

Slaley Commemoration Hall Management Committee

Minutes of Meeting held on Wednesday January 17th 2018 at 7 p.m.

1. Members present & apologies

Rosaleen Doonan, (Chairman), Michael Elphick, (Vice Chairman), Bobby Johnston (co-opted back onto the committee), Margaret Rowell, Helen Savage, Debra Taylor, Pat Wilson (Secretary) & Ann Wright (Booking Clerk).

Apologies, Marge Rastall, Margaret Weatherley (Treasurer), Brenda Hutchinson,

2. Minutes of the meeting held on 15th November 2017

The minutes were proposed as a true record by Helen Savage and seconded by Michael Elphick. The minutes were then signed and dated.

3. Matters arising

a) Notice Board for Hall car park – update MW has costing not at hand for meeting. School metal notice board supplied FOC by Slaley Hall.

b) Central air vent wooden replacement price for rotten section - update from RD - The PC thought that spending £1000 on scaffolding was excessive. Hire of a cherry picker to do initial inspection then hire scaffolding to complete work. Cost of a cherry picker to be sought by RD. One suggestion was to remove the Air vent – the meeting did not approve of that suggestion.

c) 13d 19/11/17: M Rastall's suggestion about asking Hexhamshire Village hall for a copy of their calendar of events. PW contacted Gill Watmough who said bookings were on the Hexhamshire web site – very like Slaley current month only.

4. Correspondence

a) Slaley Parish Council requested a presentation on the proposed Business Plans and especially installing WiFi. RD reported her attendance on January 9th. The PC offered up to £2,000 to have the Hall painted in a neutral colour – this could be used in this financial year.

b) **Question does the committee room ceiling have asbestos?** Because no-one was certain RD suggested that a scraping needed to be taken before any decoration began. This led to an Asbestos Policy – something which every public building should have and it appears that the Commemoration Hall is without such a policy. Therefore, an Asbestos Survey will need to be undertaken. RD to implement. PW found a November 1998 article '*Hall gets £15,000 facelift*' when gas central heating was installed, a fitted kitchen and redecoration - unfortunately the redecoration could have covered an asbestos based Aztec ceiling.

c) Email 11/12/17 CAN information on Village Halls week January 2018

d) Email 8/1/18: WNCBC: Village halls Week 22 – 26 January – draft posters. The committee decided there was insufficient time to organise a second event for this week.

5. Financial Report by Margaret Weatherley

a) Payments made or cheques to be signed. Balance sheet attached.

b) Income since last meeting – main income was a £1,000 grant from the film club for the new audio-visual equipment.

6. Bookings Report

a) Booking form redesigned with separate Terms and Conditions – both now on web site.

- b) The hire charges for rooms, stage and furniture and crockery now on web site.
- c) Monthly report of “what’s on” emailed to PW and placed on web site.
- d) New booking- Life Span for a summer luncheon with gazebo formerly used Minsteracres. Also, a third weekend booking from the sleepover group who find that the Hall full-fill their requirements.
- e) AW reported that she had 13 years of diaries and booking forms and asked how long they had to be kept? PW to ask Louise Currie.

7. Laminated brochure Update by M Rowell & DT

A layout of the building and the cooker instructions was holding up the printing. It was suggested that Jean Elphick would be able to describe the cooker instructions. The Hall layout was found acceptable from the 2006 car park plans (*see agenda 10c below*). RD to ask Doonan Architects to email a draft directly to DT. RD asked if the ladies toilet water heater instructions could be included. It was agreed to print a copy immediately, changes could be inserted as needed.

8. Maintenance Log Book (undertaken at end of meeting)

- 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.

