

## Minutes of Slaley Commemoration Hall Management Committee on Wednesday January 15th 2025 in Slaley Commemoration Hall.

### 1.Members & apologies

**Present:** Jim Bailey (Treasurer & Acting Chair), Margaret Rowell, Carol Ferguson, Michael Elphick & Pat Wilson (Secretary). **Non-Trustee:** Carys Crowther.

**Apologies.** Christine Johnston, Helen Brewis-Levie, Philip Cain & Amanda Jacques, Non-Trustee Lucy Brain.

### 2. Minutes of meeting held on Wednesday November 20th 2024, attached as pages 253 - 256 with appendix 1, page 257, appendix 2, page 258, appendix 3, page 259 & appendix 4, page 260. ZOOM meeting of SCH Chairman, Treasurer, Secretary & Booking Clerks on Tuesday December 10<sup>th</sup> 2024 Notes page 261.

The minutes were proposed as a true record by Carol Ferguson and seconded by Michael Elphick, the minutes were then signed and dated by the Chairman.

### 3. Matters arising.

- a) 3b 20/11/24; 3b 2/10/24; 3c3e 31/7/24; 13a 15/5/24: Current Holder of a Food Hygiene Certificate. No update.
- b) 3d 20/11/24: 5 2/10/24; Insurance renewal – Change key safe code change for January 1<sup>st</sup>. Done by Booking Clerk and all user groups informed of new number.
- c) 3e 20/11/24: CAN replied not cost effect to ask an electrician to change lightbulbs in community buildings. Use of a step ladder should be undertaken by two people. SCH Secretary purchased a step ladder, delivered to hall and changed lightbulb. Step ladder is stored in central storage area.
- d) 4a20/11/24; 7/10/24: Former chairman RD volunteered to try for a verbal agreement for non-attendance. This happened 22/11/24 with a negative response as circulated by email to the management committee 26/11/24.
- e) 4b 20/11/24: Roofer known to AJ – T.J. Lincoln of Hexhamshire met SCH Sec at Hall, Sunday 15/12/24. PW emailed a report at 10.31. Tristan didn't feel the need to replace the rotten wooden soffit only a hole in the lead he did however notice the ridge tiles on the main roof were coming loose and needed attention. Tristan emailed Amanda his quote £600 for the lead work and £2,640.00 for the ridge tiles. Circulated to everyone 16/12/24. Ron Robinson coming week commencing January 20<sup>th</sup>.
- f) 4 20/11/24: ME attended the WNCBC AGM at Matfen on November 21<sup>st</sup>. Reported the event speaker mentioned a service: "My Funding Central" offering an affordable funding search tool for Charities and VCSE organisations in England. Annual subscription starts from £50.00 FREE where annual turnover is below £30,000 p.a. Website is: <https://www.myfundingcentral.co.uk>.
- g) 4c 20/11/24: Booking Clerk asked for help to complete the TESCO community blue token application.
- h) 4d 20/11/24: Door key missing from key safe explained. – Key taken out and handed over to event taking place in Hall it was then placed inside the key cupboard in kitchen. Set of keys formally used by IC Stevens returned and taken by Treasurer as he is an emergency key contact. Outside letter box key on former Chairman's set, taken by Treasurer to have a second cut to hang in the key cupboard.
- i) 5a 20/11/24: The 2 x £100 pledged grants received towards the acoustic invoice.
- j) 5b 20/22/24: Trustees to work with treasurer for on-line payments. Mandate forms completed and posted to Barclays 17/12/24. An amended last page required, now signed by Treasurer and Secretary and posted 15/1/25.
- k) 9a Page 1 20/11/24: PC repaired toilet door.- thanked by email 27/11/24
- l) 5 Page 5 20/11/24: Report of smell – JB & PC cleared a block drain – those present thought sorted.
- m) 5Page 7 20/11/24: Freezer in Den cable was crushed so not plugged in over Christmas. Roller cabinet back in entrance with ice melt easy to access. Thank You to Amanda & husband.
- n) 9b 20/22/24: Burncliffe 5 year Electrical Report received 11/12/24. Secretary to inform insurance.

o) 9b 2/10/24: Fire Prevention Officer requested an emergency exit sign on the plaster above the new window at the Community Room entrance door. PW purchased a luminescent sign £2.79. Carys fitted.  
p) 3c 20/11/24; 3a\* 8/ 2/10/24: [www.slaley.org.uk](http://www.slaley.org.uk) – Slaley Parish Council Clerk (Samantha Daglish) and PW had a telephone conversation and a start has been made to clean up the Parish web site. Most of the user groups have been emailed to see if they wish to retain a presence on the web site and ask if they would update their information. Melanie Can has been notified that the Commemoration Hall management committee will be taking over the management of the web site this year.

