

Slaley Commemoration Hall Management Committee

Minutes of the Meeting of Slaley Commemoration Hall Management Committee on
Wednesday July 15th 2020 at 7.30 **via Zoom – those members without a computer/Zoom connection were offered to participate via telephone.**

1.Members on-line & apologies- Chairman, Rosaleen Doonan, Debra Taylor, Helen Savage, Stella Douglas, Michael Elphick, Carol Ferguson, Marge Rastall (partly by telephone), Janeen Smith & Pat Wilson. **Members by telephone apologies from:** Margaret Rowell

Bobby Johnston tendered his resignation from the Management Committee on June 24th – Rosaleen recorded thanks for his years of service and especially wanted to mention how supportive Bobby had been when she took over as Chair. ME & DT to make a special Thank you /Retirement card for Bobby.

2. Minutes of meeting held on Wednesday May 20th 2020 to accept the accounts for 2019/20, attached as page 37 with appendix 1, page 38.

Minutes of the meeting held immediately after the meeting to accept the accounts on Wednesday May 20th, attached as pages 39-42 with appendix 1, page 43.

The minutes were proposed as a true record by Michael Elphick and seconded by Helen Savage, the minutes were then signed and dated by the Secretary. SD reported that an error was discovered on the accounts this was amended and accepted by the Charity Commission.

3.Matters arising

a) 9a 20/5/20: BT broadband contract DT oversaw Openreach move line to west wall near Mr Hunting's portrait. Slaley Parish Council agreed to cover the Openreach invoice of £126.72.

b) 10 20/5/20; 10 a/b/c 18/3/20: Decisions for new toilet block meeting of a sub-committee met on 25/5/20 to agree sanitary ware, by a Zoom meeting on 25/6/20 to agree door handles and again on 1/7/20 when ordered flooring colour was out of stock. Three version of floor coverings have been out of production. The toilet wall panels were also out of production. It is hoped that the final colour scheme works. DT gave praise to KD, the project manager, and said his flexible approach to changes was amazing.

c) 13c 20/5/20: PW contacted Trudie Jennings, environmental buyer for SCS, for availability and price of environmentally friendly cleaning products. Verbal reply. Trudie is no longer a director, although she said the shop did carry limited products. The larger supermarkets are obviously cheaper. Tesco stocks eco products. Aldi also stock a range. SD recommended Ethical Superstore on line – orders over £50 free delivery. It was agreed to check what was needed once the Hall reopened and make change over to environmentally friendly products slowly. HS recommended looking in COSTCO.

d) 14a 20/5/20: DT advertised some of the Hall paperbacks on the parish website. Several were purchased and a donation of £30 was given to the fund raising. The remaining books have all gone to charity.

4.Correspondence

a) 25/5/20: Email WNCBC – CAN free quick, fire safety courses – no one from Slaley took part.

b) 4/6/20: Email insurance @ Allied Westminster COVID-19 related insurance update village guard

c) 18/6/20: Email Louise Currie ACRE guidance on re-opening village halls

d) NCC Janaina Nabor Commercial Waste Collection Service letter dated 24/6/20 asking for the completed Duty of Care Controlled Waste Transfer Note. PW replied not known and requested a second note.

e) 24/6/20: Email WNCBC: 2020 Summer gathering postponed Consortium preparing summer newsletter showcase examples of community spirit.

f) 25/6/20 Email WNCBC bulletin updated guidance on re-opening halls

g) 3/7/20: WNCBC bulletin updates to Government guidance notes for re-opening Village Halls

h) 3/7/20: WNCBC bulletin Renewable Energy Feasibility Studies for WNCBC + Village halls **solar** consortium proposal (3 pages) & Solar Energy Proposal (1 page).

i) 15/7/20: Debra Taylor replied to an email from the Licensing Officer re Opening of licensed premises and COVID-19 guidelines.

