

Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee on Wednesday January 19th 2022 by ZOOM at 7.30 p.m.

1. Members Present – Stella Douglas, Michael Elphick, Carol Ferguson, Helen Savage, Janeen Smith, Ian Stevens, Debra Taylor & Pat Wilson. * The meeting was changed to ZOOM when some members were unable to attend a face to face but could attend an on-line meeting, because some decisions were required immediately the meeting was held on line. Debra Taylor chaired the meeting.

Apologies: Rosaleen Doonan, Catherine Myers, Margaret Rowell, Catherine Myers replaces Catherine Lincoln as Slaley Show representative. A thank you letter to CL has been emailed and acknowledged. DT asked who would attend to the flowers at SCH. SD said her husband had volunteered.

2. Minutes of meeting held on Wednesday November 17th 2021, attached as pages 97 - 100 with appendix 1, page 101, appendix 2, page 102, appendix 3, page 103 & appendix 4, page 104. The minutes were proposed as a true record by Stella Douglas and seconded by Carol Ferguson the minutes were then signed and dated by the Secretary.

3. Matters arising.

a) 3a 17/11/21; 3b 15/9/21; 3b 21/7/21; 9c 19/5/21: **Paintings:** Currently at the Laing Art Gallery, Newcastle. DT has been to see the restored paintings and agreed the type of glass. They should be returned mid-February. I S confirmed that the wall fixings are still in good order for rehanging. DT to make an announcement of their return at the performance on March 4th.

4. Correspondence

30/11/21: Sarah Hallberg, WNCBC update guidance on wearing masks in indoor spaces

10/12/21: CAN Claim compensation for power cuts due to Storm Arwen + page 3 Village Halls help out during the storm – could yours become an Emergency Rest Centre? – full page of how to register the village hall with Louise Currie. This was an error it should have been Nigel Fisher.

12/12/21: Letter (2xA4) from SCH secretary re COVID fresh air (recommending use of the central air vent during cold weather, rising fuel costs and how we pay for them, complaint from Slaley Show chairman re acoustics in main hall and boiler problems over previous meetings (explained by faulty condenser under warranty) Asked that the complaints be brought to the attention of the Management Committee. Complaints acknowledged at meeting. PW to reply.

13/12/21: Sarah Hallberg, WNCBC ACRE update guidance with the latest 'Plan B' restrictions

21/12/21: Christmas Catch Up from SCH Chairman – suggestion Community Chest fund for trustees who would like to see new curtains/blinds.

23/12/21: CAN Village Halls Week 24 – 30 January 2022

7/1/22: CAN Join CAN at online event on Monday 24th January

5. Financial Report – SCD. Report attached as **appendix 1/190122, Page 109.**

SD reported that SCH's power supplier will change to Octopus on 31/1/2022 – charges will increase substantially. IS asked how the jump was to be passed on to SCH users. SD reported that currently the Hall is very competitive and we are getting lots of children's parties etc. JS said that having children's parties inside the Hall was very convenient for parents and they would gladly pay another £5 per hour. There followed a lengthy discussion about the needs of different groups. CF explained the loss of a small group space and having to pay the large space hourly rate. **Finally, it was agreed to have a sub-committee meeting after the new charges are known to agree an hourly rate increase to cover the extra costs to SCH.**

6. Bookings Report - SCD

- a) Email circulated 12/12/21 regarding the proposed new Power supplier, this prompted a reply from one Trustee saying that user groups should be sent a letter explaining that they will be charged for excess energy us if they fail to return the thermostat before leaving SCH. This has been a requirement of any booking for well over a decade and is part of the Terms and Conditions which every user signs as they complete a booking form. For that reason, it was decided that each user group should manually sign a Booking Form each year (as had been the custom when Ann Wright was the Booking Clerk).
- b) The Bay Tree Burger van supplied hot food from SCH car park during the Saturday (27/11/21) of ‘Storm Arwen’ when the parish was without power. They returned on the evening of Wednesday December 14th and will return on the second Wednesday of each month from March 2022 – The WI Secretary has been informed that the van will be selling from SCH car park as they arrive for their monthly meeting.
- c) Reminder: full day First Aid Course includes how to use a defibrillator Thursday April 7th 2022. This course has empty places.
- d) SD reported a new Life Drawing class. Over 5 days from 10 a.m. – 3 p.m. a Life model has been booked and the class is proving to be of interest as well as covering the requirements of the Art Grant.

