

Minutes of Slaley Commemoration Hall Management Committee on Wednesday July 16th 2025 in Slaley Commemoration Hall after the meeting to elect the officers.

1. Members & apologies Andrew Coney (Chairman), Jim Bailey (Treasurer), Pat Wilson (Secretary). Margaret Rowell, Carol Ferguson, Michael Elphick, Karl Beckett, Christine Kerr, Michael Ogle & Keith Dyson. Carys Crowther (Booking Clerk)
Apologies: Lucy Brain (Booking Clerk)

2. Minutes of meeting held on Wednesday May 21st 2025, attached as pages 281 - 284 with appendix 1, page 285 appendix 2, page 286, appendix 3, page 287.

The minutes were proposed as a true record by Karl Beckett and seconded by Margaret Rowell the minutes were then signed and dated by the Chairman.

3. Becoming a CIO Charitable Incorporated Organisation to absolves Trustees from personal liabilities. (referenced in minutes 31/7/2024 – 21/5/2025). Application was submitted to the Charity Commission on Wednesday June 25th. The CC replied asking for some clarification – JB, PW, AC met with Michael Pitkethly to agree reply. Reply emailed, then two presented signatories had been written on the old declaration form these were also requested to be renewed. Consequently, it was decided to wait until the AGM and enter the trustees as of now rather than 2024.

4. Matters arising.

a) 4c 21/5/25; 9c 19/3/25; SCH Secretary contacted Ron Robinson for fourth time and he again proposed to look at Hall roof. – no update. KB contacted his neighbour to come and look at work needed and give a price. KB asked for the reason any work was needed and a copy of the two quotes, these were emailed 24/6/25. The roofer has been to the hall and looked but as yet no firm quote.

b) 4f 21/5/25; 12 19/3/25: Portable appliance testing undertaken June 10th – an extension cable failed and was disposed of. The freezer was found to be damaged by mice in the insulation so failed and will be disposed of. There was evidence of overheating on the water boiler wall socket – Secretary was advised to contact an electrician. Albert Scott checked wiring on June 12th and replaced the wall socket. **Copy of Testing Register attached as appendix 1/160725, page 298.**

c) 13 21/5/25: Risk Assessment & Policies for Coming Year – checked and amended by SCH Secretary and Trustee CF – a supply and list of First Aid box contents has been purchased and recorded for the Maintenance Log. The revised policies have been placed inside the User Guide in SCH kitchen window -

- Risk Assessment
- Vulnerable Persons Policy Safeguarding
- Acceptable Use of the Internet WiFi Facility
- Fire Safety and Evacuation Plans Policy
- Equality Policy
- Environmental Policy
- Alcohol Policy
- Access Statement
- Health and Safety Policy
- Emergency Plan
- Terrorism Policy in keeping with Martyn's Law (written by Lucy Brain)

A further copy **attached to the minutes as appendix 2/160725, page 299.**

d) 14 21/5/25: Stocktake of kitchen cupboards – undertaken by ME & CK placed in the Users Guide **and attached as appendix 3/160725, page 300.** MR said the cutlery should be increased to 120 of each item.

e) 15 21/5/25: Stocktake of tables, chairs and stage units – undertaken by KB & friends placed in the Users Guide **and attached as appendix 4/160725, page 301.**

f) 16 21/5/25: Review Business Plan & Users Guide – SCH Secretary & Trustee CT made some initial alterations. **Now has a current stocktake and updated Policy section.**

5. Correspondence

1/6/25: Jacci Burton, CAN newsletter, included new grants to support older people groups in Northumberland

11/6/25: Tracey Morgan, CAN - FREE volunteer training also sent to Slaley WI

23/6/25: Diana Linnett, WNCBC, summer gathering at Stamfordham village hall on 9/7/25 – ME & PW attending – ME to report. Presentation slides are available if anyone wishes to see them. Hand out on Top Tips for Recruiting Volunteers.

23/6/25: Diana Linnett, WNCBC, reminder of face-to-face food hygiene training at Humshaugh on 14/7/25 – sent on to WI and Snack and Chat members.

1/7/25: Reminder of WNCBC Summer Gathering

14/7/25: Charity Commission News July: Seeking views on partnerships in response to emergencies + Trustees' Week November 3-7 2025.

6. Financial Report – JB

a) SCH Treasurer & Secretary had a further meeting with Julie Oakley & Northumbria Water project manager Colin Burdon (9e 19/3/25) on July 7th. After inspecting the damage to the kitchen ceiling and looking at the emergency repair to the lead valley gutter Mr. Burdon considered the roof to be the most pressing repair. He suggested that roofers known to NW be asked if they can help. Northumbria Water do want to help. However, it is better for them to do work in kind rather than make a financial contribution. Mr. Burdon intended to look into having a drone look at the entire roof. MO has Mr Burdon's email details.

- Howden Kitchens quote (4d 21/5/25; 9219/3/25) replacement kitchen door fronts and draw fronts £914.05. Fitting £800. Total cost £1,714.05. Non-standard size units a problem especially with a fitter not connected to the supplier.
- A Coffee Station for the Community Room £899.21. Fitting £700. Total cost £1,599.21 – there were Health and Safety concerns about this in the Community Room.