5. Financial Report by Stella Douglas

- a) 5f 20/5/20: Setting up a budget - report by SD - Financial Statement July 2020 circulated **and attached as appendix 1/150720, page 48** -The Trustees were surprised at the level of expenditure. The need for a caretaker was questioned – Q: could volunteers not clean the Hall on a weekly basis? DT explained the benefit of a caretaker from a safety point and also turning off heating/lights/extractor fan left on, water running/blocked toilets (hopefully a thing of the past), wet towels/ dirty dish cloth/unemptied kitchen bin etc. The need to keep the heating on at a set temperature was questioned. PW described events at the Hall before the gas supply kept the hall damp free and comfortable for meetings. SD asked for permission to set up a third account with Barclays, close the Virgin account where interested has dropped and two people are physically needed to sign for with-drawals. This was agreed.
- b) 5g 20/5/20: Barclays Bank at Hexham still closed SD & DT using Consett branch to pay in cheques.
- c) Future Payments for Hall Hire - Contactless (and Bacs) ME. DT & SD given permission to purchase a card reader machine for payments. Security of the machine and ready charged for business when needed, to be addressed before purchase.
- d) Slaley Commemoration Hall has opened its own Trade account at Matthew Charltons, Hexham.
- e) SD asked that it was confirmed and minuted that fund raising for the 100 years improvements began in October 2017.

6. Bookings Report

- a) Activities resume in August with Sarah Allan and her 4-day summer holiday sports club subject to Coronavirus. Followed in early September with the annual Leek Show. Several activities hope to restart in September.
- b) All user groups were asked to provide a Re-opening & Risk Assessment document this would indicate that the user groups understood the duty of care which the Hall Trustees have towards making sure that the people coming into the Hall are protected. Received from Film Club. Badminton. Keep Fit, Parish Councils. Bowls Club. FOSS nothing until large groups can gather, Church similar, Slaley Show no plans for meetings until 2021; History Group – taking advice from Stocksfield & Hexham Society Groups; Whist no face to face at present. Afternoon Teas written as an example.
- c) The Hall produced a Reopening Protocol circulated by email 13/7/20 from RD attached as **appendix 2/150720, page 49**. HS thought an open protocol was an unnecessary waste of time – different events have different rules and guidelines and restrictions are changing almost daily. RD then asked the Trustees for a mandate to allow RD, DT SD & PW to alter the Protocol as required. This was agreed.
- d) Actions List for SCH Trustees to complete BEFORE re-opening. RD sent by email – not discussed.

7. Phase One of Improvements

- a) Email sent out 26/5/20 re proposed new toilet layout in line with COVID-19 restrictions – Slaley PC confirmed they will pay for sensor taps.
- b) 10/6/20 Email from Louise Currie re village halls paying VAT on building work. Further details of VAT on disabled toilet - SD conversation with HMRC who confirmed our new disabled toilet is VAT free.
- c) The work is due to be completed late July – delay of ordered parts due to factory closures.
- d) Email from KD project manager, 7/7/20 indicating that we have made savings on the building work
- e) Email from KD, project manager 13/7/20: do we wish to proceed with sand and seal entrance foyer, kitchen and Lobby running alongside new toilets. £1,218.00 + Vat at 20% (£243.60) = £1,461.60 – The trustees agreed to this.
- f) New entrance old part has dado rail, new has not, should the dado rail be removed. The Trustees agreed to have it removed. RD reported sufficient Ash White paint to have the entrance decorated. The Trustees agreed

8. Reports from:

- a) **Grants sub-committee** – DT has taken photographs throughout Phase One building work and is sending them to the grant bodies to show how their grant money has been spent.

b) Heritage grant to repair roof lantern and renovate the paintings of Charles Samuel & Agnes Mona Hunting. What can be done under the present restrictions?

DT has a meeting with Sue Vaughan in the coming week to discuss the way forward. To call the extension an annex to the main building indicates a separate space – grant applications need to be creative, it would help if we had some kind of health need or a business hub to substantiate an annexe.

