

Slaley Commemoration Hall Management Committee

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

Agenda

1. Members present & apologies

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

3. Matters arising

- a) Committee to look at Youth Club hut at rear of building now that some goods have been removed. Make a decision, keep and repair or sell?
- b) The thank you to Pat Goodwin had been sent to both Notes and News editors on June 22nd – unfortunately it had been missed in both reports. An apology was requested to the editors on July 22nd. This was undertaken and should have appeared in the September issue of Slaley News.

4. Correspondence

- a) RD received an emailed version of the Maintenance Log Book from Louise Currie
There are eight area of maintenance – discuss how these are implemented –
(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.
- b) RD received an email version of the hallmark – statement of eligibility from Louise C
- c) RD received a pdf email Slaley Commemoration Hall Scheme fully regulating from LC.
- d) August issue of the West Northumberland Community Buildings Consortium.
- e) CAN Funding Bulletin

5. Financial Report

- a) Report by Margaret Weatherley
- b) The March 2017 Fire Extinguisher Certificate is now on the board.
- c) Financial Reserves Policy (emailed 19/1/17 & 21/6/17)

6. Bookings Report

- a) Booking form – Bouncy Castle rules RD to report.
- b) Bookings and emergency contact while Booking Clerk on holiday RD? Caretaker?
- c) Key Safe – committee members asked to source different systems at the July meeting and report back
- d) People do not like to complete the booking form – examples
- e) Booking form on web site how does this work?

- f) How do the public know the hire charges?
- g) Notice Board in Hall grounds - monthly report of “what’s on” – who would do this?
- who to contact to make a booking?
- h) How do you make it visible to the general public when a fund-raising event or club is under way inside the hall?

7. Survey distribution and collection of information

- a) Returns

9. Laminated brochure Update by M Rowell & DT

10. Building maintenance

- a) Watson Builders update
- b) Drains update
- c) Michael Elphick / Debra Taylor - Broadband connection?
- d) Electrical Installation Report of April 2014 (every 5 years) recommended certain things were done under C3. RD to report.
- e) Pat met Doug Friday July 21st, expensive compound needed to complete the rotten sections of the front fascia - Doug to check on availability. Facia board at the rear of the Hall - scaffolding was discussed. Internal plasterer needed before any decoration of Main Hall or Committee Room. RD to update.
- f) Doug broken roof tiles this needs to be reported to David Clark - PW done.

11. Microphone Demonstration

How to use and where it is kept.

12. Brain Storming exercise.

13. Fundraising ideas

- a) Margaret Rowell report on progress with the Friday October 13th Christmas Craft Fair. Help / advertising / refreshments / raffle etc.
- b) Progress with the 12-hour Storytelling event. PW to report

14. Any other business

15. Emergency Exit Lights Check – see agenda item 4a

16. Date of next meeting: Wednesday November 15th 2017.