

# Slaley Commemoration Hall Management Committee

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The Meeting of Slaley Commemoration Hall Management Committee on Wednesday July 21st 2021 will take place in Slaley Commemoration Hall at 7.30 p.m.

Agenda

## 1.Members & apologies-

2. Minutes of meeting held on Wednesday May 19<sup>th</sup> 2021, attached as pages 79 - 81 with appendix 1, page 82, appendix 2, page 83 & appendix 3, page 84.

## 3.Matters arising.

- a) 9b 19/5/21: **Lantern:** work currently being undertaken by Hodgson
- b) 9c 19/5/21: **Paintings:** Currently at the Laing Art Gallery, Newcastle. On first inspection of Mr. Hunting it was discovered the original had been folded to fit the present frame and the name of the artist was also discovered – Charles Ernest Butler – DT is going to the Laing to see the whole portrait – state of creases and the cost of larger frames.
- c) 8(vi) 19/5/21: Ian Stevens fitted new door handles to the rehung doors in The Den.
- d) Postscript 2 19/5/21: Ian Stevens request for an extension lead – it was confirmed by Reg Urwin that both were missing, therefore Katie Stevens was given permission to purchase an extension lead alongside the other items.
- e) Metre readings 13 19/5/21:

September 2020	May 2021
19/9/2020 Gas 19931 – 333	19/5/21 Gas 22142 - 50
19/9/2020 Electricity 6514	19/5/21 Electricity 7130
Electricity 12739	19/5/21 Electricity 13289

RD, DT, SD & PW looked at the weekly reports from the caretaker since September 2020. Unfortunately, metre readings were not requested. SD was able to print off the Shell Energy readings from the Hall's smart metre

- 1 – 31 January 2021 = £262.60
- 1 – 28 February 2021 = £210.58
- 1 – 31 March 2021 = £116.95
- 1 – 30 April 2021 = £88.89

## 4.Correspondence

- 19/5/21: Sue Bell of Fourstones emailed RD explaining a new tableware hire business – forwarded to ME & SD for inclusion in the Slaley Business Directory
- 1/6/21: WNCBC AGM 10/6/21 at 7 p.m. on ZOOM – Carol Ferguson attended - Report by CF?
- 15/6/21: WNCBC Extension to CoVID restrictions + Spring/Summer Newsletter = 21 pages SCH pages 8/9 and PAT testing pages 15-17.
- 16/6/21: WNCBC Bulletin Guidance for Weddings, Civil Partnerships, Funerals Wakes & Commemorations.

## 5.Financial Report by Stella Douglas

a)

## 6.Bookings Report

- a) Phil Harley from the Rights of Way volunteer surveyors asked if they could use the Hall Car Park on Sunday June 25<sup>th</sup> while they checked routes. Nothing on so SD said yes. Cancelled rain.
- b) Good Sports Summer Sports Camps – Sarah Allan August 2 – 5th
- c) Badminton cancelled during July and August (Slaley News)
- d) Slaley Leek Club Flower & Vegetable Show - Saturday 11/9/21

## **7. Reports from: Grants sub-committee**

26/5/21: Email from DT £10,000 grant from Garfield Weston Foundation.

5/7/21: Email from DT £10,000 grant from Community Fund National Lottery Awards for All

12/7/21: Email from SD £1,500 grant from W.G. Edwards Charitable Foundation

Request for shortfall through Slaley News July/August issue. **Parish card drop – discuss?**

## **8. Caretakers Report**

### **9. Building maintenance**

a) David Stanley Blinds visited Hall 28/6/21 with samples for 2 motorised blinds for the high east windows. The group attending chose Baltimore Grey costing £412.00 (including Vat??). Samples for curtains were also considered for discussion at the meeting.

## **10. Fundraising Phase Two (attached as appendix 1/190521)**

a) Artisan Indoor Market

## **11. Policies (the Policies were last updated July 2019)**

**Practices & Procedures for hiring the Commemoration Hall – needed for Hallmark 2 July 2021 review**

**Health & Safety Policy July 2021 review**

**Fire Safety & Evacuation Plans Policy July 2021 review**

**Equal Opportunities Statement of Intent – July 2021 review**

**Environmental Policy – July 2021 review**

**Alcohol Policy – July 2021 review**

**Reserve's Policy – July 2021 review**

**Vulnerable Persons Policy – July 2021 review**

**Risk Assessment – July 2021 review**

## **12. Hire charges last updated January 2020**

## **13. Northumberland Village Hall Heritage Project**

No further update – waiting for COVID restrictions/infections to reduce.

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

The Ziffit scheme of recycling books, CDs and electronic games was exceptionally well supported at World Environment Day. Although the checking took several hours the Hall was given £115 and £25 to Music Magpie, with the remainder were collected by the BHF. DT suggested that this recycling scheme was worth doing again under a controlled event because a lot of work is then needed in the scanning, recording, boxing and despatching or collection. The Hall does not have the space for bags and boxes of Books, CDs etc lying around.

## **15. Any other business**

**16. Maintenance Log Book – The Maintenance Log has been reworded now that Phase One building work is completed.**

**17. Date of next meeting: Wednesday September 15th 2021**