7. Emergency Welfare Hub (also known as Emergency Rest Centres *see CAN email of 10/12/21*)

Cllr J. Smith reported on Healey Parish Council’s questions regarding SCH having an emergency generator and providing an EWH in the event of future disruption. Healey people now see SCH as their community building, but they do not have a Pyramid of Care type arrangement to contact when there are emergencies or they need assistance. Both RD & PW asked for information from Nigel Fisher (*see agenda item 4 10/12/21*) PW did a trial submission on the Rest Centre Database 2021 – could not save questions without submitting. PW circulated the 36-page NCC rest centre guidance 18/1/21. Part 1 agenda 2.2 gives severe weather as a reason for needing an Emergency Rest Centre. There was a lengthy discussion about different emergencies, a generator at SCH, (SD suggested storing in outside store) and how a generator could be used to provide heat and lighting in SCH. A generator could not provide water if the mains water supply was damaged as with Storm Arwen. DT suggested Slaley Hall could step in then as they have a private water supply which is not affected when the mains supply is interrupted. HS suggested that Northumbrian Water could bring water to SCH if it were designated as an EWH. HS thought that SCH was the obvious place and also suggested the committee keep an eye on initiatives as money would become available and make sure SCH was represented at the MPs public meeting at Hexham Mart on Thursday 27/1/22 6 – 8 p.m. – No-one volunteered at the meeting to attend. Both Parish Councils need to discuss this again and SCH should also do more research.

8. Phase Two of Centenary Improvements

SCH officials and Kevin Doonan had a meeting with Ryton Construction on November 24th and have agreed a start date – end of March, beginning of April. The contractors will provide their own toilet and the working area will be fenced off from Hall users. The problems will be increased costs and material availability – a watching brief will be kept.

9. Caretakers Report – IS (attached as appendix 2/190122), page 110

- a) IS reported that the flooring is beginning to peel away from the walls in three of the five new toilets. PW to mention to KD, Project Manager, to see if still under warranty and could be re-laid FOC.
- b) SD reported that SCH Caretaker, (KS) had tendered her resignation. IS had volunteered to take over her duties. SD asked if the committee wished the position to be advertised. PW suggested that advertising was not needed when the committee had an applicant ready to step in. There were no objections to Mr. I Stevens becoming caretaker. SD said she would undertake the necessary HMRC paperwork for Mrs K. Stevens to leave at the end of January and Mr. I Stevens to take over from February 1st.

10. Building maintenance

- a) Replacement key safe – installed. (*see caretakers report*)
- b) Money safe for groups paying by cash each week - installed. (*see caretakers report*)

- c) 10f 17/11/21: Martin Kennedy, roofer, does intend to re-roof the north section of the toilet block. Martin quoted £1,170 to do the work (May 19th2021 minutes agenda item 8a(i)). Pressure of work is to blame.
- d) A fascia board on the north wall near the outside store has come off. Is this the job of a roofer (Martin Kennedy)? Caretaker to take a look and report back.

11. Fundraising Phase Two (attached as appendix 3/171021), page 111

- a) Third Artisan Indoor Market on Wednesday January 26th 2-6p.m. with Fire & Dough from 5 p.m. Help to set up tables in morning, SD, PW & IS
help to run the Wander stall, JJ, KM, SD, RD, PW
help to serve refreshment PW to ask if MR & CM are available.
- b) Fire and Dough mobile Pizza Van returned for Christmas week as requested.
- c) ‘Cribs from around the World’ exhibition was held during Storm Arwen without electricity or water for the Friday and most of the Saturday. Consequently, the event did not go exactly to plan, never-the-less those who did brave the storm thoroughly enjoyed the wonderful display and two visual reports are currently on www.slaley.org.uk/villagehall: Apart from money taken during the three-day exhibition 2x£100 donations have also been received.
- d) David Nixon booking on March 4th of HW1900 a comedy take on the building of Hadrian’s Wall. Food – CF to make a vegetarian type stew. HS to give PW her red beef stew recipe to be served with (garlic bread maybe). Dessert Ice Cream. Advertise as **Roman Centurion Supper**. Talk to RD. Drinks - bottles of Wine for the table and water – Terry Douglas to provide? Who sells (from a side table or serving hatch)?
How to set up Hall – find out size of stage needed and have a trial set up before or after Market.
Entrance price – Cost of performers £80. Cost of food ?? Tickets £10 same as Whitley Chapel
Tickets – Ticket sold by SD & PW. SD will design ticket. Need someone on door to check tickets and take any unpaid money.
Help – set up stage, audience tables and chairs. Dress tables candles, cutlery, condiments, glasses etc.?
Raffle – Two bottles of Italian Wine (Terry D to purchase) need tickets and someone to sell on entrance. We are getting free marketing from the Hadrian’s Wall Steering Group. Shire advert emailed for example of their date Sat 26/2/22 and entrance charge £10. PW asked for copy of poster to enter our details for Slaley News next Monday.
Advertise - SD to get poster to Jim Bailey for February Slaley news. Each committee member to sell 8 seats?
- e) Karen Melvin & Claudia Sacher have an exhibition at Gibside entitled ‘Breath of my Garden’ they also have a ‘Big and Small’ exhibition in London. The Big and Small exhibition could be displayed inside SCH over a weekend in Spring. Date to be confirmed. Karen asked for “up market, home-made cakes” for visitors.
- f) Parish Wander, Sunday June 12th, (*see attachment for full details*), Two good gardens have withdrawn, one from ill health and the other from an unexpected invitation elsewhere. St. Mary’s is looking into an exhibition of some kind, which may or may not include “Queen Elizabeth roses”.

