

Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee held on Wednesday January 25th 2023
in Slaley Commemoration Hall at 7.30 p.m.

1. Members & apologies – Chairman, Rosaleen Doonan, Stella Douglas, Carol Ferguson, Catherine Myers, Margaret Rowell, Helen Savage, Janeen Smith, Debra Taylor & Pat Wilson.

Apologies, Ian Stevens,

- Statement of Eligibility Declaration by Charity Trustees was emailed on 23/1/23 for signature, it had been completed by four of the 10 Trustees – the remaining six Trustees to action.

2. Minutes of meeting held on Wednesday November 16th 2022, attached as pages 146 - 149 with appendix 1, page 150, appendix 2, page 151, appendix 3, page 152, appendix 4, page 153 & appendix 5, page 154. Plus continuation meeting held at 1.30 p.m. on Wednesday December 7th 2022, attached as pages 155 – 157 with appendix 1, page 158 and appendix 2, page 159. The minutes were proposed as a true record by Catherine Myers and seconded by Stella Douglas, the minutes were then signed and dated by the Chairman.

3. Matters arising.

a) Village Hall Celebration of 100 years, Friday December 30th 2022. 4 – 6 p.m. Albert Weir presented the Hall with two old framed posters dating from the 19th century. It was proposed by HS to hang them on the east wall of the Community Room, there were no other suggestions tabled.

4. Correspondence

Emails:

16/12/22: CAN Northumberland Village halls heritage newsletter

20/12/22: WNCBC membership renewal 2022/23

23/12/22: CAN Enews

6/1/23: CAN Enews

20/1/23: CAN Enews switch from analogue to digital landlines – will this affect any vulnerable local residents? SD reported that had been suspended.

5. Financial Report – SCD

a) Report of income and expenditure, **attached as appendix 1/250123, page 163.**

b) **A Financial Forecast for 2022/23** was introduced at the July meeting how are the actual finances comparing to the forecast? No comparison available.

6. Bookings Report – SCD

a) All user groups were sent the new booking form + terms and conditions and asked that it is signed and returned to the Hall letter box (inside broom cupboard). Bookings are looking good.

7. Emergency Welfare Hub (also known as Emergency Rest Centres) The chairman asked DT & SD to report at the January meeting what we can tell people to do if they loss power in their home this winter (continuation meeting 7/12/22, 5th point)

a) Email 21/12/22 from NCC giving details of SCH as a warm space for the people of Allendale area. SD reported that NCC refused to amend its document. SD thought that people from Allendale would not travel to SCH for a warm space – they would realise an error had been made.

b) An inspection on 9/2/2023 by the Fire Service

c) Batteries grant for £10,500 has been signed off although no money has been received yet.

8. The year 101 a document for discussion in January 2023. Updated from the December meeting attached to appendix 2/071222, **will become appendix 2/250123, page 164.**

(part 1) A proposal of four areas of focus for year 101:

- Working towards the hall becoming a self-funding business
- Consolidating the work to date and resolving outstanding issues
- Maintaining the physical building to a high standard
- Governance – Ensuring our business practices and policies are of a high standard

All attendees were given a copy of this document and the proposed issues log for the trustees to consider over the holiday period and report ideas directly to Debra.

DT gave a synopsis of the document. This was proposed as a working document by SD and seconded by HS there being no further comment The Year 101 was accepted as a new agenda item.

Several points came out of the discussion

- An updated Business Plan.
- Marketing experience help needed - Vicky Young or Cara Courage suggested as possibilities
- Logo for SCH
- DT to hold workshops.

(part 2) Issues log; part of Consolidating Work to date 1.1. Report issues to DT. Updated from the December meeting **attached as appendix 3/250123, page 165.**

This section was updated at the meeting and new issues added.

9. Caretaker's Report – Cleaning during January 2023 will be covered by Charlotte Douglas. PW had contacted two ladies and both had reported being too busy to take on additional work. The role of SCH cleaner has been agreed with Charlotte at a wage of £200 each month with additional work being invoiced as and when it occurs. Charlotte is not being employed by SCH therefore SCH has no obligations with pension. Charlotte's father has indicated he may be available to help with any Caretaking issues which arrive. The new wage and conditions were agreed by the committee without any alterations.

