

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee will take place on
Wednesday November 15th at 7 p.m.

Agenda

1. Members present & apologies

2. Minutes of the meeting held on 19th September 2017

3. Matters arising

- a) Doug has cleaned off flaking paint and painted the south facing kitchen window.
- b) Caretaker's Job Description provided by Reg & Dorothy Urwin to RD
- c) Notice Board for Hall car park – update from MW
- d) Central air vent replacement price for rotten section - update from MW

4. Correspondence

4/10/17: Email of Charity Commission news
WNCBC AGM on 9/11/17 at 7 p.m. in Riding Mill ME to attend

5. Financial Report by Margaret Weatherley

- a) Payments made or cheques to be signed
Powerjet North East survey 25/9/17 of drains and blockages jetted £331.20
Pat Wilson for Key Safe
Michael Stewart for drain work 2/11/17 blockage on west new connection on east £320.00
Pat Wilson £50 for web site training on 7/11/17
- b) Income since last meeting
Early Christmas Shopping event 13/10/17 £
Village Quiz with Café October 24th, 25th & 29th £100
Waitrose (tokens) charity cheque for £290

6. Bookings Report

- a) Key Safe – now installed
- b) Booking form terms and conditions now on web site
- c) The hire charges now on web site?
- d) Monthly report of “what’s on” – who would do this?
- e) An idea of when the Hall is free is still not addressed

7. Laminated brochure Update by M Rowell & DT

8. Maintenance Log Book

1) External doors. (2) Emergency lighting. (3) Water supply. (4) rainwater fittings. (5) Visual check exterior. (6) Visual check interior. (7) Signs. (8) Metre readings.

9. Building maintenance

- a) Watson Builders update
- b) Drains update – full report and CD RD to report
- c) Michael Elphick / Debra Taylor - Broadband connection?
- d) Broken tiles and old Youth Club hut roof David Clark - PW left a voice mail message. Reminder?

10. Report by RD on initial think tank / Business Plan meeting 10/10/17

11. Report by PW on Web Site training with Melanie Cant 7/11/17

12. Report by ME on meeting with Duncan Cave re Audi equipment

13. Fundraising ideas

- a) Report by MR Early Christmas Craft Fair 13/10/17.
- b) Report by PW Village Quiz with Café held during half-term week October 24th, 25th & 29th.
- c) Progress with the 12-hour Storytelling event. PW to report
- d) Fundraising ideas for 2018

14. Any other business

- a) Hexham Courant Community Guide 2018 corrections. Any ideas for an advert under HIRE

15. Date of next meeting: Wednesday January 17th 2018.