

# Slaley Commemoration Hall Management Committee

Minutes of the Meeting of Slaley Commemoration Hall Management Committee on  
Wednesday January 20th 2021 at 7.30 **via Zoom**

**1.Members & apologies** - Chairman, Present: Rosaleen Doonan, Stella Douglas, Michael Elphick, Carol Ferguson, Catherine Lincoln, Helen Savage, Janeen Smith, Ian Stevens, Debra Taylor, Pat Wilson.  
Apologies: Margaret Rowell.

**2. Minutes of meeting held on Wednesday November 18<sup>th</sup> 2020, attached as pages 60 - 62 with appendix 1, page 63 & appendix 2, page 64.** The minutes were proposed as a true record by Debra Taylor and seconded by Stella Douglas, the minutes were then signed and dated by the Secretary.

### **3.Matters arising**

Declaration by Charity Trustees (AGM meeting) received CF, ICS, MJE, PW – PW to resend the form.

### **4.Correspondence**

27/11/2020 CAN Tier 3 very high alert local restrictions.

2/12/20: Latest Virus Information from ACRE December 2<sup>nd</sup> 202

14/12/20 CAN working with Newcastle University Village Halls Digital Review Project.

22/12/20: CAN COVID-19 closures Update (9 pages)

8/1/21: CAN COVID-19 closures Update (10 pages)

14/1/21: Sarah WNCBC Village hall Week unveiling of Northumberland Village Halls website portal -*RD reported this in November 2019 minutes agenda item 4d we would have a link to our Slaley web site.* Ian Stevens volunteering to attend this and report back.

18/1/21: Sarah WNCBC Humshaugh VH requesting help internet support and Matfen VH advice on projectors and screens. ME sent information to Matfen. DT to look at Humshaugh's request.

### **5.Financial Report** by Stella Douglas

a) Insurance valuation – completed 22-page questionnaire - estimated insurance rebuild is £1,046,247 this forwarded to Allied Westminster (Village Hall Guard)

b) PW sent an email 27/11/2020 requesting authorisation for Treasurer to claim for Caretaker from 1/12/2020 – 31/3/2021 – Insurance is asking the caretaker does a weekly check of buildings while it is not being used (gas, electricity and water). A shorter version of the Maintenance log was produced for the caretaker to complete.

c) £1634.50 Business grant received, another for £1300. In total NCC have provided £13,000.

d) SD explained there was £44,600 in total in the various different accounts, some restricted e.g. film club & SCH 200 Club. A full excel spread sheet showing the accounts 1/4/2020 – 10/1/2021 would be circulated by email.

### **6.Bookings Report**

a) New COVID-19 Lockdown has cancelled all Hall Bookings. SD was hopeful that the hall would be used as a Vaccine centre by Corbridge Health Centre.

b) DT collected the table tennis table (agenda item 9c 18/11/2020) and had it delivered to the Hall. A draft booking notice was circulated – Karl Beckett played with his son and alerted SD that the table would not stand a lot of play it is meant for home use.

c) Hallmaster booking system due for renewal on January 26<sup>th</sup> – not worked well – especially with the Pandemic. DT Suggested the committee cancel and review when things improve. This was Agreed.

### **7. Reports from:**

a) **Grants sub-committee**

- i) DT attended a ZOOM session about the Community Foundation 25/11/2020 and particular attention was made to our Safeguarding Policy – DT & PW had a telephone discussion about the policy and when it has been used in Hall bookings. (Sarah Allan the summer sports club & Dilston Hall bookings)
- ii) £5,000 from Bernard Sunley Foundation to be released when other funds are raised
- iii) DT arranged a drone to take photographs of the Lantern, these were provided to Historic Property Restoration (email 27/11/20) HPR came out and looked at Lantern but were unable to inspect inside the lantern without appropriate scaffolding. On December 15<sup>th</sup> 2020 they quoted for Roof Lantern repairs £15,390.17 exclusive of VAT. A grant of 70% of the cost has been made to the War Memorials Trust who work with HPR. The work will include taking down the lantern, repairs and re-leading at HPR's North Shields workshop. Scaffolding will be needed both inside and out. This is a very specialist job as the drone photographs show and after queries to two past Hall Chairmen, Keith Robson & Bryony Gibson, neither of whom said any work had been undertaken, this was confirmed by former Treasurer, Margaret Weatherley, who still had all the records on her system and also confirmed **no payment** for any Lantern work since the 1990s has been made. SD confirmed that the insurance company had been informed of the survey and that funding was being sought for urgent repairs.
- iv) DT reported a £5,000 grant from the Joyce Trust – this was time limited.
- v) DT asked that the minutes record the Management Committees thanks to Sue Vaughan for the enormous help she is giving with the preparation of the various grant applications currently for the Painting restoration, the Lantern repairs and Phase-Two of the 100 years improvements.
- vi) CL reported her work on the Hadrian Trust
- vii) RD asked HS about the Princes Trust. HS suggested keeping a watching brief as the criteria alters according to national events.

