

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday March 15th 2023 will take place in Slaley Commemoration Hall at 7.30 p.m.

Agenda

1.Members & apologies –

2. Minutes of meeting held on Wednesday January 25th 2023, attached as pages 160 - 162 with appendix 1, page 163, appendix 2, page 164, appendix 3, page 165 & appendix 4, page 166.

3.Matters arising.

- a) 12a 25/1/23 Alcohol Policy: Alcohol & Entertainment Licence – new licence, means the management committee no longer needs to keep a record of TENs The hall can hold as many events serving alcohol as it wants. For some reason a new licence will not be provided, therefore our present licence says that Keith Robson is the licence holder.
- b) 12c 25/1/23: Storage of SCH Policies. PW spoken on telephone to Tracey Morgan who said that Policies could be stored on line providing all Trustees agreed and providing there was a hard copy either on a notice board or in a Policies file with an index, inside the Hall so all user groups could easily access them. **Are trustees happy with this?**
- c) 12c 25/1/23: PW contacted Louise Currie about the Chairperson signing minutes. Saved minutes on line do not have a signature. **However signed minutes remains necessary for Hallmark accreditation.** Tracey Morgan forwarded ACRE Data Protection Information Sheet, where it says financial records should be kept for 6 years plus the current year. Hire agreements should be kept for three years. Minute Books and Trust Deeds permanently – they suggest keeping them in a locked cabinet at The Parish Council Office.

4.Correspondence

Emails:

3/2/23: CAN Enews

6/2/23: RD emailed management committee asking for permission to ask T. Forsyth Roofing to begin repairs asap? Permission was unanimously granted.

8/2/23: SD emailed Charity Commission News February 2023

8/2/23: RD email management committee asked if anyone knew where 68 forks were? The W.I. reported only 52 forks in the draw. Permission was asked to get a bulk purchase of 60 from Amazon Prime costing £28.99. Permission was unanimously granted

17/2/23: CAN Enews

3/3/23: CAN Enews

5.Financial Report – SD

6.Bookings Report – SD

a) SD emailed Chair 10/2/23 asking that future bookings be placed on the agenda and the possibility that Charlotte Douglas (Cleaner) would consider as a role share.

7. Issues Log - DT

8. The year 101 - DT

9. Caretaker's Report *see agenda 14b, 14c, 14d & 14e*

10. Building maintenance

- a Dampness getting into main hall & former toilets on north. Report from site meeting 26/1/23, PW with Tomas Forsyth, Roofer. **Estimate received and circulated 31/1/23.** RD asked for work to begin asap.
- b) Problems with heating, 15/2/23 Moodys called out during Snack and Chat Tuesday February 21st, someone had turned heating to hot water only. After more complaints about heating PW met Steve Moody again Thursday March 2nd. Boiler room was very damp. **Report written and circulated.** Further complaints and heating off Tuesday March 7th – central heating boiler indicating a problem.
- c) SD & DT met someone from the Fire Service 9/2/23. who when the Emergency Door near the Den would not open said that numbers in the hall must reduce to A MAXIMUM OF 60 until the Emergency door was mended. By 11/2/23 RD reported that the Emergency Door was now opening OK still with a slight problem with the drop -down bar when closing. The fire safety officer also suggested the general level of light at the exits should be checked during darkness. (Prior to Phase One there had been a torch on the windowsill going down to the Emergency door on the east.
- d) RD reported 11/2/23 that yellow marks were on the west wall and suggested the ventilation roof fan was used.
- e) 12/2/23 RD reported building inspector, Niels Brandt, asked that the door handles on the new white door are changed to a contrasting colour. Impact protection was needed on all the doors in the Community Room. Fire exit maps were also required before a full inspection.
- f) 13/2/23: Safety glass manifestations ordered from a Hexham company who printed and put them on the doors costing £160.
- g) 15/2/23: Plumber replaced tap in COVOID toilet RD asked what a glass bowl at the top of stairs going down to Den is for – is there a leak?
- h) 19/2/23: Saturday 18th February, Coffee morning flooding across the car park, blocked drain near main door. IS look at it and freed the blockage 19/2/23.
- i) 23/2/23: Sandra Innis asked for some books from The Den for the Community Shop lending library.

11. Fundraising

Carol Ferguson Exercise to Music, Coffee morning, Saturday February 18th report
February SCH 200 winner was number 32

12. Hallmark Accreditation

SCH Policies - Update DT

Vulnerable Persons Policy reviewed and updated meeting October 5th 2022 agenda item 15a

13. Storage of information

All booking diaries thrown out

All booking forms prior to 2023 thrown out

Cheque books, paying in books and receipt books prior to 2020 thrown out

Agendas and minutes saved on www.slaley.org.uk/villagehall

Metal cabinet in The Den

A4 files from 1993/94 - 2015/16 Accounts by Treasurer Margaret Weatherley– PW ask NRO if they want

Minute Book (hand written March 18th 1996 – July 2005) to go to NRO.

Insurance Certificates from 1993 – 2016 (need to keep

Several Photocopies of the 1922 Deed from Agnes Mona Hunting to the First SCH Trustees some A3, some A4 and a hand written copy for ease of reading. PW ask NRO if they want

2011/12 – 15/16 Charity Commission Returns.

2008 Scheme. PW ask NRO if they want

2005 Slaley Community Trust funds by Chairman Moyra Riseborough. PW ask NRO if they want

2003/4 ICT Project. PW ask NRO if they want

2000 Disabled toilet plans, costs and invoices. PW ask NRO if they want

1995: 75th birthday party in 1995 – taken date from inscription and not deed. PW ask NRO if they want

**DT & SD are proposing that modern documents, photographs and accounts are saved on SCH's email account on Google Chrome. Are all the Trustees happy with this proposal? Agendas & Minutes will be saved (unsigned) on the parish web site under the village hall section. PW will ask NRO if they would like a hard copy. See also 3b & 3c*

14. Any other business

- a) The Coronation of King Charles 111, will be held on Saturday, May 6th 2023 – does the Commemoration Hall intend to celebrate the event?
- b) Email 10/2/23 from SD about kitchen cupboard with the electric fuses. Everything to be emptied from the cupboard. Brushes etc kept ?????
- c) Chemicals removed from Boiler Room and stored in caretakers cupboard.
- d) Chair back covers for weddings and parties now in plastic bags in The Den – need a new storage area and report in wedding/party file.
- e) Boxes of bunting have been removed from ??? and placed on the floor in The Den – need a new storage area.
- f) Fifteen things which are not being covered on the agendas which we need to discuss annually and should therefore be added to the yearly planner..

15. Maintenance Log Book –

16. Date of 2023 meetings:

Wednesday May 17th AGM

Wednesday July 19th

Wednesday September 20th

Wednesday November 15th