Roof repair quotes as follows

- T Forsyth & Sons £12,840
- T.J. Lincoln lead-valley gutter repair £600 + ridge tile repair £2,640.
- Third quote Ron Robinson ? Roofer at Colpitts ?
- Michael Young Sand and varnish floor in main room £6,014.40
- Mobile Bar (9e 19/3/25) – the bar in the main hall at the beer festival showed how versatile a mobile would be. Nisbets Cambro Portable CamBar £2,999.98. Ex trustee Philip Cain asked if something similar could be made by him. No reply as yet.

The Chairman said the management committee had some serious decisions to be made on the above repairs/ improvements he intended to draw up a business plan with costed solutions compared to our funding sources. Evidence of need and strong feeling towards and against plans. This would be presented for discussion at the September meeting.

b) Barclays Mandate change forms completed to make the Chairman a signatory.

c) Safeguarding company 31/8 membership renewal invoice for £159. SCH secretary proposed this membership was cancelled. This was agreed.

7. Gas and Electric monitoring – JB to report

The Treasurer reported that Octopus SCH's energy provider is remiss in sending invoices, credit notes and income from the solar panels. A negative reply was going to be given in the online customer survey.

8. Bookings Report

a) Email from Slaley WI reporting a full dishwasher on Wednesday June 11th. Beer Festival clear up group apologised.

b) Good Sports wanting to book SCH again for £100, during school summer holiday for children's sports week. Booking Clerk contact SCH Secretary & Treasurer about this price. Secretary explained that this is a community event when the Hall normally stands empty. The children do sports often on the school field they are not in the Hall using electricity. An increase of £10 per day to £35 was suggested. Carys

confirmed Good Sports had booked at the increased charge. Carys asked who was to be contacted when queries like this arose. The Chairman suggested PW as the first point of contact.

9. Cleaner's Report – no problems reported

10. Building maintenance

- a) Maintenance Log – page 8, 21/5/25: Hole in soffit above main door – SCH Secretary emailed PC 22/5/24, asking for advice. JB had repaired and painted this hole.
- b) SCH Secretary met floor specialist Michael Young on June 20th to give a price for sanding and revarnishing the maple floor in the main hall.

11. Fundraising

- a) Beer Festival June 7th. Report and date of 2026 event. The Beer Festival raised £4,000 for SCH, £2,000 for GNAA and £500 for CLAPA. Date for 2026 event is 9/5/26. Raffle ticket winners placed on web site.
- b) Slaley Show fundraiser – launch of show schedules – MR handed over £156.30 from this event.
- c) Open Garden on Saturday August 30th at O'Dunain 10 a.m. – 4 p.m. help and catering
- d) Slaley W.I. fund raiser request for curtains – Christmas Fayre on Sunday November 2nd 10 a.m. – 2 p.m.
- e) Healey Parish Council – First Aid Training – no date established yet, will co-inside with Defibrillator installation at Healey.
- f) Easyfundraising information emailed 15/7/25 confirming that £588 has been raised since March 2020 and asking the new committee to consider registering. **attached as appendix 5/160725, page 302**
. The Chairman suggested this information go into Slaley News.
- g) New trustee, Keith Dyson, said he would be willing to open his garden in 2026 for Hall funds.

12. Community Web Site: Slaley Parish Councillor Nicole Dean has volunteered to be editor of the parish web site. SCH secretary attended the June PC meeting when the website was being discussed. The charge by Rocketspark has increased to almost £400 and to make a financial commitment towards SCH having permanent space on the website it was agreed to make an annual £100 donation to SPC. SPC bank details were given to SCH Treasurer.

13. Any other business

- a) 12b 20/11/24: Windows to be cleaned by Gavin. JB & CC to remind him.
- b) Karl Beckett asked if he needed to produce a current DBS check for the committee. Secretary asked if he was involved in any specific children's group or activity at the Hall. He was not, therefore details of his personal check were not needed.

14. Maintenance Log Book –

Page 1: MO showed CF & PW where and how to use the “fishtail” check keys.

MO recorded one of three ceiling light bulbs out in toilet 4

MO recorded the Emergency Exit housing cracked – main hall to area outside toilets.

Page 2 CF reported Disabled toilet long flush not working

Page 3 JB reported the front door needs painting before winter

Page 5 CK reported “NO” comments in kitchen incident book

Page 7 ME reported old film club amplifier not in The Den

Page 8 Outside gutting etc not done at meeting PW will undertake and report.

Page 10 PW Caretaker Cupboard - Method Wood Cleaner needed. Toilet bin liners needed. Paper hand Towels gone from 16 packs to 7 yet the bottles of handwash not been used and the handwash inside toilets was marked as OK on page 4 (STRANGE need to check they have not been moved elsewhere).

15. Dates of 2025 meetings: Wednesday: 17/09/25; 19/11/25.

Note: Karl Beckett has informed the Secretary that September 17th is also the date of the Rose and Crown community inn annual meeting. Apart from Karl will this date cause a problem for other Trustees?