12. Policies (the Policies were last updated July 2019) DT said the policies were needed for the Hallmark renewal which was due October 2022

Practices & Procedures for hiring the Commemoration Hall – needed for Hallmark 2 July 2021 review

Finance & Reserve’s Policy – July 2021 review

Vulnerable Persons Policy – July 2021 review

Risk Assessment – July 2021 review

Fire Risk Assessment – July 2021 review

Access Statement

The policies were accepted without amendment other than the Finance & Reserves Policy which SD wanted to amend – this single Policy would be resubmitted for the March meeting.

13. Northumberland Village Hall Heritage Project

Julia Plinston, CAN, confirmed by email 23/11/21 there would be no funding for pour heritage project. The next meeting for SCH's Heritage performance on Friday November 25th will be early summer.

14. How can the Hall be more environmentally aware / climate friendly? No Update.

15. Queen Elizabeth 11 Platinum Jubilee

Extract January Slaley PC minutes - Cllr D J Taylor wondered if a combined event celebrating Queen Elizabeth's 70 years on the throne, 1900 years of Hadrian's Wall and the Commemoration Hall's 100th anniversary was possible? Cllr D J Taylor asked what the role of the Parish Council was in these events? Commemorative mugs were "old hat". Cllr J. Storey humorously felt that a 'royal game' for the X-box would be more appreciated today. What were other parish organisations doing? Ideas from SCH committee: - The Church has a silver jubilee memorial made by children from the First School and the Headteacher will be approached to see if the school wishes to remodel/update etc. HS also reported that Blanchland Abbey intended to do Archaeology inside the Abbey. PW to ask the other user groups of the Hall if they had any plans to celebrate.

b) Slaley Parish Wander is the weekend after the Jubilee: Sunday June 12th. The Wander currently has a Royal Quiz for sale, thirty questions for £2, there will be a prize for the most correct answers and the reason they like their favourite Royal – proceeds towards SCH Phase Two. The Quiz will be for sale on the Wander stall at the January market.

16. Any other business

a) Trudie Jennings contacted the Booking Clerk to ask if a Mexican food van could also take part at the SCH car park. Mex Co from 4a Market Street Hexham had a pitch at Wylam. Trudie asked him if he would consider Slaley and he told her he would be happy to talk to us. Second Wednesday is currently The Bay Trees and the fourth is Fire and Dough. First Wednesday is free, third is either CEG or SCH management committee. IS reported that he understood the R&C had decided to reopen on a Wednesday evening and close on a Tuesday. IS to check this. SD offered to speak with the Mexican food van owner and offer him either the first or third Wednesday. Car parking would be similar to two events at the Hall.

b) Margaret Massey on the telephone to PW, she knows an artist who painted (in November 2020) Pack Ponies along the Lead Road from Dukesfield Smelt Mill. Slaley Commemoration Hall is being offered the painting on loan for three months. It is 36" wide and 28" high, so quite large. The artist has made cards explaining its history. Margaret is going to bring it on Wednesday when she and Brian come to the Market to see where it could be hung - unless we refuse the offer. HS offered St. Mary's as a possible alternative. DT asked about the artist. SD asked about the value and adding to the insurance. These questions we would need to resolve on Wednesday 26th.

c) DT advised that lots of things are bubbling up in the next twelve months that would need actions, the committee needed to be alert.

17. Maintenance Log Book – not undertaken.

18. Date of 2022 meetings: March 16th; May 18th (AGM); July 20th; September 21st; November 16th 2022

There being no further business the meeting ended at 8.59 p.m.