

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 September 18th 2019 at 7 p.m.

Agenda

1.Members present & apologies-

2.Minutes of the meeting held on Wednesday July 17th,

3.Matters arising

- a) 3a 17/7/19; 3c 15/5/19; 3f 20/3/19: Slaley Show 2019 cancelled due to waterlogged field.
- b) 3b 17/7/19; 3f 15/5/19; 3i 20/3/19: Hallmark 1 renewed and certificate displayed. Hallmark 2 application meeting with Louise Currie possibly second week of October.
- c) 4c 17/7/19: Northumberland Theatre Company The Snow Queen booked for 4 p.m. on Friday 3rd January 2020. Tickets to go on sale for Christmas presents – advertise. The actors will arrive at the venue approximately three and a half hours before the curtain up time and they would like tea and coffee making facilities and some sandwiches. They would like two complimentary tickets for the use of NTC. **NTC requires an empty performance space of a minimum 18 foot square and 12 feet high with 6 power sockets and operational black out curtains – telephone if there are problems with these requirements. We can have 11 rows of 10 chairs as a maximum. Suggested cost of tickets £10 adults £5 children under 16 years. Family ticket of 2 adults and 3 children £25 (saving £10) AGREE?**
- d) 6b 17/7/19: Slaley Parish Council is considering funding a First Aid Course participants pay £50 each and the PC covers the shortfall and cost of Hall. A Thursday in early November.

4.Correspondence

- a) Stage company has been taken new contact details in TD's file
- b) WNCBC Free kitchen equipment

5.Financial Report by Margaret Weatherley

- a) Insurance value of hall
- b) Contract of Employment – RD to sign
- c) Payments made and Income since last meeting
- d) claiming gift aid MW & DT

6.Bookings Report

- a)

7.Wedding/Party Plan

Work in progress. RD is having a meeting with R&C manager.

8. Reports from:

a) Grants sub-committee - report

Rosaleen Doonan sent an email to everyone on 2/9/19 alerting them to The Lottery Fund £30,000 grant which would only be available if we completed the project within a 12-month period. The question was asked if everyone agreed to the first phase being the toilets and the north section rather than the new room. This was approved 10 in favour, 1 against and 1 abstention.

If we are successful then temporary provision for bar and storage of equipment currently in the committee room (Hall records and minutes)

b) Update Business Plan & include Action Plan

Currently working on new finances

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 will soon be improved by Doug Smith.

10. GoFundMe account update from DT

11. Fundraising (see appendix 2)

The Bowls Club were unable to find sufficient people to host the September afternoon teas – PW volunteered to cover this. The Grand Summer Raffle will be drawn at that event.

12. Health and Safety notice for Hallmark 2

Review the Policies - forwarded as a pdf by DT - previously agreed at the July meeting – amended slightly for presentation with the grant applications. Unless there are any objections these will be signed off at the meeting.

Practices & Procedures for hiring the Commemoration Hall

Health & Safety Policy July 2019

Fire Safety & Evacuation Plans Policy July 2019

Equalities Policy

Environmental Policy

Alcohol Policy

Reserve's Policy

Finance Policy

Use of Audio & Visual Equipment Policy

Internet use Policy

Hire of Crockery & Portable Stage Policy

Booking Form with Terms and Conditions

Access Policy

13. Any other business

14. 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.

15. Date of next meeting: Wednesday November 20th