

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

A Meeting of Slaley Commemoration Hall Management Committee will take place on
Wednesday November 20th 2019 at 7 p.m.

Agenda

1.Members present & apologies-

New Trustee to sign the Trustees declaration form.

2.Minutes of the meeting held on Wednesday September 18th,

3.Matters arising

- a) 3b 18/9/19; 3b 17/7/19; 3f 15/5/19; 3i 20/3/19: Hallmark 2 meeting with Louise Currie on November 19th.
- b) 3c 18/9/19; 4c 17/7/19: Northumberland Theatre Company The Snow Queen booked for 4 p.m. on Friday 3rd January 2020. Ticket sales report. Refreshment for actors – who prepares?
- c) 3d 18/9/19; 6b 17/7/19: Emergency First Aid Course has been booked for Thursday March 26th 2020
- d) 3c 17/7/19; 11b 15/5/19: Food safety training at Snods Edge on Thursday November 14th – how many from Slaley are able to attend?

4.Correspondence

- a) Offer to join “Your Community Space” website from Vici Ladeji who is a trustees for a local hall in North Wales
- b) WNCBC AGM 2019 Thursday November 7th at Riding Mill, Millennium Hall.

5.Financial Report by Margaret Weatherley

- a) Payments made and Income since last meeting
- b) claiming gift aid MW & DT

6.Bookings Report

- a)

7. Fire Safety Inspection October 29th 2019.

Recommendations

Action taken

Recommended Fire Risk Assessment

It was recommended that all the committee hold and read the instructions on the various fire extinguishers and the instructions on the fire blanket.

8. Reports from:

a) Grants sub-committee - report

Response of grant applications from:

Northumberland Villages Trust, Barbour Foundation, Leslie and Lilian Manning Trust, Rothley Trust, Sir James Knott Trust, Hedley Denton Trust, The Joicey Trust, Waitrose, WA Handley Trust.

b) WNCBC AGM Report by Michael Elphick (see his email of 13/11/19). We are encouraged to participate in the Village Halls Week 2020 from January 20th – 26th.

c) Update Business Plan & include Action Plan

d) Wedding/Party Plan

9. Building maintenance / Commemoration Hall notice board

a) Notice board fitted and key hanging on the inside of the brush cupboard in kitchen

b) Front door refurbished with new fascia board by Doug Smith.

10. GoFundMe account update from DT

11. Fundraising (see appendix 1)

12. To be discussed further at this meeting: The committee were asked to consider what actions and plans we need to put in place should the National Lottery bid be successful. E.g. using the storage area as a bar or purchasing a mobile bar. Also, whether an additional meeting room was needed and if so could an outside temporary structure be considered?

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

Lighting LED or CFL bulbs

Recycled paper loo rolls & kitchen roll

Cleaning products

Recycling bin in kitchen

Outside: Cycle parking area. Electric charging point.

14. Any other business

2020 meeting dates circulated

15. 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.

16. Date of next meeting: Wednesday January 15th