) & Ann Wright.

Apologies: Helen Savage & Margaret Weatherley (Treasurer),

Retirement Cards were signed for Keith Robson and Pat Goodwin and a thank you in the Slaley News was requested for KR, PG & DB. No further ideas for the KR plaque.

2. Declaration of Acceptance

A copy of the wording on the Declaration was emailed to the members together with a draft copy of the Scheme. RD explained that as Trustees we are responsible for any claims made against the Hall and the management must be treated as a business.

The members present signed the acceptance form. M Rowell requested a copy of the scheme. A revised page 10 was presented for approval. Further alterations were made. Revised page 10 attached as **appendix 1/190717**.

3. Minutes of the meeting held on 21st June 2017

The minutes were proposed as a true record by Debra Taylor and seconded by Margaret Rowell. The minutes were then signed and dated.

4. Matters arising

a) Committee looked at Youth Club hut, half of the roof is rotten and needs to be replaced. DT took away the old water boiler for disposal. M Rowell suggested the mart sale for the old badminton metal weights and poles. M Rastall said the school may like the hockey sticks, the activity cones and the parachute. It was suggested that the remaining items were offered one Sunday afternoon for people to come and look and take away. PW said that Ladycross Nature Reserve would be interested in taking the hut in its present state. When empty a decision would be made about the hut. The exact Sunday date was not agreed for offering to view the contents.

5. Correspondence

a) Fire Brigade – Rest Centre Facilities – the Management Committee would not be expected to take any action if the Hall was needed. M Rastall confirmed that the Hall was also the evacuation centre for the school.

b) Dilston College have asked if its Thursday morning booking for a coffee morning could be changed to a Tuesday morning from September. This was agreed. Advertising A-boards on the footpath outside the Hall were proposed. PW explained that these were illegal and especially difficult for people with buggies or wheelchairs to navigate around without going onto the Highway. Similarly elderly people with walking sticks, disabled people or partially sighted people also found these a danger. RJ suggested a notice board

inside the Hall grounds while PW suggested a gallows type notice board like the R&C style in the Showfield.

6. Financial Report

- a) Report by Margaret Weatherley - was not to hand
- b) Change of Signatories on bank account – RD & PW completed & MW delivered to Bank. Until the change is confirmed cheques are still being signed by Keith Robson & M. Weatherley.

7. Bookings Report

- a) Booking form was updated – a copy of old form circulated for comment. Updates were: Extractor fan must be switched on (and off) if kitchen is used. Use of First Aid medicines must be reported in Accident Book. Bin under central unit to be emptied. Stacked chairs reduced to 10. Cancelled bookings now 48 hours with a 50% payment if not done. Alcoholic Licence section reworded. Revised copy attached **as appendix 2/190717**
- b) Change of key holders and emergency contacts. DR & PW have replaced KR & PG as the emergency keyholders, however, PW explained that because of her “grandmother” commitments she was unable to cover the expected responsibilities. RD has a list of all the parish keyholders.
- c) A Key Safe was proposed by PW as a means of providing an emergency key when the Booking Clerk was on holiday or absent from home. Members to look at different models and discuss in September.
- d) AW explained that bookings are kept in her diary and periodically the diary is taken to MW who then sends out invoices. AW is responsible for writing out a weekly/monthly time sheet of events for the Hall Caretaker.
- e) AW reported on the difficulties of getting people to fill in their booking forms, the forms were often completed incorrectly. PW suggested a copy of the Booking Form on the new web site. ME thought this was possible.
- f) M. Rowell presented her idea of a laminated brochure of what the hall has and where to find it, with details of each room heater information. Kitchen – how appliances work. Fuse box. Gas & Water stop details etc. M Rowell & DT **to progress this for the September meeting.**

8. Policies and Risk Assessment

- a) Health and Safety Policy (emailed) Adopted attached **as appendix 3/190717**
- b) Safeguarding Policy (emailed) Adopted attached **as appendix 4/190717**
- c) Risk Assessment (emailed) Adopted attached **as appendix 5/190717**
- d) Financial Reserves Policy (emailed) **MW to discuss this in September**

9. Survey distribution and collection of information

- a) How returns are collected – deadline advertised as the end of August. ME has 12 replies 7 paper, 5 on-line. M. Rowell re-stressed that personal interview/request at group

meetings would be beneficial. M. Rastall to interview at the Keep Fit class and M. Rowell at the August Parish Council. Anne Livesey has volunteered to help with local businesses. A reminder in Slaley Notes. School Mums target by PW. RD said she intended to canvass the Townhead section of the village.

b) Slaley Showground - survey to be made available RD will produce a banner at her Bee Keepers stand and she and Kevin Doonan will try to target people to complete the survey. M. Rastall said the Show would make a public announcement.

