

# Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday May 21st 2025 will take place in Slaley Commemoration Hall at 7.30 p.m.

## Agenda

### 1. Members & apologies

**It is with sadness that we record the resignation of Christine Johnston from the management committee (emailed to members March 27<sup>th</sup> 2025).**

Welcome to Christine Kerr who will represent Healey parish and Andrew Coney who has agreed to give assistance to and help the management committee move forward.

**2. Minutes of meeting held on Wednesday March 19<sup>th</sup> 2025, attached as pages 271 - 274 with appendix 1, page 275 appendix 2, page 276, appendix 3, page 277, appendix 4, page 278 & appendix 5, page 279.**

**Minutes of Extraordinary meeting on Wednesday April 30<sup>th</sup> at 1 p.m. attached as page 280.**

**3. Becoming a CIO Charitable Incorporated Organisation** to absolve Trustees from personal liabilities. (referenced in minutes 31/7/2024 – 19/3/2025). From 21/3/25 correspondence and meetings with Michael Pitkethly who has volunteered to help achieve the SCH change over to a CIO. Mr. Pitkethly will provide a brief update to include possible changes of the different roles between Trustees, Members and Volunteers. Draft of CIO Constitution Template tabled as **appendix 1/210525**

3\* Friends of Slaley Commemoration Hall (FOSCH). SCH Treasurer mentioned the idea during April – having a network of people who are willing to help behind the scenes, this is in fact already in place and ready to be expanded upon. Concept attached as **appendix 2/210525**

### 4. Matters arising.

a) 3a 19/3/25; 3a 15/1/25; 3b 20/11/24; 3b 2/10/24; 3c3e 31/7/24; 13a 15/5/24: Current Holder of a Food Hygiene Certificate. SCH Secretary offered to WNCBC, SCH for face-to-face FH training (*see 4i 19/3/25*). Reply 10/4/25 asking for numbers from Slaley. SCH secretary replied 14/4/25 WI 9; Snack & Chat 5 & SCH 1. No update at time of agenda. Alan Gerono from CAN emailed 14/5/25 saying there may be on-line training for CF and PW oversubscribed in February.

b) 4d 19/3/25: Emergency Plan: Kettle purchased to be used on gas cooker – add to maintenance log. Laminated Plan in kitchen window-sill. Article in April Slaley News.

c) 9c 19/3/25; SCH Secretary contacted Ron Robinson for third time and he again proposed to look at Hall roof. – no update

d) 9e 19/3/25: Discussion with lady from Howden Kitchens the special price did not include fitting.

e) 11c 19/3/25: Letter dated 28/3/25 emailed to user groups with Website update. Attached as **appendix 3/210525**.

f) 12 19/3/25: Portable appliance testing at the time of writing has not taken place.

g) 15 19/3/25: Invitation to join the Management Committee at the AGM in July. Action in light of discussion at agenda 3 above

### 5. Correspondence

- a) 27/3/25: WNCBC & CAN Martyn's Law – The Booking Clerks went on line to ChatGPT and produced a Terrorism Policy for SCH which was emailed to the management committee on 31/3/25. (see also agenda item 13)
- b) 4/4/25: NCC Safe & Resilient Communities offer of webinars to enhance Community Resilience.
- c) 4/4/25: Charity Commission News
- d) 9/4/25: CAN & NCEL – Community Energy Roadshow at Newton & Bywell 6/5/25.
- e) 10/4/25: NCC Commercial Waste Collection document emailed to former treasurer, SCH Secretary completed the change-over-document and receipt of changes was confirmed by telephone 23/4/25 together with acceptance of 'SCH Duty of Care' meaning the waste would be collected as normal and an invoice for £193.24 would follow.
- f) 16/4/25: WNCBC Diana Linnett- committee information – including insurance briefing from **Norris & Fisher**.
- g) 17/4/25 Email from new SCH member KB re points on the **Norris & Fisher** insurance. SCH Secretary replied with a copy of SCH insurance document with the relevant section.
- h) 24/4/25: WNCBC Diana Linnett. ACRE's Recycling Policy for village halls
- i) 7/5/25: CAN. Tracey Morgan. Community Spaces Partnership, Expression of Interest by 4/6/25 and able to attend surgery on 10/7/25.

