

Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee
Wednesday January 15th 2020 at 7 p.m.

1. Members present & apologies- Present: Rosaleen Doonan (Chairman), Michael Elphick, Bobby Johnston, Margaret Rowell, Helen Savage, Janeen Smith, Debra Taylor, Margaret Weatherley & Pat Wilson.

Apologies Carol Ferguson & Marge Rastall. Susan Allen emailed to say Craft Group was not continuing so she resigned from the Management Trustees.

2. Minutes of the meeting held on Wednesday November 20th, attached as pages 16-19 with appendix 1, page 20 & appendix 2 page 21.

Debra Taylor proposed the minutes as a true record, seconded by Michael Elphick, the minutes were then signed and dated.

3. Matters arising

- a) 3a 20/11/19; 3b 18/9/19; 3b 17/7/19; 3f 15/5/19; 3i 20/3/19: Hallmark 2 certificate received Slaley is one of only 7 village halls to have received this award in Northumberland. Meeting with Hexham Courant re award on January 8th. Hallmark 3 application has been received. HS congratulated the team and said this was quite an achievement, apparently Churches are thinking of similar qualifications.
- b) 3b 20/11/19; 3c 18/9/19; 4c 17/7/19: Northumberland Theatre Company *The Snow Queen*, Friday 3rd January 2020 – very poorly supported. Refreshment for actors prepared by PW. DT felt that it would be good to book further performances as the acting was excellent.
- c) 3c 20/11/19; 3d 18/9/19; 6b 17/7/19: REMINDER Emergency First Aid Course has been booked for Thursday March 26th 2020 9 a.m. – 4 p.m.
- d) 6b 20/11/19: Retirement of Ann and David Wright advertised through Slaley News and Slaley Notes. Only one expression of interest for both positions. Stella Douglas for Booking Clerk and Anne Lishman for Key Holder. RD emailed the committee asking for their agreement to appointing the ladies to begin their duties on January 1st 2020. This was agreed. Neither lady wishes to become a trustee on the management committee. DT amended the 2020 Booking form + the T&Cs. Amended the contact information on the hall window. PW sent an email on December 30th to main user groups telling them of the change to take effect from January 1st – **copy attached as appendix 1, page 25**. HS reported that the new key holder had taken ill and we should have a back up in place, HS suggested asking neighbours of Ann & David if they would be interested in being the back-up key holder. The current key safe is causing problems when not closed properly, the result being that the next person is unable to open. DT is looking at different designs.
- e) 6c 20/11/19: DT & RD & Stella Douglas has been looking at an on-line booking programme called Hallmaster. Meeting & Hexham Courant photograph 8/1/20. DT & Stella Douglas presented the front page of Hallmaster Booking System to the meeting. Hallmaster is also used by Whitley Chapel village hall. BACS details for payments have been added to the Booking Form. Hall users have already contacted Stella about their bookings and requesting the BACS details for their payments. A paper copy of the Booking Form is available in the wire mesh leaflet holder in the foyer. Stella has agreed a working agreement with the Caretaker. The cost of Hallmaster is £215 (including Vat) per annum. The Parish Council has agreed to fund this for the first year. MW. The Hall Treasurer, was asked if she had any concerns with the on-line booking programme. MW tendered her resignation as Treasurer to take effect after the year end accounts are completed on March 31st 2020. MW said that Marge R had recently undertaken the BOSS training which was the programme used by herself.

f) 14c 20/11/19: Old records stored with previous chairman JKR and previous booking clerk AW to be collected and gone through. These may need to go to the Northumberland records office.

4. Correspondence

- a) 25/11/19 email from CAN re January 23rd at Breamish Hall, Powburn when John Grundy is the keynote speaker – tickets limited to 2. RD & DT will attend.
- b) 12/12/19 email from CAN with details of photograph competition with prizes of £1,000 + £500 for photographer.
- c) 3/1/20 email from Louise Currie National celebration of Village Halls with a marketing pack for participating village halls
- d) 7/1/20: Venues4hire update request sent to former booking Clerk Ann Wright. ME asked to inform them that AW is no longer the contact. This done and details for Stella Douglas provided.

