

Slaley Commemoration Hall Management Committee

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Because of the recent North East COVID-19 restrictions the Meeting of Slaley Commemoration Hall Management Committee on Wednesday September 23rd 2020 at 7.30 p.m.. **will once again take place by ZOOM**

Agenda

1.Members & apologies-

Marge Rastall tendered her resignation from the Management Committee on August 17th she informed the Secretary she would be replaced by Catherine Lincoln

2. Minutes of meeting held on Wednesday July 15th 2020, attached as pages 44 - 47 with appendix 1, page 48, appendix 2, page 49 and appendix 3 page 50.

3.Matters arising

- a) 1 15/7/20: Retirement of BJ - ME & DT made a special Thank you /Retirement card for Bobby This was acknowledged by a thank you card to the committee + a cheque. Shown at meeting.
- b) **There has been a spate of long-serving trustees tending their retirement recently. How does the committee wish to record this? In the past a gift has been made to the retiring person, the cost of which has been taken from the accounts. Is this the correct thing to do? People fund raise and give donations to the Hall should we be using funds in this way? Do we put a cap on a retirement gift regardless of the time a person has served as a Trustee? E.g. maximum £5 gift voucher from Hollybush Nursery? Should the remaining Trustees all give a £1/ 50p donation towards the retirement gift? This needs to be established now.**
- c) 3c 15/7/20; 13c 20/5/20: Environmental Products for Hall (see November 2019 minutes), we have a list of products currently used and will be replace as and when needed.

4.Correspondence

- 22/7/20: Sarah Hallbert WNCBC bulletin
19/8/20: Sarah Hallbert, WNCBC ACRE CPOVID-19 information sheet
21/8/20: CAN Discretionary grant available for previously ineligible Community Facilities
August & September regular COVID 19 updates as Government legislation changed

5.Financial Report by Stella Douglas

- a) Financial Statement September 2020 circulated **and attached as appendix 1/230920, page ???**
- b) SD has produced a 4-page document on charitable annexes and Zero VAT rating
- c) Funds in COIF grants group are asking permission to cash this fund in if the values begins to reduce.

6.Bookings Report

- a) Enquiries have been made from a group of young musicians who wanted space to practice – the acoustics were all wrong in the Hall. An enquiry was made for the use of The Den for beauty treatments – we suggested £5 per hour but this was rejected as the space would be shared for other uses. **However, the public have asked about chiropody. Barbara can do a Pedicure but not chiropody. £25 for painted nails, £20 without. Could we offer the treatment for £30 & £25 per hour and pay Barbara for doing the service?**
- b) Corbridge Health Centre have booked the Hall for September 24th 8.30 – 12.30 for Vaccinations
- c) New COVID-19 North East Restrictions and the impact on Hall Bookings

7. Phase One of Improvements

- a) The building work was completed in time for Sarah Allen to run the children's sport club on August 17-20th.
- b) A trolley was purchased for the long tables. Flooring for The Den was purchased and fitted by Floorscope Ltd of Prudhoe
- c) An invitation to view the completion of Phase one was made for Frist August 21st 4 – 9 p.m. and Saturday August 22nd 9 a.m. – 6 p.m. A report is attached **as appendix ???, page**
- d) Entrance floor will be sanded, stained and varnished week commencing September 14th.
- e) A new Piano and stool was donated to the Hall by Margaret Ward. **A thank you letter sent from the committee??** The old Piano and stool has been collected by Anne Livesey.
- f) Several items from the storage were put outside for disposal. Someone got the highchair and gave £10. Pippa Wilson took two damaged agility mats. Ken Bates took the old table tennis table for its steel, Carol Ferguson took the steel cabinet

8. Reports from:

- a) **Grants sub-committee – DT has taken photographs throughout Phase One building work and is sending them to the grant bodies to show how their grant money has been spent.**
- b) **Heritage grant to repair roof lantern and renovate the paintings of Charles Samuel & Agnes Mona Hunting.** Ana from Tyne & Wear Archives and Museums looked at the paintings on Thursday 10th September with DT & PW. DT to report.
- c) DT won a grant of £1,685 from the Coronavirus Community Support Fund towards the toilet refurbishment.

9. Building maintenance

- a) RD, PW, DT & SD met on 19/9/20 to complete the Maintenance Log – the front door and the emergency door outside The Den are both sticking since being repainted. Action?? Pointing is needed at the south drains near the main door, along the ramp on the south dampness is causing blistering on the inside of this wall. Other smaller section of pointing need doing. SD to see who did work in 2019.
- b) New heating control outside new boiler room door (north wall of main hall. The former east wall control needs to be removed.
- c) Colour of paint for main hall is
- d) COVID Box provided by WNCBC is ??????
- e) New internal notice/information board
- f) internal keys – bowls cupboard, emergency lights, outside storage (where voting booths are kept) a key rack on inside of caretakers broom cupboard
- g) Information and prices for a portable bar
- h) Information and prices for a preparation kitchen

10. Hire documents on web site

- a) **Amended Booking Form.**
- b) **Amended Hire charges**
- c) **T&C amended to remove Committee room reference.**
- d) **Additional Conditions of Hire reflect the changing COVID-19 conditions of hire.**

11. Launch of Phase Two Improvements

- a) DJT has made an expression of interest for rural funding from ACRE.

12. Fundraising (attached as appendix 2/150720)

- a) Easyfundraising currently stands £58.52 (25/8/20)
- b) SCH200 Club - The September draw had a prize of £61.25 it was drawn on 19/9/20 & won by number 37.
- c) A request for Christmas cribs has gone out to several organisations. Cribs from Around the World news release has gone out to the Hexham Courant and The Northumbrian.
- d) The Cribs from around the World will take place on Friday Nov 26th 4-9 p.m., Saturday Nov 27th 10 a.m. – 4 p.m., Sunday Nov 28th 2 - 6 p.m.

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

- a) Slaley PC has funded the additional costs of environmentally friendly toilet furnishing, lighting etc, taps that switch off, two flush toilets, toilet cubicle lights that switch off etc. See 3c above
- b) During Phase 1 of building work an outside cold-water tap has been installed for walkers and cyclists who wish to refill their water bottles.

14. Any other business

15. Maintenance Log Book – The Maintenance Log has been reworded now that Phase One building work is completed. *See agenda item 9a*

16. Date of next meeting: Wednesday November 18th. The AGM will also need to be held once we feel people are happy to attend meetings.