

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday November 19th 2025 will take place in Slaley Commemoration Hall at 7.30 p.m.

Agenda

1.Members & apologies

2. Minutes of meeting held on Wednesday September 17th 2025, attached as pages 303 - 306.

3. Becoming a CIO Charitable Incorporated Organisation

a) Chairman agreed with Barclays the transfer of the present bank account into the new CIO account.

Barclays asked for all trustees personal details to be provided.

b) Meeting with Michael Pitkethly Monday 13/10/25 to agree way forward for the transferring of assets to the new CIO charity. A request to the Charity Commission was emailed 17/10/.25 informing them of the transfer The Vesting Model has been completed, signed by SCH Chairman and Secretary and eventually signed by MP on 5/11/25 as the witness. A hard copy was posted to the Official Custodian for Charities on 5/11/25.

4. Matters arising.

a) 6b 17/9/25: Estimate of roof work from R Robinson (3 different options). Independent building inspector report by Chairman

b) 6b 17/9/25: Floor work additional quotes

c) 6b 17/9/25: Main door red paint, new tin has been purchased and work scheduled asap

d) 6b 17/9/25: Replacement kitchen cupboard doors and drawers have been received, stored in outside store ready for fitter with work scheduled for 14th November

e) 6c 17/9/25: MR to provide Speck of window drapes for main hall + idea of cost.

f) 7 17/9/25: Look into HIVE remote control of heating. Report electrician Albert Scott (email 5/10/25).

Report email of Steve moody heating engineer (email +21/10/25) Alternative posters **DISCUSS and AGREE a course of action.**

g) 12 17/9/25: **Insurance (renewal November)** SCH reported becoming a CIO – declaration forms completed – details added to final days of current insurance. Renewal of the insurance due 26/11/25

h) 13 17/9/25: Review Wedding & Party Hire brochure – KB to report

i 14 17/9/25: Review advert/article News /Directory – ME to report

j) 15d 17/9/25: Car Park Tidy. This took place on Tuesday 30/9/29. AC, PW, KB, CK with her partner + DH one of groundsmen all helped. SCH sent thank you letters to Volunteer groundsmen for their work. KB reported one of the strip lights flashing at bowls match – could it be looked at. Chairman emailed a thank you + two photographs 1/10/25.

k) 16 17/9/25: electric hand driers in each toilet – SCH secretary spoken to electrician – reported back via email - very expensive between £1,000 /£300 per unit + need electrical circuit, big job, suggest asking Burncliffe for a price.

l) Note of Northfire report at end of minute found after meeting ended – emergency work needed undertaken by electrician. Report email 30/10/25 Disabled toilet emergency light- expensive replacement unit now has batteries – need to check this on the Maintenance log at each meeting.

5.Correspondence

22/9/25: SCH Secretary resent present committee the details from May 17th 2024 of a Nisbet heavy duty mobile Garment rail for heavy winter coats £251. + Vat. Coat hangers had previously been attached to the Supper room wall and on the former' ladies and gents' toilet blocks. .Booking Clerk replied why not consider a second-hand clothes rail, £25 on facebook. JB thought a good idea. CK found a heavy-duty rail with a weight capacity of 160 Kg . Circulated by email 27/10/25. KC thought it would hold winter coats
Do we order?. £55.

26/9/25: telephone call to say dishwasher stopped working at McMillan Coffee Morning. Snack and Chat monitored its performance on September 30th Ok until the 4th wash. RD marked the dishwasher fluid to make sure people are using both products for each wash.

3/10/25: Northern Powergrid asking if SCH would be made available during the predicted high winds and rain of Storm Amy. Secretary replied yes and alerted the management committee.

6/10/25: Diana Linnett WNCBC needs volunteers.

14/10/25: Tracey Morgan CAN Safeguarding Training at Riding Mill 8/11/25 SCH Secretary enrolled. Cancelled due to illness by trainer – to be rescheduled.

14/10/25: Diana Linnett WNCBC AGM at Humshaugh 14/11/25 2 p.m. – 4 p.m.