10. Building maintenance

a) Roof work by David Clark completed. Doug Smith asked RD why the cast iron had been removed and replaced with black plastic. The removed cast iron is stored with David Clark for repairs on the front. The invoice has been paid for this work.

b) Meeting with Watson Builders reported by Margaret Weatherley through email circulation. Pointing work has been agreed. RJ suggested Bitumastic for the hand rail.

c) Cellar under the hall and its trap door – the three doors were found and the space below the floors checked for dampness – they were dry.

d) Drains and the funny smell in the Hall - Joyce Drainage has been asked to come and look at the grassed areas and the cracked section at the east. If recommended a drain survey will be undertaken.

e) Kitchen – fan must be switched on when people use kitchen – this does not happen. Added to the booking form and a laminated sign to be placed in the kitchen.

f) PAT testing when and by whom? Undertaken 4/3/2017. The Consortium have a list of testers for 2018

g) Fire Extinguisher Checked – 28/3/2017. Bobby Johnston is the contact person. The new certificate should have been posted with the invoice however the certificate on the Hall notice board is out of date – [check with MW](#). Telephone number?

h) Michael Elphick – A Hall Broadband connection would be attractive, and the first survey replies have all said that Wi-Fi would be useful. ME looked at Plusnet business packages, the cheapest (at £8 per month plus line rental £10.50 per month) would cost £266.40 per year.

DT reported that free community Wi-Fi might be funded via the WiFi4EU scheme, to be investigated by the Parish Council. The EU would fund the equipment and installation costs, but would not cover the monthly bills. DT & ME to deal with this.

i) Electrical Installation Report of April 2014 (every 5 years) recommended eight things

were done under C3. These were not sanctioned RD met with Louise Curry who recommended that they were done. Agreement was given that the work was done. RD to contact Burncliffe Electrical who undertook the survey.

Electrical Inspection identified that there was no 'log book' to report the Emergency Exit Lights Check. PW to purchase a small hard back book for maintenance checks.

j) Boiler Emergency button for resetting the central heating boiler. David Wright knows which button to press. RD read the instructions and the button is identified on page 2.

k) Is Doug prepared to paint the fascia board at the rear of the Hall and is he returning to complete the front fascia. A safe maintenance scaffold tower is needed for work at the rear. PW asked to contact Doug and to ask Easy Hire for a tower price. RD to ask if the Minsteracres decoration tower is available. As a loan-worker, it is recommended that members visit Doug while he is painting the rear fascia board.

l) The need for a time table so that certain responsibilities are undertaken regularly. A draft time-table was presented and is attached as **appendix 6/190717**

11. Emergency Exit Lights Check

a) Albert Scott checked the Emergency Lights and found them to be working as expected – there are two, fuse boxes which need to be turned off when checking the EE lights. Tested and found to be working OK

12. Any other business

a) Any additions to the list of important Contractors? Powerjet North East (no telephone) and Joyce Drainage 01434 633066 were added to Blocked Drains.

b) RD suggested a [Brain Storming exercise at the September meeting](#). Several areas of concern include the bar area, the library in the entrance, the old computer cabinets, a web site offering free paint for village halls, Slaley Hall offer of help.

13. Fundraising ideas

PW produced a full page of fund raising suggestions and reported that she was currently working on a 12-hour Storytelling event. Knowledge of possible story-tellers was asked for.

M. Rowell proposed a Friday night Christmas crafts event in October, possibly Friday 13th if stall holders can make that date. This was agreed and M. Rowell to progress.

14. Date of next meeting: Wednesday September 20th 2017 at 7 p.m.