9. Building maintenance

a) Email RD 2/4/20 Decorating quote from A. Stobbs £2,390 – cost & type of paint unknown.

Email quote from Jamie Dunn £2,200. DT has re-spoken to the three and only?? is able to do the work in September.

b) Table stacking trollies: PW had GOPAK examples – once builders are out measurements can be taken.

c) Chair stacking trollies: PW had GOPAK examples – once builders are out measurements can be taken.

d) COVID-19 signage. Entrance Sanitiser and portable Perspex screen for reception desk / food. To be discussed after meeting. HS warned to be careful and look at refill packs with cheaper dispensers.

e) Information and prices for a portable bar: No update

f) Information and prices for a preparation kitchen: PW had a photograph of an example. ME questioned the need. RD explained a business meeting in annexe wanting refreshments. Open doors boil kettle, small sink, no need to contaminate kitchen.

10. Invite user groups to look at completion of Phase One improvements

When – How to invite – Who invites – Who mans the event? Agree a date and discuss when building work is completed. User groups will be invited at different times for social distancing guidelines.

Reminder according to our Insurance Policy the Hall is still a building site until the Project Manager says differently and the public should NOT be wandering about inside or out. If anyone got hurt from something that had not been declared complete we would be liable.

11. Launch of Phase Two Improvements

a) DT has made an expression of interest for rural funding from ACRE & an application to the lottery for COVID-19 support.

b) Hopefully the groups and clubs will resume their bookings in September and October and the Hall can officially launch Phase Two.

12. Fundraising (attached as appendix 3/150720, page 50)

a) Easyfundraising currently stands at £58.04 (as at 7/7/20) – explained in attachment.

b) SCH2 00 Club PW reported 35 paid numbers + 4 unpaid + 3 enquiries. 40 paid numbers = a £50 first prize. A percentage of the remaining funds going into running costs and fund raising as explained in appendix.

c) DT & PW produced an Afternoon Tea re-opening document and realised how difficult catering will be during the restrictions. Therefore, we need to look at different methods of attracting people into the Hall whilst maintaining the social distancing. PW suggested exhibitions, no touching, no sitting, like a Museum just walking around looking. HS said we should be looking to interest NEW people, everything suggested would interest the regulars – an example was a Virtual Tour – HS & SD volunteered to look into how this would work.

d) Slaley Parish Wander Sunday June 13th 2021

13. How can the Hall be more environmentally aware / climate friendly?

a) Slaley PC has funded the additional costs of environmentally friendly sensor taps toilet furnishing, lighting etc, two flush toilets, toilet cubicle lights that switch off etc. See 3c above

b) During Phase 1 of building work an outside cold-water tap has been installed for walkers and cyclists who wish to refill their water bottles. The Hall will go an app as somewhere to refill your water bottle.

14. Any other business

a) Fire & dough, mobile pizza van asking if they can stand in the CH car park once a month on a Wednesday evening. PW circulated the request for a response. The general response was yes. As yet have not said when they are starting or what time

b) A request for the former Craft Group door key to be given back for use by CF for Keep Fit when it restarts. Vicky Jewitt confirmed she had the key and would delivered to CF.

c) A local lady asked Reg to show her around the Hall, she is interested in hiring the former ladies toilet area 'Hobbit Hole' for therapy sessions. We would need to discuss her requirements with her and treat it as something similar to the Dilston Hall bookings of 2018.

d) RD asked members of the Management Committee if they could help with a deep clean of the building when the Project Manager announced that the building was safe to enter. There was a general agreement

15. Maintenance Log Book – because meeting place via Zoom the maintenance log was not completed. The log will need rewording once the Phase one is completed

16. Date of next meeting: Wednesday September 16th. The AGM will also need to be held once the restrictions are lifted.

There being no further business the Zoom meeting ended at 20.43