

Slaley Commemoration Hall Management Committee
Minutes of the Meeting held on Wednesday, 18th January 2017
at 7pm in the Commemoration Hall

1. **Present:** J Keith Robson (Chairman), Ros Doonan, Michael Elphick, Pat Goodwin, Nigel Green, Bobby Johnston, Margaret Rowell, Helen Savage, Margaret Weatherley, Pat Wilson, Ann Wright
Apologies: Dorothy Bell
2. **Minutes of the meeting held on 7th December 2016** were approved, proposed Ros Doonan, seconded Margaret Rowell.
3. **Matters arising:**
 - a) **Item 3(b) – Replacement Crockery/Cutlery:** To be completed in two weeks time.
 - b) **Item 7 – Employment / Contract:** Not completed yet.
4. **Correspondence:**

County Council booking letter for 4th May elections.
5. **Financial Report:**

Total in bank £13390.08. The Badminton Club received grant of £350 for new equipment. After purchasing equipment the balance of £86 donated to toilet refurbishment funds. Refund of £118 received from Northumberland Water. Gas bill and PRS licence paid.
6. **Booking Clerk's Report:**

All day booking for 4th May elections.
7. **West Northumberland Community Buildings Consortium (WNCBC):**

No meetings to report on. Next meeting tomorrow morning 19th January.
8. **Safeguarding and Risk Assessment:**
 - a) Pat W completed Safeguarding training in October.
 - b) New style Risk Assessment forms to be used.
 - c) All to be agreed annually at AGM.
9. **Toilet Refurbishment:**
 - a) Kevin Doonan had produced new plans and these were discussed. It was felt it would be beneficial to committee members for Kevin to attend a Management Committee meeting to talk through the plans. Ros to liaise with Kevin to arrange suitable date. Ballpark figure for building work quoted at £88,450.
 - b) Keith applying to Esh Community Trust for grant. Closing date 27th January.
 - c) Michael advised that the Freemasons' Provincial Grand Lodge of Northumberland are awarding grants. It was agreed for Michael to proceed with application.
10. **Fundraising:**
 - a) Pat W explained the details of the “Community Amusement Tournament” being held on Sunday 28th May at 7.30pm. Teams of 4 people required. Tickets possibly £5 each but this to be confirmed after refreshment costs determined. Ann and David Wright will run the bar assisted by Nigel.
 - b) Nigel advised that he was standing down from the Parish Council in April so would no longer be a Management Committee member but agreed to look at other possible fundraising ideas for the Committee.

11. Building Maintenance:

- a) Floor sanding to be left until main works carried out.
- b) The hand rail has been ordered.
- c) Keith had obtained quotes for several different types of boiler and handed out specifications for same. It was agreed to go with the Burco 10 litre boiler at £257.99. Keith will order.
- d) The old badminton equipment is being stored in the shed. Fran Pugh will attempt to sell same.
- e) Pat W will contact Doug, a retired painter and decorator, to give advice on what needed to improve the toilets. A working party of volunteers to be set up to do the work.

12. Emergency Exit Lights Check:

This was completed and all in working order.

13. Any Other Business:

There was no AOB.

14. Date of Next Meeting: To Be Arranged after Ros has spoken to Kevin Doonan.

N.B. Meeting arranged for Thursday 2nd February 2017 at 7.30pm.