## **6. Financial Report – JB**

- a) Treasurer is proposing to transfer accounts to a recognised accounting programme
- b) Treasurer asked for assistance in setting this up in May Slaley News – someone has offered help.

## **7. Gas and Electric monitoring – JB to report**

- a) SCH secretary repeatedly gets a telephone call from someone who wants to speak about our power surges – The Treasurer's contact details are given.

## **8. Bookings Report**

- a) Problems with May 1<sup>st</sup> Polling Station booking were identified 28/4/25. SCH secretary contacted the elections office who resent the 2024 booking which had been confirmed by 11/11/24. The actual wording of the booking form was corrected and resent to NCC elections office.
- b) The Presiding Officer for Poling Day at Slaley contacted SCH Secretary – met on Tuesday 22/4/25 at 10 a.m. ordered voting booths, organised an early entry to set up on April 30<sup>th</sup>.
- c) Email from Booking Clerk 22/4/25 who reported a meeting with Treasurer to discuss Affiliated rates and had decided that a cut-off of 36+ hours a year should qualify for reduced rates.
- d) Storage of Art Easels in toilet 5 - Booking Clerks contacted the art group to ask if bookings would resume or storage charge would be made.
- e) Email sent to former SCH Chairman asking about the storage of Table Tennis tables and no bookings for their use over the past 13 months.

## **9. Cleaner's Report**

- a) Time to Shine were contacted about the damaged floor boards (see agenda 10c) confirmation was received that the cleaning staff would be reminded of a dry clean.
- b) SCH Secretary checked Caretaking supplies 3/4/25 (*see 17 pages 8 & 9 19/3/25*) 15 x 200 hand towels ordered and delivered. Roll of 50 black refuse sacks purchased and delivered.

## **10. Building maintenance**

- a) Roll of 50 black refuse sacks replaced by PW, May 10<sup>th</sup>
- b) Gutters cleaned by Ben's Gutters 14/4/25. Invoice £160.00 paid.
- c) Damage to Community Room floor reported by a trustee to Kevin Doonan 20/4/25, KD contacted JR at Ryton Construction who looked at floor 2/5/25 and suggested his joiner replace damaged floorboards. Joiner arrived 8.15 a.m. 8/5/25 SCH Secretary and trustee PC were at Hall to hear the joiner's explanation. Joiner thought people with a bucket of water were sloshing vast amounts of water onto the floor which pooled at the joints and caused black stains and twisting. A notice has been placed on the CR door requesting dry cleaning of floor.

## **11. Fundraising**

- a) Beer Festival June 7<sup>th</sup>. SCH Secretary contacted the organisers after a check on SCH insurance reference the supplied food and drink and the bouncy castle – asked if a special one-day cover was needed. Organiser replied back that it was not – own insurance covers. **Organisers are asking if anyone can deliver flyers? Have any ideas for Posters? Need any more raffle tickets? Can return the raffle ticket stubs and payment on May 21<sup>st</sup>.**
- b) Exercise to Music fund raiser – Afternoon tea May 10<sup>th</sup> - report
- c) Slaley W.I. & Slaley Show fund raiser – Christmas Fayre on Sunday November 2<sup>nd</sup> 10 a.m. – 2 p.m.
- d) History, Whist & LXNR fund raiser – A ride in the countryside with clues 20/4/25 after expenses raised £184.82 for SCH
- e) Healey Parish Council – First Aid Training – no date established yet

**12. Community Web Site:** Slaley Parish Council is re-established and will hopefully continue to fund the parish web site.

## **13. Annual Governance. Risk Assessment & Policies for Coming Year**

A volunteer is needed to work with SCH Secretary to view and update the 2024 Policies.

## **14. Annual Governance. Stocktake of kitchen cupboards**

Two volunteers are needed to undertake the stocktake

## **15. Annual Governance. Stocktake of tables, chairs and stage units**

Two volunteers are needed to undertake the stocktake

## **16. Any other business**

- b) 12a 20/11/24: Review Business Plan & Users Guide – no update
- c) 12b 20/11/24: Windows cleaned by Gavin

## **17. Maintenance Log Book –**

## **18. Dates of 2025 meetings**

Wednesday: AGM 16/07/25; 17/09/25; 19/11/25.