9. Building maintenance

- a) Debra Taylor reported that the Parish Council had offered to fund the WiFi Broadband connection by covering the installation and the initial 18 months contract. (approximately £600). After 18 months the committee would know if the connection had made a difference to bookings and the connection should continue. DT explained Passwords, Parental settings etc. DT to implement the installation. Once installed the Booking form and would need to record the safety instructions.
- b) Broken tiles on toilet block David Clark - old Youth Club hut roof Clive Jewitt in March
- c) ME reported on the Audio-visual equipment grant applications. Joice Trust offered £700 only; as the total cost was £6,793 ME intend to make a request to Awards for All. HS suggested the Community Foundation. RD spoke about more comfortable chairs for the Hall and PW suggested a request to the *Barley Hill Endowment Fund* at the Community Foundation – Slaley Commemoration Hall has become the community building for the people of Healey parish and new seating should fill the required criteria.

10. 10d 19/11/17: Report by RD Business Plan meeting with Sandra Innes.

- a) Suggestion that a Brochure to be written for people considering parties, weddings etc giving contact details for marquees, catering, bars, decorating, flowers etc.
- b) Suggestion by Sandra that it would be helpful to commit to more actions in the BP – not necessarily more hours of usage but to investigate other activities, to make the reader feel there is scope for significant improvement and the energy to drive things forward. RD suggested that the committee forward their suggestions to her and she would liaise with Sandra. Classes, grants and leaflets were briefly suggested.
- c) List of Users during 1996 different to today included The Mother & Toddler, Welfare of the Elderly Whist Drives and Lunch Club, Fun for Mums ran by TDC, PTA now FOSS, Weekly Dances, Sunday School events.

c) Letter sent to Scott family to see if there is any chance of the hall being able to purchase land to north of the Hall. As yet no reply. 2006 car park plans tabled for present committee to see.

11. Report of Interview's since last meeting and groups still to be contacted.

ME interview Healey Parish Council

PW interviewed Slaley Show Committee

M. Rastall interviewed the Keep Fit class

DT & RD volunteered to do the January Film Club between them

RD volunteered to do the Carpet Bowls on January 23rd

RD said she had done the Dilston Coffee Morning and sent it to ME, he was asked to send the report to PW

12. Fundraising ideas

a) Update by PW on Storytelling event - set up hall/ tickets on door / raffle tickets. AW volunteered to cover the raffle and DT the entrance tickets. Floats PW. Set up 2.30 p.m. Saturday 27th.

b) Fundraising ideas for 2018 -

RD suggested (November meeting) a March musical evening with wine and nibbles

AW suggested a fashion show. Who? – models? – Clothes? – When? Because there was no one able to co-ordinate such an event it was decided to ask someone to come in and organise. Gabby Sutton runs fashion shows however, all her events are to raise money for The Children's Liver Disease Foundation. RD suggested Julia ? who produces historical pageant type fashion shows – this was considered a possibility RD to provide contact details

Vintage Roadshow – people bring their vintage bric-a-brac to be valued by a Vintage expert. Letter sent to Albert Weir asking if interested. Unfortunately, Albert declined involvement.

MR suggested the Whitley Chapel FYC panto this spring. PW to ask Whitley Chapel village hall when it is showing there.

PW asked Bobby Johnston if he would give a slide show of his many photographs, this was agreed for the Autumn of 2018.

13. Grant applications

Garfield Western Foundation – Weston 60th Anniversary Fund - RD & PW unable to access the application. ME said had been able to.

A planning application & Business Plan is needed for this Capital application. RD thinking of an outline planning application.

14. Any other business

a) A general tidy of the cupboards in the main hall is needed. RD thought that much old unused equipment is stored in the top of the cupboards.

b) Several bakers trays have appeared on top of the roller cabinet in the entrance. PW to ask Marge if they are hers.

c) BJ said that Methodist Church tables had been donated to the hall and he asked if the crockery could be used. MR thought that the hall has it full requirement.

15 Date of next meeting: Wednesday March 21st 2018.

There being no further business the meeting ended with the (inside) Maintenance Log carried out at 8.30 p.m. when it was discovered that the Ladies Emergency door was stuck fast and the Gents toilet emergency door was not fastening.