

## Minutes of Slaley Commemoration Hall Management Committee on Wednesday January 21st 2026 in Slaley Commemoration Hall.

**1. Members Present:** Andrew Coney (Chairman), Pat Wilson (Secretary), Carol Ferguson, Michael Elphick, Christine Kerr, Margaret Rowell & Keith Dyson. Lucy Brain (Booking Clerk)

**Apologies:** Jim Bailey (Treasurer) agreed to pass a resolution (agenda 3a) by email.

Michael Ogle agreed to pass a resolution (agenda 3b) by email.

Karl Beckett agreed to pass a resolution (agenda 3b) by email.

**2. Minutes of meeting held on Wednesday November 19th 2025, attached as pages 307 – 310 + appendix 1, page 311.** The minutes were proposed as a true record by Michael Elphick and seconded by Carol Ferguson. The minutes were then signed and dated by the Chairman.

### **3. 3 19/11/25: Becoming a CIO Charitable Incorporated Organisation**

a) To pass a resolution to affirm the transfer of assets and liabilities belonging to or held for or on behalf of Slaley Commemoration Hall (522138) (the Transferring Charity) to Slaley Commemoration Hall (1214712) (the Receiving Charity). Resolution affirmed by members of 522138. Trustees from former charity PW, JB, CF, ME, MR. JB agreed to this by email attached to these minutes

The resolution was affirmed, Attached as **appendix 1/210126, page 315**

b) To pass a resolution to affirm the transfer of assets and liabilities belonging to or held for or on behalf of Slaley Commemoration Hall (522138) (the Transferring Charity) to Slaley Commemoration Hall (1214712) (the Receiving Charity). Resolution affirmed by members of 1214712. Trustees from new charity AC, KB, MO, KD. MO & KB both agreed to this by email attached to these minutes

The resolution was affirmed, Attached as **appendix 2/210126, page 316**

### **4. Marketing and fundraising Review - Chairman**

The chairman produced a hard copy, six-page, Plan for 2026 which included the following headings - Priorities. CIO & Finances. Marketing. Fundraising. Summary. Each heading was sub-divided and discussed. After questions the Chairman announced he would develop an Action Plan which would be circulated together with a request for expressions of interest from the trustees. He hoped that everyone would be proactive in its development. **Attached as appendix 3/210126, page 317**

Review booking forms with T&Cs - 2025 copy circulated - remain unchanged until further notice

Review Hire charges - 2025 copy circulated - remain unchanged until further notice

Review Users Guide – in light of marketing discussion - remain unchanged until further notice

Review annual decoration – Secretary asked Ali Stobbs for a price to decorate walls of Community Room, walls and ceiling of Kitchen and window sills after whatever damp proofing work on the south window and above the water boiler is undertaken. Plus, the Emergency door at north-west including something to stop the emergency door and its frame from swelling (*see agenda 11*).

### **5. Matters arising.**

a) 4a 19/11/25; 6b 17/9/25: Roof work report from an Independent Building Inspector, Graeme Wakefield of Crawford Higgins. Meeting Chairman, treasurer & secretary 18/12/25, when it was agreed to offer work to Ron Robinson, option C, £2,660. No date for work given yet.

b) 4b 19/11/25; 6b 17/9/25: Floor work additional quotes received. A&S Flooring £3,925 + Vat. Lionheart £4,474.80. Northumberland Floor Sanding £4,200, not VAT registered. Meeting Chairman, treasurer & secretary 18/12/25 when it was agreed to offer work to NFS. A full week with no bookings is needed preferably during March.

c) 4c 19/11/25; 6b 17/9/25: Main door repaint – still no update.

d) 4d 19/11/25; 6b 17/9/25: Replacement kitchen draws – New Cutlery containers purchased. A request was made for notices to be returned to the drawers and cupboards with their contents. Secretary to type, laminate then position with double sided tape.

- e) 4c 19/11/25; 6c 17/9/25: MR to provide Speck of window drapes for main hall + idea of cost. No update. There was strong feeling against new curtains stating that the present curtains were exceptional quality in good condition and what would be expected from a village hall. Changing the curtains was not likely to increase bookings was also mooted.
- f) 4h 19/11/25; 13 17/9/25: Review Wedding & Party Hire brochure – Review would take place as the marketing of SCH developed. Children’s parties were more likely to occur on a regular basis than weddings.
- g) 5 19/11/25: Coat Rail & hangers- SCH secretary ordered – Chairman & Secretary put together 18/12/25.
- h) 5 19/11/25: CAN Safeguarding Training at Riding Mill 4/12/25 attended by SCH Secretary – copy of slides available should anyone wish to view them?
- i) 5 19/11/25: Providing food at community and charity events, do we need to register with local authority? Chairman looked at this and because SCH does not do regular, full-meal catering, no further action was needed.
- j) 5 19/11/25: ACRE’s Platinum Jubilee Village Halls Fund for eligible capital projects application made and acknowledged. *See fundraising agenda 12*
- k) 11d 19/11/25: SCH Chairman reported a good community involvement for the tree lighting event on December 7<sup>th</sup>. A thank you letter has been sent from the Chairman to Mr. J. Warde-Aldam for the tree.

