

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday July 31st 2024 (**this date change due to lengthy AGM on July 2nd**) will take place at 7.30 p.m. in Slaley Commemoration Hall.

Agenda

1. Members & apologies

Since our last business meeting of May 15th. Ian Stevens resigned on May 23rd, Paula Darrington on June 28th, Debra Taylor on July 2nd and Stella Douglas on July 11th. New member Amanda Jacques joined at the AGM on July 2nd. We welcome tonight representatives from our local user groups who have agreed to help us through this difficult period.

- (a) Slaley Community Shop; Sandra Innes
- (b) Slaley Leek Club; ?
- (c) Slaley First School; No letter from headteacher
- (d) Slaley Film Club; Michael Elphick and Jim Bailey
- (e) Slaley Toddler Group; 3 young mums
- (f) Slaley Bowls Club: Mike & Peter
- (g) LXNR: sorry not at the moment
- (h) Slaley Church: not able to
- (i) Slaley Badminton Club: Fran Pugh.

2. Minutes of meeting held on Wednesday May 15th 2023, attached as pages 222 - 225 with appendix 1, page 226, appendix 2, page 227, appendix 3, page 228 & appendix 4 page 229.

The Emergency meeting of Thursday May 23rd attached as pages 230.

The Emergency meeting of Tuesday June 18th attached as page 231

3a matters arising from Annual Meetings held on July 2nd.

- a) Rotate the role of Chairman for each meeting starting with
- b) Rotate the role of Vice Chair with each meeting
- c) Appoint someone as assistant Treasurer to take over in April 2025 (now immediately)
- d) Appoint someone to become a signatory for SCH accounts (cheques currently SD, DT & RD)
- e) Appoint someone to take over as Secretary after November 2024.
- f) Appoint someone to take over the role of Safeguarding Officer
- g) Appoint someone to take over the role of Booking Clerk for January 2025 (now immediately)
- h) Response from user groups to the call for help running the Hall
- i) Thank-you letter sent to Debra Taylor

3a* matters arising from the resignation of Vice chair Debra Taylor & the disbanded Slaley Parish Council,

- a) New contract for the BT account currently in DTs name
- b) Feasibility Study – someone to take forward
- c) Payment authorisation for payment of SCH accounts (on line currently SD & DT)
- d) Gas and electric monitoring
- e) Batteries and Solar someone who understands
- f) Slaleych@gmail.com account and shared drive has DTs has the security backup -who knows about this?
- g) Policies and Procedures – DT has the master documents – stored on the Slaley ch shared drive.

- h) The web site owned by Slaley Parish Council which contain SCH booking form and diary what will happen to this without funding. (see agenda 6)

3b matters arising from Emergency Meetings held on May 23rd & June 18th.

- a) EM 23/5/24 & EM 18/6/24: Additions to the Safeguarding Policy and introduce a new Safeguarding Behaviour Risk Assessment
- b) Thank-you letter sent to Ian Stevens for the work he has done for the Hall after his resignation on May 23rd.
- c) Thank-you letter sent to Paula Darrington

3c. Matters arising from previous business meeting on May 15th.

- a) 3a 15/5/24: Decking with fence and gate is now completed. The Secretary completed end of project form for the Community Chest grant and this has been acknowledged.
- b) 3e 15/5/24: 16b 20/3/24: CEG members were able to plant some of the new shrubs, they were unable to continue because of heavy boulders, the heap of dressed stone not being removed (being taken away by Robert Thompson of Glen Cottage) and unable to access the trellis stored in the outside store. They are asking the committee to water these when at the Hall.
- c) 3f 15/5/24; 16c 20/3/24: Importance of addressing the acoustics in SCH: RD to get a second contact.
- d) 4 15/5/24: Thursday June 27th at Humshaugh - the WNCBC summer gathering CF & PW went and will report back on what WNCBC has to offer. Correspondence indicates that a touring exhibition will be on view and copies of The Heritage of Northumberland Village Halls will be on sale.
- e) 13 a 15/5/24 The need for a current holder of a Food Hygiene Certificate at SCH. SD suggested an on-line training session at SCH. **Update**
- f) 13b 15/5/24: Policies PW read and made suggestion then PD made additional comments. Provided for agreement. attached as **appendix ? 020724, page ??**
- (i) Updated Use of the Internet WiFi Facility
- (ii) Alcohol Policy
- (iii) Access Statement for Slaley Commemoration Hall
- (iv) Environmental Policy
- (v) Equality Policy
- (vi) Fire Safety and Evacuation Plans Policy
- ** Need to update and amend the Safeguarding Policy in light of Special Meetings in May & June 2024
- *** Need to amend the Risk Assessment in light of Special Meetings in May & June 2024.
- g) 13c 15/5/24: Stocktake of kitchen cupboards: SD & MR attached as **appendix ? 020724, page ??**
- h) 13d 15/5/24: Stocktake of tables, chairs and stage sections RD & CF done and new list attached as **appendix ? 020724, page ??**

4. Correspondence

Emails:

PW sent an email 17/5/24 regarding a Nisbet heavy duty garment rail tested up to 260 Kg model GK910. Cost £251.98 inc Vat. Is replied that the model with attached hangers might be referable. No further comments made. **Action?**

6/6/24: Tracey Morgan, CAN, Funding for digital inclusion. + Marc Johnson new Community Development Officer for CAN.

6/6/24: Tracey Morgan, CAN, Book launch of Village Halls Heritage at WNCBC summer gathering at Humshaugh.