Emails sent to

Film Club/Slaley News monthly Newsletter/ Useful Numbers: Michael Elphick & Catherine Lincoln

Slaley W.I : Catherine Myers

Ladycross NR: Joan Jewitt

Slaley School: Angela Haywood & Hayley Wilson

Slaley Shop: Sandra Innis

Slaley Church: Hilary Hamps:

Badminton: Fran Pugh:

Carpet Bowls: Karl Beckett

CEG: Anne & Christopher Porter

Invoices: Melanie Cant of Elm Marketing

ME asked if the front page would look less like a Parish Council web site.

#### **4. Correspondence**

R Doonan telephoned PW after Snack and Chat 7/1/25 to say bag of Ice Melt all used. Clerk ordered 2 x 25Kg bags these are now inside the entrance

##### **Emails:**

a) 19/12/24: Supporting Rural Communities webinar 17/12/24, attended by PW. Recording 19/12/24 – grants not available for Northumberland and Cumbria.

#### **5. Financial Report – JB**

a) ZOOM discussion 10/12/24: New Gmail account between Booking Clerks and Treasurer implemented to help the transfer of bookings/invoices against payments.

b) Current funds stand at £9,257.77

#### **6. Gas and Electric monitoring – JB to report**

Has increasing the temperature to 14 degrees (6a 20/11/24) and the cold spell since Sunday January 5<sup>th</sup> made a big difference to usage? Treasurer informed the meeting that power usage was not to hand, more work was needed to understand the present system which had a fixed tariff until May 2026. Battery storage was 50% - Treasurer wondered how this would work if the building was needed in a power outage.

#### **7. Bookings Report**

a) 5/12/24: Complaint from Toddler Group to Slaley WI re choking hazards left after Wreath Making. Apology received.

b) Request from Slaley School to hire stage 5/12/24: Asked for special price of £25 to hire 5<sup>th</sup> – 18<sup>th</sup>. Former booking clerk was consulted. After a negative reply, SCH Chair & Secretary were consulted - Special price of £25 was agreed by Secretary as a good-will gesture to re-establish good relations with the school. School had to collect and return.

c) PW reported to Snack and Chat (RD by telephone 7/1/25) that they had not booked any slots at the Hall

d) Angela Watt (NCC grants) asked for a meeting with RD (Snack and Chat) and SCH secretary. Arranged for 2 p.m. Monday 20<sup>th</sup> January. (no charge)

e) Booking Clerks requested a new statement on bookings confirmation - people look in their SPAM BOX

#### **8. Cleaner's Report**

a) Time to Shine were unable to clean Thursday 21/11/24, they did Tuesday 26/11/24 in place. They also do not clean over Christmas and New Year. Booking Clerk suggest SCH replace with a cheaper cleaner used personally. £34 for 2 hours. Those present felt that the present cleaning arrangements were working well and changing to a different non local two-hour slot was not required at present. It was agreed however, that the role of Caretaker should be advertised in the Slaley News together with a request for more people to join the management team.

## 9. Building maintenance

a) Dishwasher – ZOOM discussion 12/12/24 (f) JB contacted the company, met the repair man, authorised the repair, and paid the invoice £272.58. Dishwasher working again. Jim thanked by email 17/12/24

b) Kitchen cupboard doors – ZOOM discussion 10/12/24 (g). SCH Secretary confirmed the kitchen was refurbished December 2008/January 2009. Treasurer proposed that replacement unit doors be priced rather than a full kitchen upgrade.

c) Key to bleed Radiator - ZOOM discussion 10/12/24 (h). SCH Treasurer had bled the Community Room radiators and they now heated evenly and quickly.

## 10. Fundraising

a) Beer Festival June 7<sup>th</sup> parking was discussed at ZOOM meeting 10/12/24 and an agreement for on-street parking was reached. A discussion about the raffle prizes and raffle tickets took place, this to be conveyed to Lucy.

b) Additional fund-raising ideas were discussed and the lack of support for in-house events was a problem. Secretary asked about resurrecting the SCH 200 Club with only two draws each year (as Hexhamshire village hall does) No decision was made.