## 6. Correspondence

- a) 26/11/25: Jacci Burton NCC Safe & Resilient Communities with invitation to apply to Commissioners Community Fund.
- b) .27/11/25: Nigel Fisher NCC Civil Contingencies Officer asking if SCH will continue to be registered as an Assistance Centre. SCH replied 28/11/25 that the management committee had discussed and it was felt that the Rose and Crown Inn would be a better Assistance Centre – where food and accommodation was available. SCH could remain as a Crisi Centre where a family could find somewhere safe. Mr Fisher replied that the R&C could be listed if address, facilities and key holders were provided. He also offered to come and discuss.
- c) 4/12/25 email from booking clerks asking where their leaflets had been moved to from the hall entrance. Beer mats still not found.
- d) 15/12/25: Tracey Morgan CAN. Village Halls week 16-22 March. Connecting Communities to health and wellbeing at Stannington Village Hall on Wednesday March 18<sup>th</sup>, 12 noon – 2.30 p.m.
- e) 17/12/25: Diana Linnett, WNCBC, details of marketing media training. Marketing essentials 2 & 4 Feb or 23 & 25 March 10a.m. 12.30. or Digital Marketing 10 & 12 Feb or 3 & 5 March 10 a.m. – 12.30. ME has enrolled for one of these.
- f) 23/12/25: Jacci Burton NCC Safe & Resilient Communities- Community Resilience Forums 2026, Haydon Bridge on Feb 12, Newton & Bywell on March 3 or Allendale on May 14. SCH Secretary attended this event in September 2024 not sure that anyone attended the 2025 event.
- g) 31/12/25: Diana Linnett WNCBC asking for help with village halls changing to a CIO. SCH Secretary to reply.
- h) 7/1/26: Jacci Burton NCC Safe & Resilient Communities – Reminder that lunch is served at the event and an idea of numbers attending is requested. CK has registered to attend the Stocksfield session.
- i) 8/1/26: GNAA information on its first Galentines Lunch. SCH secretary suggested something similar was tried. *See agenda 12d*
- j) 9/1/26: Introduction from Jacci Burton and what you can expect to get from Community Resilience Forums 2026 meetings
- k) 16/1/26: WNCBC Diana Linnett - Winding up WNCBC up September 30<sup>th</sup>2026 unless Volunteers come forward to become trustees of the charity.
- l) 20/1/26: Jacci Burton, Community Resilience Forums 2026 – please register to make sure each venue is viable

## 7. Financial Report – JB

a) SCH Secretary uploaded the Financial Report to the Charity Commission for accounts financial year end 31 March 2025.

b): Coat Rail & hangers £58.98

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

a) An excel spreadsheet of gas and electricity usage March – December 2025 received showing a total of £544.22 electricity with -£138.73 being exported from solar panels, leaving a payment of £354.78. The total gas for the 10 months was £1,176.04 with March 2025 using a massive £338.21 against £12.86 in August 2025. Secretary checked back to August 2025 - Sat 2<sup>nd</sup> private event 12 – 6 p.m. with sole use of kitchen. Sat 16<sup>th</sup> Wine tasting 7 – 10 p.m. (food?) Sat 30<sup>th</sup> Private event 12 noon – 4 p.m. Whatever food preparation was made on the gas oven it was not expensive.

### **9. Bookings Report**

a) Enquiry came in from Halls Hire.com from 2 x paranormal enthusiasts wishing to book from 10 p.m. – 2 a.m. on December 10<sup>th</sup>. No booking took place. ME replied that ‘hallshire.com’ was something the former booking clerk set up. He can’t log in to edit the site.

A child’s cookery party enquiry was not successful after the £25 surcharge for sole use of the kitchen was added.

### **10. Cleaner’s Report**

a) Christmas Day and New Year’s Day both fell on a Thursday, Clerk checked with activities booked in the diary and most were intending to cancel. Therefore, the last cleaning was Thursday 18<sup>th</sup> December 2025 and the next was Thursday January 8<sup>th</sup> 2026. Secretary asked if this had caused any problems for bookings? Booking Clerk reported that the area under the radiators was dusty and a request to have the area cleaned should be made by SCH Secretary.

b) CF emailed Secretary 16/12/25 to say no black bin liners left and no white toilet bin liners left. Secretary purchased and delivered to SCH on 24/12/25. Since purchased a bulk supply, should last 12 months.

### **11. Building maintenance**

a) Chairman was unable to open the north-west Emergency exit. Organised someone to sandpaper the door – it now opens but needs painting asap *see agenda 4*.

b) Two members reported the Community Room radiators not heating quickly, if at all. Others said heat was intermittent. JB asked to bleed them

### **12. Fundraising**

a) Beer Festival is Saturday May 9<sup>th</sup> 2026 Proceeds split between FOSS, Maggie’s & SCH

b) Healey Parish Council – Community First Aid Training – Friday March 6<sup>th</sup>

c) Grant applications made to (1) Platinum Jubilee Village Halls Fund & (2) NCC Community Chest: (1) replied 6/1/26 application considered within 10 working days = 20/1/26 no reply yet! (2) NCC acknowledged application 8/1/26 giving 20/2/26 as decision meeting date.

d) Secretary explained Galentines Day, Friday February 13<sup>th</sup>, 10 a.m. – 12 noon. Booking Clerk placed on Social media. Food, speaker, music performance and market place of female led small businesses was explained.

c) Home Schooling space and a charity auction were fundraising suggestions tabled.

### **13. Any other business None**

**14. Maintenance Log Book** – only the inside was undertaken being wet and dark outside, no problems or maintenance issues were identified.

### **15. Dates of 2026 meetings**

March 18<sup>th</sup>    May 20<sup>th</sup> AGM                      July 15<sup>th</sup>                      September 16<sup>th</sup>                      November 18<sup>th</sup>