

Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee
Wednesday July 18th 2018 at 7.00 p.m.

1. Members present & apologies

Michael Elphick, Brenda Hutchinson, Bobby Johnston, Margaret Rowell, Helen Savage, Debra Taylor, Margaret Weatherley, Pat Wilson, Ann Wright.

Apologies Rosaleen Doonan & Marge Rastall,

2. Minutes of the meeting held on May 16th 2018

The minutes were proposed as a true record by Helen Savage and seconded by Margaret Weatherley. The minutes were then signed and dated.

3. Matters arising

- a) 3e 16/5/18: 14 b 28/3/18: The north-east cupboard in the main hall missing keys - three extra keys cut one to booking Clerk, one to HS and one to PW
- b) 3g 16/5/18: 14e 28/3/18: AV equipment a list of items to be sold – projector (HS recommended it was kept for use in a different room); DVD player, VHM player, 2 speakers, screen ME to advertise through the Consortium & Slaley News.
- c) 11 16/5/18: Julie Humes, Youth Worker, Open Meeting on Tuesday June 19th – no young people attended. Parents of three very young people did looking for activities for much younger children. They talked with Sarah *Allan see agenda 6 below*
- d) After the AGM the Trustees should all sign the Statement of Eligibility, declaration; PW circulated the information by email, together with a copy of “the scheme” and a copy of the 2017 updated page 10. Everyone signed. Changes to page 10 was the inclusion of Pilate. DT asked about updating “the scheme”; HS replied that this should be proposed at AGM.

4. Correspondence

- a) CAN circulated by email
- b) WNCBC circulated by email – meeting Slaley 23/8/18
- c) PW received an email from Charity Commission regarding GDPR. MW said this OK.
- d) PW received an email from Pizza firm Fire & Dough wanting to find a weekly location to sell their Pizzas starting in the Autumn. RD has reported that they sell from Hexham cricket club and the Pizza’s are excellent. The CH car park was a suggestion tabled. DT thought the Hall could benefit from this by opening up the Hall to let people eat inside and selling refreshments, it would also ‘up’ the profile of the Hall. MW meanwhile said that a charge should be made for the Pizza van to use the Hall car park. MR was concerned that the food van would cause an inconvenience for early evening events at the Hall. It was generally felt that the mobile post office parking spot at Parks Side bungalows was a better spot.

5. Financial Report by Margaret Weatherley

- a) Payments made or cheques to be signed: Expenditure since May meeting £1110.06. MW reported that there is a shortage of brown, garden waste, bins -Hall bin on order.
- b) Income since last meeting: Income since May meeting £1086.26. *Note: the PC payment was actually the setting up and first 3-months of WiFi rental.*

6. Bookings Report

- a) 2 x 4-day sessions - 6-9 Aug & 20-23 Aug – Summer Holiday Childcare for 4 – 11-year olds with Good Sports @ Tyne, Rede & Coquet.
- b) AW reported HS booking for 3-events, WNCBC meeting and an October, Ladycross NR Talk.

7. Wedding/Party Plan

Work in Progress collecting information. DT suggested looking at Healey Barn & Slaley Hall websites. Likewise, HS recommended the Lord Crewe website. DT offered to look at marketing the information.

8. Replacement Chairs - People to borrow and bring a sample of their preferred choice if possible. *Deferred to September meeting*

9. Building maintenance

- a) Debra Taylor to report on WiFi Broadband usage - both PC's using at meetings; HS reported her meeting also used to access information. DT explained the **Autumn** offer of digital awareness training sessions. There would be no charge to us providing we supplied the venue; one session offered is farming IT awareness.
- b) ME to Report on new Audio equipment. Unable to use with Youth Open Meeting un-compatible with DHMI. The equipment is now working well. The remaining restricted funds £567.04 will be needed for an induction loop in the new room. There are currently 2 keys for the cabinet (ME & RD) HS suggested ME get a further two keys – one for AW and one for PW (history meetings).
- c) Strip light behind film old screen is mended. MW finally agreed to pay the £17 for the replacement strip light in the committee room which was replaced in error.
- d) The shed roof. MW reported that DC had looked at the roof and the cost for parts and labour would be £350. It was decided that the shed should be disposed of and should the Hall find that it needed a shed in future a new shed should be purchased. PW reported that Ladycross Nature Reserve had been interested to convert into a bird hide. PW was instructed to ask them to remove FOC.

10. Inspection by The Licensing Enforcement Team

An inspection took place on July 10th both RD and PW were present. It was agreed that we introduce a Challenge 25 Policy.

The need to amend our Booking Form stating that we have a challenge 25 Policy

Young people requesting Alcohol should produce a photo ID before being served – do people at private functions know? - this needs to be in our booking form.

Does our license cover alcohol consumed outside (wedding/parties)? – yes in curtilage.

Alcohol purchased inside the CH can **not** be then taken home if not consumed.

An Alcohol Policy is required – draft circulated by email – this was amended and accepted.

The License Inspector, Vicki Fox, has sent an information pack. A copy of the Challenge 25 Policy has been stuck on the wall of the bar area.

11. Fire alarm / Fire Policy

How are people alerted to the risk of there being a fire on the premises?

Draft Fire Policy emailed – this was amended and accepted.

The committee talked about disabled people evacuating the Hall if a fire broke out.

It was agreed that smoke alarms should be fitted when the new build takes places and possibly a fire bell in the kitchen and heating boiler areas.

12. Fundraising ideas

a) Fundraising ideas for 2018 -

Report from the Teddy Bears Picnic on Sunday July 15th: A profit of £36.53 was made after all expenses were paid. Unfortunately, we catered for 100 on the strength of interest and only 26 people took part. It was an excellent event; the exhibition was outstanding with the adults really entering into the spirit of the theme. Paddington meanwhile entertained all ages.

A September fashion show with Gabby Sutton is back on our programme Mrs Sutton's husband has made a recovery. A meeting with Mrs Sutton, Ann Holmes and PW is imminent. Friday September 28th was the date being considered. It is now known that two members of the committee have other commitments on that date and one of PW's friends is also elsewhere. Therefore; a new date of October 26th was tabled – if this is acceptable to Gabby then a fashion-show sub-committee needs to make a start with publicity. It was further agreed that formal tickets should be printed with payment up front.

M Rowell suggested a Table Top Sale – sometime in 2019?

Friday November 2nd - Bobby Johnston slide show of his many photographs. – This date may need to change to later in the month.

13. Grant applications

Garfield Western Foundation – Weston Anniversary Fund over 2000 applications

Planning application approved – Building work estimates received by Kevin Doonan.

Support funding by Slaley Parish Council. Barley Hill Endowment Fund & Healey Parish Council. County Councillor Colin Horncastle. Matthew Charlton (Jewson) material in kind. Letters sent to the Hunting family and Mr. R. Livesey, director at Egger.

14. Business Plan

a) Final Version on parish web page. We should update this every year. ME reported that the information on the new audio equipment was already out of date.

15. Any other business: None.

16. 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.

During the course of this exercise it was reported that the wooden area above the bar needed an expandable handle feather duster - MW to purchase or ask the caretaker to purchase. The present car parks signs saying *No HGVs or tractors* needs replacing. PW to ask Topsigns for a replacement price. The lock on the Disabled Toilet does not slide closed - BJ looked at this and said it was a simple screw driver job. Treasurer MW replaced her Hall accounts into the right cabinet in the committee room to comply with GDPR regulations. The signed committee meeting minutes are also stored in this cabinet.

17 Date of next meeting: Wednesday September 19th 2018

There being no further business the meeting ended at 8.55 p.m.