10. Building maintenance

- 21/12/22 Chairman emailed asking for an agreement on the position of the batteries. Installation company been to SCH 21/12/22 to undertake a final survey of the required two battery units. The units have a maximum distance from the backup distribution box which is situated in the cupboard beside the mains electric supply units. Therefore, the recommended position is in the front porch replacing the present roller cabinet. The Chairman requested feedback. CM & MR emailed their ongoing safety concerns which will be discussed with the fire service on February 9th at SCH.
- 3f 16/11/22; 10c 5/10/22: Reposition of plaque dedicated to Reg Rock and a framed photograph to be displayed alongside the plaque. Last seen in kitchen window. Added to Issues Log
- Evidence of rain getting into building east wall of main hall. Added to Issues Log. Meeting Thursday 26/1/23 with a roofer from Haydon Bridge.
- Kitchen unit doors to be refitted. Added to Issues Log
- Two wall light domes have been smashed. Added to Issues Log
- Buildings inspector said a transfer or similar must be placed on glass doors in Community Room. RD suggested the letters CR for Community Room. Added to Issues Log

11. Fundraising (as the Chairman said at the continuation meeting 7/12/22, point 4, fundraising would need to continue if outgoings were to be covered. (attached as appendix 4/250123, page 166)

- David Nixon emailed 4/1/23 with details of a Murder Mystery entitled 'Game of Stones' for 2023. – do we book? There was conflicting support for this event so no further action.
- DT suggested a Beer Festival. HS supported this idea widening it to Beer, Wine, Gins & Cider. A local contact was recommended for help with the idea. DT to take forward.
- RD to look into a Festival-type music event.
- DT said she was also thinking about a Festival of food and craft.
- CM suggested an auction – SD is looking into that.
- PW was concerned that there were no suggestions for a SCH fundraising event this spring – we have dampness in the main hall and a lot of suggestions had been proposed in the issues log needing funding which was not available.
- The Badminton ladies asked RD if SCH was going to ask the various groups to do fundraising events.

h) Carol Ferguson is organising a Coffee Morning on Saturday February 18th for furnishings.

12. Hallmark Accreditation

(a) SCH Policies all updated for January 2023 Those in red were emailed 22/1/2023 as completed.

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

- **Health & Safety Policy**
- **Fire Safety & Evacuation Plans Policy**
- **Equal Opportunities Statement of Intent circulated by DT 22/1/23 for final review**
- **Environmental Policy circulated by DT 22/1/23 for final review**
- **Alcohol Policy**
- **Use of the Audio-Visual Equipment circulated by DT 22/1/23 for final review**
- **Acceptable use of the internet WiFi Facility**
- **Finance & Reserve's Policy circulated by DT 22/1/23 for final review**
- **Fire Risk Assessment**
- **Access Statement**
- **Internet Use policy circulated by DT 22/1/23 for final review**
- **Procurement Policy**
- **Fire Risk Assessment - needs input from fire brigade assessor**
- **Vulnerable Persons Policy reviewed and updated meeting October 5th 2022 agenda item 15a**

(b) On January 22nd DT asked about GDPR. SCH has a simple Policy from May 2018 when SCH got personal data from the Trustees to enable the circulation of emails. DT was suggesting a Policy to include hirers information. PW checked this with Louise Currie and the two are very different.

(c) DT is asking how we want these Policies to be stored.

Signed paper copies stored where?

Electronic unsigned copies stored where?

How will these be accessible to anyone who wishes to see them? Web site maybe?

DT thought that a hard copy in the User Guide (without signature) an electronic copy on the web site (again without signature). RD was concerned that no copies were being signed and asked if this was even legal?

Signed copies could be scanned and then stored on some remote site – access to this was questioned by RD & PW. CF meanwhile questioned the removal of previous Policies as a claim could be made up to a certain period of years. If we needed to prove what was in place at that time. **There has to be an agreement between all the trustees of how to store and access documents. RD asked for clarification from CAN.**

(d) The chairman asked the Clerk to make a list of all the SCH confidential/operational papers held in the locked cabinet inside The Den. An initial list was presented, this then led to storage of signed agreements for the various strands of the recent SCH building work. DT has some RD has some PW and SD had others. Plans as the work progressed and changed due to COVID and Climate Change grants need to be retained.

13. Any other business

a) The Coronation of King Charles 111, will be held on Saturday, May 6th 2023 – does the Commemoration Hall intend to celebrate the event? There were no suggestions tabled.

b) DT emailed 20/12/22 Melanie Cant at Elm Marketing about SCH having its own website and having a brand which identifies the Hall. This was discussed during 2022 under More information on Marketing SCH, page 3. Year 101.

c) HS suggested that the committee needed to be aware that from October 2023 and her retirement a new face representing St. Mary's should be invited to join them.

14. Maintenance Log Book –

The pages were completed for inside inspection only. Only one defect reported - Toilet No 1 flush button loose.

Page 9 (rainwater fittings) undertaken 26/1/23 in daylight. Drains now cleared of leaves apart from the drain at the north fed by the downspout coming down from the main Hall - it is full, including a paintbrush.

15. Date of 2023 meetings:

Wed March 15th Wed May 17th AGM. Wed July 19th Wed September 20th Wed November 15th