18/6/24: CAN Book launch and touring exhibition at Humshaugh on 27/6/24.

5. Financial Report – SD has provided a report to RD

6. Bookings Report – SD has provided a ‘How to put bookings onto the web page’.

7. Slaley Commemoration Hall as a Rescue Centre.

Wark Town Hall is an Emergency Rescue Point, they have a notice on the window/door to say this together with a telephone number for the person in need to call asking for help and admittance to the Hall.

Examples he gave were:

Several houses whose electricity has gone off, families with young children need somewhere safe to feed the children, warm and dry if it is winter. Normally only 24 hours maximum. Hall trustee telephones NCC and declares an emergency for however many, NCC bring sandwiches/ hot food, if more than 24 hours the family need accommodation with a bed (try local B&Bs or Slaley Hall Hotel)

Problem at Pensioners Bungalows (Karbon Homes at Wark same as Slaley)

Hall trustee telephones NCC and declares an emergency for however many.

Hall trustee telephones Karbon Homes for assistance with the elderly people, some have acute medical problems and Karbon Homes will need to provide transport from the bungalows to the Hall.

Water supply goes off in village/parish.

Hall trustee telephones NCC and declares an emergency for however many.

Hall Trustee calls Northumbrian Water to bring water to Hall and to mend fault.

Gas supply goes off in the village/parish

Hall trustee telephones NCC and declares an emergency for however many.

Hall Trustee telephones British Gas with details.

Young Mum calls asking for immediate help for herself and children from an abusive partner

Hall trustee telephones NCC and declares an emergency for however many.

Hall Trustee calls 101 Northumbria Police.

Normally local people can find something in their kitchen (a potato, an onion, a carrot, some bread etc) to make some soup before NCC get there with food

A Road Traffic Incident leaving drivers and or passengers stranded

Hall trustee telephones NCC and declares an emergency for however many. NCC bring sandwiches/ hot food, if more than 24 hours the family need accommodation with a bed (try local B&Bs or Slaley Hall Hotel)

Hall Trustee calls 101 Northumbria Police if not already at the scene.

Jason also said that NCC did not know what to call this service – was it a rescue centre, a warm space etc? The name did not matter it was the service of help that mattered.

Each Trustees on the sub-group should have a list of the telephone numbers to call both out of hours and Monday – Friday daytime number.

Blizard and Storm conditions are generally alerted by NCC and they provide a diesel generator after 24 hours together with more food and water to the Hall. The Parish Councils were asked after Storm Arwen (November 2022) to have a list of the vulnerable people in their parish who may need help in a regional emergency. That is the connection with the Parish Councils.

8. Cleaner's Report

As from June 30th Charlotte Douglas resigned as Cleaner. Replacement RD and PW spoken with Cleaning Fairies and Time to Shine. We have £2,400 in budget for a cleaner - £200 per calendar month or £46.15 per week. Meeting with Time to Shine on Thursday 1st August.

RD & PW had a meeting with Pam (trustee of Riding Mill) who explained the role of paid Manager/Caretaker or paid Administrator/Bookings Clerk. Also explained becoming a CIO Charitable Incorporated Organisation this absolves trustees from personal liabilities.

9. Building maintenance

a) 11c 15/5/24: SD reported problems with fridge – Replacement ordered from Currys. Is disposed of old fridge by his Landy. Plug on new fridge – work needed – Treasurer asked C. Washington for help. A thank you letter was sent on behalf of management committee.

b) 11e 15/5/24: Door on the outside storage facility has been replaced with a new door from Garry Hall.

- c) 11f 15/5/24: The top layer of cover from the **three top** cupboards in the kitchen has been removed.
- d) 8a 15/5/24: 9/12/22 Square table for Community Room PW emailed details £135.60 each + delivery for orders under £200.
- e) 8c 15/5/24 Smoke Alarm in The Den – SD has a replacement ordered.
- f) 17 15/5/24: Issues for issues log:
 - Page 1: Emergency light next to storage area door not working (ask IS to look at) – replaced blown bulb did not rectify the problem Reimburse IS £4 (has this been done?) – need an electrician.
 - Page 3: Flag stones south of CR – weeds growing through cracks.
 - Page 4: Kitchen First Aid Box – Antiseptic wipes needed.
 - Page 8: Outside - West outside Emergency door, wooden lintel needs attention
 - West above Emergency door cracks in pointing above and to the left – monitor
 - East – outside Store Room - drain – full of leaves
 - South – Community Room Door – downpipe has no seal at last joint
 - South-east & north-east of CR east wall – both downpipes showing black blockage (running water) at first joint (close to eaves) – gutters all need cleaning out.
 - South grill drain running along CR needs cleaning out weeds growing.
 - South - Main Door - drain to right of door, blocked with black gunge.
 - Boundary wall – north east corner, coping stone still missing.

10. Fundraising

- a) PW will close down the SCH 200 Club after the August draw the new committee will need to organise any replacement lottery type fundraising.
- b) Draw the July SCH 200 number.

11. Invitation to join the Management Committee

Requests were sent to (a)Slaley Community Shop;(b) Slaley Leek Club; (c) Slaley First School; (d) Slaley Film Club; (e) Slaley Toddler Group; (f) Slaley Bowls Club, (g) LXNR, (h) Slaley Church & (i) Slaley Badminton Club. Replies as per list a – 1; b - ?; c- No letter; d - 2; e – 3; f – 2; g – No; h – no; i – 1.

12. Any other business

13. Maintenance Log Book –

14. Date of last 2024 meetings:

18/9/24, 20/11/24.