## 11. Annual Governance. Review Booking Forms with T&Cs last reviewed January 17<sup>th</sup> 2024 meeting and attached to those minutes **Attached as appendix 1 & 2 /150124, pages 266 & 267.**

Booking Form PW: alter Meeting Room to Community Room

Terms & Conditions PW: NO 4: policies are not on notice board should read policies file in kitchen.

No 5: policies are not on notice board should read policies file in kitchen.

8c: we do not have a Caretaker, we have a Cleaner. – *Instead: Hirers to leave the hall as they would wish to find it*

8d: heating is currently at 15 not 10

8j: remove Anne Lishman as key holder.

Amendments made and new text attached as appendix 7/170124, page 213

Carys volunteered to check this during her holiday and report any further suggested amendments.

Booking Form Design on the web site was unable to be altered by Secretary – wording could be deleted but empty boxes remained. Re typed in word. Carys to also look at this.

## 12. Annual Governance. Review Hire Charges attached to those minutes **Attached as appendix 3 /150124, page 268.**

Last updated January 17<sup>th</sup> 2024, page 139. Copy attached for discussion and updating

New rates from April 1<sup>st</sup> 2024 will be:

Main Hall:	Affiliated Price £12 per hour.	None-Affiliated £17.50 per hour
Community Room:	Affiliated price £8 per hour.	None-Affiliated £12.00 per hour
The Den (remove)	£5 per hour. With a whole building charge of Affiliated £20.00. Non-Affiliated £25.00.	

**All rooms would have free use of the kitchen unless it was a large catering event when a kitchen surcharge (decided by SD) would be added.** (*this statement was questioned by MR who said it had never been implemented*). Elections rate for whole day £350. Wedding 48 hour booking £350

A lengthy discussion followed this with Carys checking other village halls for their hire charges.

Membership fees were proposed and discussed from a £10 annual fee (not worth the effort) to £35 per year which was thought to be beyond some local organisations if they did not meet regularly. Eventually MR

suggested re-introducing the request to local user groups to qualify for the affiliated hire charge they host an annual fund-raising event for Hall funds.

**13. Annual Governance. Review Portable Staging Hire Charges outside of SCH premises. Attached as appendix 4 /150124, page 269.**

No increase recommended. The special price for Slaley School was a one-off for 2024.

**14. Annual Governance. Review Crockery & Cutlery Hire charges outside of SCH premises. Attached as appendix 5 /150124, page 270.**

The 2 x Market Stall Gazebos to be added at £20 each to hire and an insurance cover of £120 each. MR questioned the number of chairs as 100 she understood there were 150. Carys said that the Hall needed chairs for most events so the total should never be hired out. Items of crockery and cutlery were also down from 120 per place setting to 100. Eventually, it was agreed that the prices remain unchanged. The cost of 8-pint tea-pots to be checked

**15. Annual Governance. Is decoration needed anywhere? Review Users Guide.**

On the question of internal decoration those present felt there was no need, the Secretary thought there were one or two walls showing several scuff marks (east wall of Community Room) Carol also said the main Hall was also showing minor scuff marks – these need to be monitored.

As reported January 2024: The User Guide was regularly updated by Debra Taylor without any changes being brought into the minutes. Carys said she would look at this Guide on-line

**16. Any other business**

- a) 11 20/11/24: Becoming a CIO Charitable incorporated Organisation to absolves Trustees from personal liabilities – No update over December.
- b) 12a 20/11/24: Review Business Plan – no update
- c) 12b 20/11/24: Windows cleaned by Gavin – PW left a voicemail with James Hooker (no reply)
- d) 12c 20/11/24: Gutters cleaned by Gavin – PW left voicemail with James Hooker (no reply)
- e) 14 20/11/24: Maintenance Log November - black refuse sacks replaced by PW
- f) Margaret R reported that there was nowhere to attach decorations in the Community Room, this could be a problem if the room was wanted for a wedding /private party etc.

**17. Maintenance Log Book –**

Page 1: Toilet 5 is once again full of artists materials.

Page 5: Last accident report was 5/4/2024

Page 6: Add the new step ladder.

Page 10: Caretakers cupboard: toilet rolls down from 80 to 62

Page 10: Caretakers cupboard: paper hand towels 10 packs down to 8

Page 10: Caretakers cupboard: Dish cloths 1 pack has gone – needs replacing immediately

Outside pages 3, 7, 8 & 9 to be done in daylight.

**18. Dates of 2025 meetings**

Wednesday: 15/01/25; 19/03/25; 21/05/25; 16/07/25; 17/09/25; 19/11/25.