**Slaley Commemoration Hall Management Committee**

Minutes of Meeting of Slaley Commemoration Hall Management Committee on

Wednesday July 17th 2019 at 7 p.m.

**1.Members present & apologies-**

Present: Rosaleen Doonan, Michael Elphick, Carol Ferguson, Bobby Johnston, Marge Rastall, Margaret Rowell, Janeen Smith, Debra Taylor, Pat Wilson, Ann Wright

Apologies, Helen Savage & Margaret Weatherley, (Brenda Hutchinson)

**New Trustees, Carol Ferguson & Janeen Smith were welcomed to the meeting and joined those not present at the May meeting to sign the Trustees declaration. Carol and Janeen had been emailed the Scheme for Slaley Commemoration Hall.**

**2.Minutes of the meetings held on Wednesday May 15th (Election of officers (page 3; normal business meeting pages 4-5 with appendix 1, page 6 and appendix 2, page 7).**

Bobby Johnston proposed the minutes as a true record, seconded by Michael Elphick, the minutes were then signed and dated.

**3.Matters arising**

a) 3c 15/5/19; 3f 20/3/19: Slaley Show field update – Marquee set up and dismantle/ Tables – chairs feather-flag / Coconuts / Prizes / 100km walk sponsor forms/ Display plans- get comments & quotes/ Volunteers to man stand. Rota of people to help. The offer of Victorian outfits was made but because different people will be on the stall it was decided against dressing in Victorian outfits. DT will have the Big Summer Raffle tickets ready for sale on the show-field. The Hall has to pay for its marquee space on the show-field to be covered by the insurance – the Show will in turn make a donation to the Hall.

b) 3f 15/5/19; 3i 20/3/19: Renew Hallmark 1 and consider Hallmark 2 – shows Good Management. RW, M W & PW were to meet with Louise Currie on 11.30 a.m. on Monday July 29th RW now on holiday to be replaced with DT. Hall will have ‘sitting keep fit’ in progress in Committee Room. Minutes should have been numbered – have started to number from 2019 AGM.

c) 11b 15/5/19: Food Hygiene associated with the Afternoon Teas especially with food being brought into the Hall from private homes. Allergies (nuts, dog/cat hairs etc) Checked with Louise Currie. Meeting with DT & PW to discuss reply from LC. DT to get a fridge thermometer. New notice on Main Hall wall to reflect our ‘*Duty of Care’* about allergies and on the serving hatch wall about food hygiene and the redesign of the Terms and Conditions of Hall bookings to reflect these changes. New Booking Form and T&Cs tabled for acceptance by the committee. A very long discussion took place about food production and food allergies and the wording which would cover our responsibilities. Eventually it was agreed that three notices should be provided; one in each of the meeting rooms and one at the serving hatch. Hirers should also be asked to launder table cloths

**4.Correspondence**

a) WNCBC Bulletin June circulated by email asking for interest in further food hygiene training – there was lots of interested from the Slaley Trustees and Louise Currie be offered Slaley Commemoration Hall as the venue.

b) WNCBC emailed 9/7/19: New Fund Space to Connect. – funding group aware of this.

c) Email 18/5/19: Northumberland Theatre Company offer of a production at Slaley - minimum cost £200 – The Snow Queen December 2019 – January 2020 – Committee suggested trying for a January date at Slaley.

d) 27/6/19: Email to Booking Clerk from Venues for Hire. DT took to read ME had previously dealt with them.

e) 17/7/19: Email to Booking Clerk from Your Community Space at Bromborough CH62 3QG offering advertising space.

**5.Financial Report** by Margaret Weatherley (not available)

a) To agree annual accounts (Treasurer ill at AGM) - no signed accounts provided

b) Payments made since last meeting or cheques to be signed - presented to the meeting

c) Income since last meeting - presented to the meeting

d) Claiming gift aid – DT reported to the meeting that a route to reclaiming gift aid had been established.

**6.Bookings Report**

a) August a quiet month: Extra activities were - Good Sports @ Tyne, Rede & Coquet (Sarah Allan) confirmed 1 week booking August 5 – 9th for children’s multi sports week. HS booked another Wine tasting event on August 2nd.

b) Ideas for increasing the use of the Hall (Slaley PC considering a First Aid Course). Children’s First Aid was suggested by CF. Short sessions over several weeks during the summer holiday possibly ran by the Red Cross or St. John’s Ambulance.

c) RD suggested that each member of the Committee should think of two different ways of generating business for the Hall.

**7.Wedding/Party Plan**

Should we be advertising the Hall with the Hexham Courant wedding supplements?

Should we be advertising the Hall in the 2020 Slaley Show schedule?

It was suggested that advertising the Hall as a meeting facility might find more interest. RD proposed to ask the Rose and Crown if they would be prepared to work with the Hall in this from the food production side.