## 8. Building maintenance

- a) RD attended the virtual CAN AGM and realised that initiatives to enhance the life of rural communities and extend the use of village halls were regularly taking place and Slaley was not taking full advantage of these opportunities. IC Stevens was asked if this was something he could keep a watching brief and alert the other trustees if something of interest was under discussion. ES agreed to undertake this.
- b) Local window cleaner, Gavin Howdon cleaned the hall gutters 5/12/20 for £40.00
- c) ICS had a look at the east downspout leak 11/12/2020 – reported that there had been no signs of leaking since the gutters had been cleaned.

## 9. Fundraising Phase Two (attached as appendix 1/200121, page 68.)

Silent Auction information sent out 27/11/20 with a request for items to auction – ICS replied with an English breathalyser – (since confirmed he handed it into a charity shop) and HS with a French version. A catalogue of lots was emailed to committee 19/1/21 together with an A-Z of ideas for lots. Several ideas were tabled. CF asked about 'valuable antique' items being sold for less than their worth. PW explained the bidding start price safeguarded the lot, if that price was not met or exceeded the lot was not sold and could be kept for any future event. RD asked the members to think about goods or services which could be sold and to ask family and friends if they had anything to donate. All entries for the auction to be sent to PW with a jpeg photograph if possible and should be received by **January 28<sup>th</sup>**.

Advertised through Slaley News, notes and by email to parish groups.

Timeline is: Closing date for all auction donation information is Thursday March 18<sup>th</sup>

Place auction lots and photographs with a lot number onto Jumblebee auction site

Action starts Thursday April 1<sup>st</sup>

Advertise widely on all social media platforms

Bidding takes place on line from start of auction and becomes frantic towards end of auction - especially on popular items.

Auction closes Wednesday April 14<sup>th</sup> at time specified (12 noon?)

Auction items must be paid between Wednesday April 14<sup>th</sup> – Friday April 16<sup>th</sup>

Highest bidder wins the lot, is informed on line and is asked to pay.

Items collected from Slaley Commemoration Hall Sunday April 18<sup>th</sup> between 1 – 4.30 p.m.

Easyfundraising updated total £118.75 on 19/1/21

#### **10. How can the Hall be more environmentally aware / climate friendly?**

The outside tap is now live on the refill app. At the moment with no activities inside the Hall old stocks of cleaning materials are not being used or replaced.

Environment Group got a long list of recycling goods and where to take.

February meeting of the Environment Group could be a discussion on environmentally friendly heating sources, solar panels, and other environmental improvements on a new build. This discussion to include feasibility grants, companies who provide guidance, Price comparisons etc. Helen Savage thought that Harriet Lamb would be a mine of information. PW to ask Peter Topping, if this OK and if Harriet Lamb, would be available to share her knowledge of this topic on February 17<sup>th</sup>. RD explained that any alternations may need amended planning permission, which would include new plans being drawn and updated estimates being requested. Therefore, information was needed sooner rather than later.

#### **11. Any other business**

A neighbour of DT who is a French chef, presently on Furlough, is looking for a professional kitchen from which to make occasional take-away/home delivery French cuisine. The Hall cooker was considered adequate for occasional use, possibly twice a month. During lockdown the Hall cannot be used for normal activities therefore occasional use of the kitchen would not interfere with normal bookings. It was agreed that for a trial period, only the cost of gas, electricity and any heating in the kitchen would need to be recovered. DT explained that Bespoke catering would be provided and that the service would not be in competition with the R&C take-away provision. RD confirmed that Louise Currie at CAN had not seen a problem with this pop-up kitchen. CL reported knowing other people who were looking for a catering kitchen from which to produce food. RD to get clarification on business use of Hall from CAN.

#### **12. Maintenance Log Book – The Maintenance Log has been reworded now that Phase One building work is completed.**

The Caretakers smaller weekly maintenance log collected by RD. A fresh supply was requested (*see agenda 5b above*).

#### **13. Date of next meeting: Wednesday March 17<sup>th</sup>, 2021**

There being no further business the meeting ended at 20.22 hours.