

# Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday May 17th 2023 will take place in Slaley Commemoration Hall after the AGM.

## Agenda

### **1.Members & apologies** – Welcome new members

Record the sad death of former Trustee, Booking Clerk & Key Holder, Ann Wright.

Request the new management committee members complete and sign the Statement of Eligibility **required for the charity commission and item 5 on Hallmark 1 standard accreditation.**

### **2. Minutes of meeting held on Wednesday March 15th 2023, attached as pages 167 - 170 with appendix 1, page 171.**

### **3.Matters arising.**

- a) 6 15/3/23: Bookings report. Clarification from Louise Currie re the Booking Clerk being a trustee of SCH. A volunteer booking clerk would still need to attend meetings a make a report.
- b) 13 15/3/23: Proposal that modern documents are stored on Google Chrome – this to be explained to all Trustees and an agreement reached.
- c) 13 15/3/23: Photographs stored on Google Chrome. PW asked Louise Currie who deferred SCH to ACRE Information Sheet.
- d) 14 f 15/3/23: Fifteen good-management duties added to the yearly planner and circulated by email. This included gutters and windows cleaned by Gavin Howdon – gutters paid February 2022 and windows May 2021.
- e) 14 h 15/3/23: Piece of craftwork to be displayed in the hall – size and shape? Hanging position?

### **4.Correspondence**

#### **Emails:**

17/3/23: CAN Enews Evidence reveals clear benefit of unrestricted funding for charities

4/4/23: CAN Heritage Project Newsletter.

14/4/23: CAN Enews Heritage Project second year.

28/4/23: CAN Enews – Vat relief on Energy Saving materials for village halls

### **5.Financial Report – SD**

The export from the solar panels is generating income of 15p per kw for SCH.

The annual subscription for WNCBC is £25 this came in by email 20/12/22 and should be paid as it covers our PAT and gives unlimited access to CAN.

### **6. Budget for the coming year - Brought forward from July 2022**

DT to give a short guide to SCH's Data Protection principles.

### **7.Bookings Report – SD**

a).A new weekly Art Group in Community Room will begin in May – storage of art easels

### **8. Issues Log - DT**

### **9. The year 101 (Business Plan) - DT**

## **10. Caretaker's Report**

### **11. Building maintenance**

- a) Dampness getting into main hall & former toilets on north. Repaired by Tomas Forsyth, Roofer. Paid.
- b) Problems with heating continued, At a meeting on Wednesday April 19<sup>th</sup> the officials decided to leave the heating on at a constant 17 degrees to try and overcome the problems.
- c). Quote from Ali Stobbs to place a dampness paint on damaged walls he warned there may be discolouration between these walls and the untreated walls. He asked that ventilation be as often as possible to allow the walls to dry out before application.
- d. After discussions by DT & SD with the Fire Service and HS it has been decided to place the batteries in locked, waterproof cabinets to the west of the kitchen window. Before this can happen Ian Stevens and Jon Storey have been asked to place an area 3x4 metres of flag stones for the battery cabinets to stand.
- d) The plug hole in the corridor opposite the toilets (where the former radiator pipe came through the wooden floor) has fallen through the floor into the void beneath. Until this hole is re-plugged the piano has been placed over the top.

### **12. Fundraising**

April SCH 200 winner was number 40  
May SCH 200 winner was number 55

### **13. Hallmark Accreditation**

Officials met on Wednesday April 19<sup>th</sup> & Wednesday May 10<sup>th</sup> to check everything in place for the Hallmark inspection.

### **14. Inventory List**

A full Inventory was undertaken by DT & MR on May 8<sup>th</sup> 2023. This was circulated by email and is **attached as appendix ???**,

### **15. Any other business**

- a) At the meeting of SCH officials on April 19<sup>th</sup> it was agreed to write to members of individual hall user groups to try and encourage some younger blood onto the management committee.  
Ferguson Fitness – PW would write to Gordon Foster  
Snack and Chat – RD would speak with Helen Brewis-Levie  
CEG –  
Carpet Bowls –  
Film Club –  
Leek Club  
Whist –  
It was suggested that the new Toddler group and the new Art Group need to settle in for a few weeks before we ask them.  
A general invitation to join the management committee was recorded in the May issue of Slaley News and by Posters.
- b) PW suggested covering the area between the present car park and the new paved area with tarmac because vehicles have been used to reversing onto the former grassed area. This idea was not liked by RD, SD & DT who would prefer the area to be kept as grass - maybe with matting to allow the grass to grow through. RD has since reseeded the area.
- c) We have been asked by Healey PC to join with them in a celebration – dates?
- d) Change the key safe code.
- e) Change the welcome plaque wording to include the 100 year refurbishment.

### **16. Maintenance Log Book –**

#### **17. Date of 2023 meetings:**

Wednesday July 19<sup>th</sup>  
Wednesday September 20<sup>th</sup>  
Wednesday November 15<sup>th</sup>