

Slaley Commemoration Hall Management Committee

Chairman:
Rosaleen Doonan
O'Dunain
Slaley
Hexham
NE47 0AD
Tel: 01434 673173

Email: radoonan@hotmail.com

Secretary
Pat Wilson
Lawn House
Slaley
Hexham
NE47 0AS
Tel: 01434 673388

Email: pat.wilson28@outlook.com

The Meeting of Slaley Commemoration Hall Management Committee on Wednesday November 16th 2022 will take place in Slaley Commemoration Hall at 7.30 p.m.

The committee will hold a minute's silence in memory of the late Jean Elphick, wife of former trustee Michael Elphick, and long supporter of Slaley Commemoration Hall.

Agenda

1. Members & apologies –

2. Minutes of Rescheduled September meeting held on Wednesday October 5th 2022, attached as pages 140 - 143 with appendix 1, page 144 & appendix 2, page 145.

3. Matters arising.

- a) 3b 5/10/22; 4 20/7/22: Queen's Hall Arts Centre Illuminated Sheep Art Trail Update
- b) 6 5/10/22: CF provided contact details of the children's dance class held at Whitley Chapel dancefitwithpip@hotmail.com. SD contacted 11/10/22 – Update
- c) 9 (iv) & (v) 5/10/22: Albert Scott was called and the extractor fan fuse and switch was isolated from the serving hatch fuse and switch, they both now work.
- d) 9 (vi) Maintenance Book purchased and placed in kitchen.

4. Correspondence

Emails:

- 14/10/22: CAN Enews
- 21/10/22: WNCNC AGM on 16/22/22
- 28/10/22: CAN Enews
- 11/11/22: CAN Enews

5. Financial Report – SCD

- a) Report of income and expenditure from April 1 – November 16th (**attached as appendix 1/161122**), page ??
- b) A **Financial Forecast for 2022/23** was introduced at the July meeting how are the actual finances comparing to the forecast?

6. Bookings Report – SCD

- a) Updated booking form to include new committee room. Updated Terms and Conditions. Attached as **appendix 1 & 2 /161122, pages ?? & ??**
- b) All user groups to be sent a booking form + terms and conditions and asked that it is signed and returned to the Hall letter box (inside broom cupboard)

7. Emergency Welfare Hub (also known as Emergency Rest Centres) Update

a)

8. Phase Two of Centenary Improvements

- a) Work commenced on Monday June 6th thereafter progress meetings every 14 days (Minimum). Work completed first week November 2022.
- b) Site meeting No 8 26/10/22 at 1 p.m.
- c) Door mat being fitted November 16th.
- d) topsoil request from Foster Landscaping they suggested then grass seeds to be sewn

- e) IS was able to get a price for the decking. £2,500 or £780 for just steps. **Funds/Decision?**
f) Flasks and trolley ordered for small scale refreshments in new committee room.

9. Caretakers Report – ICS (attached as appendix 2/161122), page ??

a) The caretaker intends to resign as soon as a replacement can be found. The position is advertised by posters, on the web site and through Slaley Notes. January 2023 will be covered by Charlotte Douglas.

10. Building maintenance

- a) Facia board on the sloping roof to former storage area (gents toilet) to be assessed for rot
b) How to use new radiators in new committee room – DT make a list for users. SD given instructions on an art easel
c) Albert Scott contacted and able to source a replacement strip light for stage area of main hall
d) Derek Hull & Raymond Craig emailed to ask for invoice and if they would undertake grass cutting 2023. No invoice and they have agreed to cut between them

11. Fundraising Phase Two (attached as appendix 3/210922)

- a) Report Christmas Fair held on November 6th
d) **Rescheduled** Open Day to be part of Village Halls week 23-29 January 2023. **When? What? Who does What?**

12. Village Hall Celebration of 100 years

As agreed on October 5th – On Friday December 30th the committee will welcome the community between 4 – 6 p.m. to a 100-year-old party with drinks and a birthday cake. SD suggested 100 buns made into a tower which could be frozen if not eaten. PW meanwhile suggested asking our local cake decorators to make and ice a large birthday cake. Maybe a rooted fir tree in a tub decorated by battery operated decorations would make a nice “green” outside attraction with the tree being planted somewhere after the event. Details can be agreed at the November meeting. PW contacted Ann Holmes who has offered to make a 12inch square double lemon cake, with butter icing in the centre and royal icing on top with an iced photograph of the early Hall and the words 100 years old, This will provide a slice for 80-100 people.

Richard & Ceilia Bridges daughter is a singer – do we ask her to come and sing during the party?

Piano player has a selection of WW1 Memorabilia – do we want this displayed

An invitation to go out to all the fundraisers – how do we achieve this?

13. How can the Hall be more environmentally aware / climate friendly?

14. Hallmark Accreditation

SCH Policies (**September 15th 2021 & November 2021 minutes**)

Policies (the Policies were last updated July 2019)

Practices & Procedures for hiring the Commemoration Hall – needed for Hallmark 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**
- **Use of the Audio-Visual Equipment**
- **Acceptable use of the internet WiFi Facility**

DT asked the group to read through these and recommend any alterations in light of COVID or the new layout in the Hall by Friday September 24th – The three remaining Policies below will be discussed at the November meeting.

Reserve's Policy – July 2021 review

Vulnerable Persons Policy – July 2021 review

Risk Assessment – July 2021 review

(**November 2021 minutes & again in January 19th 2022 minutes**)

12. Policies (the Policies were last updated July 2019) DT said the policies were needed for the Hallmark renewal which was due October 2022

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

Finance & Reserve's Policy – July 2021 review

Vulnerable Persons Policy – July 2021 review

Risk Assessment – July 2021 review

Fire Risk Assessment – July 2021 review

Access Statement

The policies were accepted without amendment other than the Finance & Reserves Policy which SD wanted to amend – this single Policy would be resubmitted for the March meeting.

(March 16th 2022 minutes)

b) 12 19/1/22: **Finance & Reserve's Policy** Deferred from January. SD explained how the COIF funds could replace the F&R Policy. It was agreed to close the F&R Policy.

(October 5th minutes)

15a) Vulnerable Persons Police Safeguarding Children and Vulnerable Adults: Policy was due for renewal September 2021. Updated copy emailed to committee. Louise Currie of CAN emailed to ask if further training has been organised. Last training session was July 1st 2019 at Stanning Village Hall ran by the Northumberland Strategic Safeguarding Partnership – No imminent meetings on its web page. CAN provides ACRE safeguarding information and a free online training video on <http://ca-north.org.uk/empowering-organisations/safeguarding>. This should be viewed by all the Trustees. The Chairman signed the Policy.

- DT reminded the meeting that all the Policies would need to be updated (to include the new facilities) before we had any Hallmark check – possibly the January meeting?

15. Any other business

Christmas at the Hall – A real Christmas tree in a pot outside in car park decorated with battery powered timing lights? What happens to the tree afterwards?

Or Small potted tree/trees inside the Hall (possibly in new south window) decorated with battery powered timing lights?

Battery powered lights stung along the top of the building, fitted with battery powered timing lights?

Who buys? who fits lights? When are they placed at hall? When are they taken down? Who takes down? Storage removal?

16. Maintenance Log Book –

17. Date of 2023 meetings:

Wednesday January 18th

Wednesday March 15th

Wednesday May 17th AGM

Wednesday July 19th

Wednesday September 20th

Wednesday November 15th