5. Financial Report by Margaret Weatherley

a) Payments made and Income since last meeting. Fundraising stands at £40,591, BP Acc £4,599.35; Current Acc £3,995.10; Cash £120. Income since last meeting £1,231.30. Expenditure since last meeting £1,250.74

PW had received correspondence of a credit £150 MW understood this.

b) Claiming gift aid MW & DT to be considered

c) Review hire charges especially fringe issues. Current charges **attached as appendix 2, page 26**. A lengthy, often controversial exchange, resulted in a slight increase for the full day charges, the hourly rate stayed the same. Staging prices stayed the same. Portable Furniture, Crockery and Cutlery was all increased and a note inserted requesting that all borrowed items are returned CLEAN. MR pointed out that all the Crockery does not match, the soup bowls have an orange ring and several manufacturers have been used to get replacements – this needs to be pointed out to prospective hirers. Updated prices attached as **appendix 2/Update, Page 26**.

6. Bookings Report

- a) Craft group suspended due to illness of main organiser. Stella Douglas is interested in starting a group to produce “minatures” over a two-month period which could then be exhibited and possibly sold.
- b) Pilates group suspended due to lack of attendees
- c) VE day is May 8th and 2020 is the 75th anniversary of WW2 VE day. Friday May 8th 2020 has been designated a Bank Holiday. **CAN WE DO SOMETHING? It was agreed to fly the flag.**

7. Village Halls Week - Slaley Open Day Sunday January 26th 2020.

Posters circulated because of Christmas holidays and double issue Slaley news covered Dec 2019 & January 2020 and was printed in November. Alterations were suggested. Flyers to be delivered as follows: ME – Colpitts; DT Slaley Hall; Village RD, BJ & PW.

Soup – working lunch to discuss climate change – this was agreed and invitations to be included in new flyer/poster.

Afternoon refreshment what and by whom: Soup PW Bread buns DT. Cake and biscuits.

Carol Ferguson bringing handouts for Exercise to Music and offered to help on day. BJ also offered help on the day.

Table tennis session 3 – 4 p.m. RD

Whist session 2 – 3 p.m. PW to organise

Chess session 1 – 2 p.m. PW to organise 2 sets

Planning application plans KD & RD

Display of Hall posters etc. PW

DT to have Hallmaster running for people to try a booking - give user groups a slot for training

8. Reports from:

a) Grants sub-committee – report.

Response of grant applications from: RD reported that the outcome of the grants should be revealed next week. Slaley Parish Council has also pledged to support replacement “green heating systems” Northumberland Villages Trust, Leslie and Lilian Manning Trust, Rothley Trust, Sir James Knott Trust, Hedley Denton Trust, The Joicey Trust, Waitrose (£334), WA Handley Trust.

b) It was decided that the grants sub-committee will need to meet very quickly if the N Lottery grant has been successful.

c) Update Business Plan & include Action Plan - No update

d) Wedding/Party Plan – No Update

9. Building maintenance

a) 9c 20/11/19: The stacking chair carrier was ordered after the November meeting – unfortunately it was out of stock and the company did not report this to the Treasurer until late December. Delivery expected late January.

b) 9f 20/11/19: DT had found a different key safe and presented for approval – the numbers were considered too small.

c) 9g 20/11/19: Albert Scott has been out to look at an activated light near the key safe and will fit once back from Christmas break. – PW to check this.

d) A REMINDER that the outside Notice Board is ONLY for events inside the Hall and NOT for events held elsewhere

10. GoFundMe account update from DT – No activity since the walk sponsorship.

11. Fundraising (see appendix 3/150120, page 27.)

a) 11 e 20/11/19: Letter from Chair and Vice-chair sent to all the user groups re continuing with afternoon teas in 2020. Note the March date is booked out for the Northumberland Men’s Group and not the reconvened Carpet Bowls teas.

b) Ideas for marketing Hall fund raising events. Mail Chimp was recommended as a good tool.

12. Brought forward from September 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? HS recommended using the shop, the church or the R&C for small meetings if additional space is needed. RD reported that if the grants were successful KD as the works manager would need to organise a working diary and get a start date from the builders.

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

Several people interested in forming an action group – hopefully this can be discussed at Open Day and a new group established using the hall. Look at this further after the Open Day.

14. Any other business

Acknowledgment of long- standing committee members. JKR in 2017 (Signed card) and AW in 2019 after 15 years. RD to get a plant possible a Rose.

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. Completed other than outside survey.

16. Date of next meeting: Wednesday March 18th

There being no further business the meeting ended at 9.25 p.m.