**8. Reports from:**

**a) Heritage Project meeting at Kikwhelpington –** RD reported that CAN was in the process of establishing a Northumberland Community Building web site and for a small charge we could have a portal on this site to our own site. Marge R reported that the Heritage Project at the Slaley School had been discussed between Headteacher and Julia Plinston on 9/7/19. Funding was agreed and teacher, Julie Stevenson, intended to incorporate the heritage project into the Spring term, School Development Plan. Both older residents and people recently moved into the area would be interviewed about their experiences with Slaley Commemoration Hall.

**b) Safeguarding Children & Vulnerable Adults training 1/7/19 – PW report –** Robin and Karen have agreed to run the training again in about six-months-time possibly early December in the west. PW suggested everyone attended. There are 81 slides from the presentation if anyone would like to see them. The update Vulnerable Persons Policy was tabled and this reflected the changes since 2016

**c) Grants sub-committee – report –** Sue Vaughan is meeting the grants sub-committee on July 29th /30th

**d) Update Business Plan & include Action Plan.** RD met with Sandra Innes who has agreed to update the Business Plan for the September meeting to include the planning permission and highlight the grant applications.

**9. Building maintenance / Commemoration Hall notice board**

a) Inventory of the Hall completed and presented to the Committee. There is a 12 foot folding table missing. Mg R purchased plastic containers for the glasses in the bar and asked to be reimbursed. RD asked if the heavy wooden old tables are still used. Marge R to look at and see if Show could use them. Wooden shed is still outside - would the YFC consider taking it away?

b) A wall mounted notice board 54w x 75h (cm) reduced from £405 to £194.40 in Aluminium was shown. After discussion it was agreed to purchase this notice board.

c) Mg R reported that the water boiler was not filling sufficiently to allow a large teapot to be filled. RD to check.

**10. GoFundMe account update from DT**

DT explained the drawn down funds from GoFundMe £9,234.00 identified in the accounts under Paypal. This also included a grant of £50 from Paypal. Recent donations on the site are for the Sponsored 100km walk amounted to £160.

**11. Fundraising (see appendix 1, page 11)**

a) Cash and cheque sponsorship for the 100km walk are £460.

b) Sunday Teas: **August** by Film Club to put on a family film with a simple tea.

**October** Margaret R reported that the stalls are booked for the October tea and the WI will do the catering.

**12. Policies**

**NEW Practices & Procedures for hiring the Commemoration Hall – needed for Hallmark 2 –** a couple of alterations were suggested. Hiring the Hall without a deposit was discussed in length as was a booking which includes the audio-visual equipment and the stage. Both need assistance to use/ erect and with an ageing committee and caretaker, outside help could be needed to build and dismantle the stage. Did the use of either warrant additional charges? It was generally felt no extra charge for regular users who knew how to use /build the stage, but for a booking where the hirer needed help then an extra charge may become necessary.

**Health & Safety Policy July 2019 review** - accepted

**Fire Safety & Evacuation Plans Policy July 2019 review**- accepted

**Equal Opportunities Statement of Intent – July 2019 review**- accepted

**Environmental Policy – July 2019 review**- accepted

**Alcohol Policy – July 2019 review**- accepted

**Reserve’s Policy – July 2019 review**- accepted

**Vulnerable Persons Policy – July 2019 review**- accepted

**Risk Assessment – July 2019 review**- accepted

**13. Audio visual equipment** – a locked box is stored in the Committee Room – access to the key is limited and instructions for connection to iphones, laptops and other devices is stored inside the cabinet. Instructions to lower the screen, use the overhead projector and the hearing loop are also inside the cabinet as is a microphone. ME gave a demonstration of the equipment and agreed to have an extra key cut for the Booking Clerk. It should be written in red on the booking form if people want to use the Audio-visual equipment and need help. If damaged would hirers be expected to pay for the damage or was it itemised on the insurance?

**13. Any other business**

a) CAN are holding a spreadsheet course for understanding HALL income procedures on Thursday October 17th between 4 – 7 p.m. – venue to be decided. Marge R volunteered to attend.

b) DT detailed the prizes for the 1000 ticket Grand Summer Raffle. 3 bottles of Slaley Vineyard wine; Afternoon tea at Slaley Hall, Round of golf at Slaley Hall, Lunch at Rose and Crown & Dinner at Travellers Rest. Members to be given a supply of tickets to try and sell.

c) RD asked about representatives from Hall user groups being on the Management Committee and if some groups were not represented, or the representative did not attend meetings.

**14. Maintenance Log Book**

1) External doors. (2) Emergency lighting. (3) Water supply. (4) rainwater fittings. (5) Visual check exterior. (6) Visual check interior. (7) Signs. (8) Metre readings.

**15. Date of next meeting:** Wednesday September 18th

There being no further business the meeting closed at 9.30 and an apology was made for the length of the meeting.