24/10/25: Tracey Morgan CAN Is there a defibrillator within 500 metres of our village hall? Application form from NEAS to see if a grant is available.

3/11/25: Diana Linnett, WNCBC – Food safety training by Food Standards Agency “Providing food at community and charity events” do we need to register without local authority?. **Specifically asked CF (Snack and Chat) to look at this.**

6/11/25: Hermina Ely – full fibre rollout's digital inclusion support with CAN and NCC and Commsworld through the village hall networks. Event 13/11/2025 at Hexham Racecourse beginning at 9.30 a.m..

6. Financial Report – JB

- a) 15b 17/9/25: A Treasurer for SCH to take over at the end of the current financial year (April 2026). A lady called Phillippa Hutchinson has indicated an interest and is meeting with Jim and Andrew.
- b) Howden Kitchens replacement kitchen door fronts and draw fronts slight price increase £950.00.
- c) Albert Scott Fit new strip light and emergency repairs as identified by Northfire
- d) 22/9/25: ME reported problems with the sound from the AV cabinet, authorised a call out £150. Engineer attended (report by email 8/10/25) Controller not in cabinet, replace costs £18. ME is asking about a USB-C to HDMI converter costs just under £50. **Who uses the cabinet? Any additional charge?**
- e) Treasurer received correspondence 9/10/25 from BT business wanting SCH to enter into another 5 years contract for free WiFi which had previously been covered by SPC. The cost per month will increase by £3 each year until 2030 when we shall be paying £46.95 each month.

7. Gas and Electric monitoring – JB to report

- a) Treasurer asked for information on why our solar panels are connected to Resilience Hubs and how they were financed. **Anyone else need to see the documentation?**

8. Bookings Report

- a).15c 17/9/25: Storage of art easels and the request for 50p per easel per week that no booking is made – Bookings re-established, then Wednesday 5/11/25 collecting the easels from The Den during the Badminton session caused disruption. SCH Secretary warned committee of pending problem after a telephone call from Badminton groups. Several members of committee emailed their thoughts on **not using a toilet for storage**. Booking Clerks and Secretary offered free 30 minutes to collect easels from storage. Reply 7/11/25 that because of time difference the group had found somewhere different and would remove all their equipment within seven days. This has lost SCH the potential income of £48 each week.
- b) Slaley School request for SCH stage for use at school from December 3rd – 12th. Agreed at £25.00

9. Cleaner's Report

- a) Paper towels ordered and received.
- b) Cleaners concerned with smelly marks on floor and door mat -telephoned SCH Secretary 9/10/25, after inspection with AC & JB on 13/10/25 it was thought to be cat or dog mess brought into hall on shoes. Splatter marks around roller cabinet was from an animal inside the entrance probably a cat when outside door is left open. Must be monitored for further signs.

10. Building maintenance

11. Fundraising

- a) Slaley W.I. fund raiser – Christmas Fayre on Sunday November 2nd 10 a.m. – 2 p.m. Raised £607.50
- b) LB suggested (email 19/10/25) apple pressing at Slaley + application to Tesco for apple pressor. SCH Secretary replied with background info on Corbridge and Wylam apple pressing and an idea of work involved.
- c) Healey Parish Council – First Aid Training – no date established yet
- d) Chairman booked a tree lighting event in December.

12. Annual Governance: Review Business Plan (last updated January 2024) Chairman and Secretary have a copy

13. Annual Governance: (a) Outside windows cleaned by Gavin. (b) Gutters are cleaned by Gavin

© List of Keyholders

- a) Windows cleaned and paid
- b) Gutters still to be addressed. CA cleaned gutter blockage near Community Room 30/9/25 (see 4j)
- c) List of keys attached as appendix

14. Annual Governance: Alcohol License NCC website. Review Web Site

15. Any other business

16. Maintenance Log Book –

17. Dates of 2026 meetings

January	Wednesday	14 th
March	Wednesday	18 th
May	Wednesday	20 th AGM
July	Wednesday	15 th
September	Wednesday	16 th
November	Wednesday	18 th