

## **Minutes of Slaley Commemoration Hall Management Committee on Wednesday March 15th 2023 in Slaley Commemoration Hall at 7.30 p.m.**

**1.Members:** Chairman, Rosaleen Doonan, Stella Douglas, Carol Ferguson, Catherine Myers, Margaret Rowell, Debra Taylor & Pat Wilson.

**Apologies,** Helen Savage, Janeen Smith, Ian Stevens,

- Statement of Eligibility Declaration by Charity Trustees was emailed on 23/1/23 for signature, a reminder at the January meeting - completed by eight of the 10 Trustees. PW to resent to MR & CM.

**2. Minutes of meeting held on Wednesday January 25th 2023, attached as pages 160 - 162 with appendix 1, page 163, appendix 2, page 164, appendix 3, page 165 & appendix 4, page 166.** The minutes were proposed as a true record by Catherine Myers and seconded by Carol Ferguson, the minutes were then signed and dated by the Chairman.

### **3.Matters arising.**

a) 12a 25/1/23 Alcohol Policy: Alcohol & Entertainment Licence – new licence, means the management committee no longer needs to keep a record of TENs. The Hall can now hold as many events serving alcohol as it wants. For some reason a new licence will not be provided, therefore our present licence says that Keith Robson is the licence holder.

b) 12c 25/1/23: Storage of SCH Policies. PW spoken on telephone to Tracey Morgan who said that Policies could be stored on line providing all Trustees agreed and providing there was a hard copy either on a notice board or in a Policies file with an index, inside the Hall so all user groups could easily access them. The Trustees were happy with this.

c) 12c 25/1/23: PW contacted Louise Currie about the Chairperson signing minutes. Saved minutes on line do not have a signature. **However signed minutes remains necessary for Hallmark accreditation.** Tracey Morgan forwarded ACRE Data Protection Information Sheet, where it says financial records should be kept for 6 years plus the current year. Hire agreements should be kept for three years. Minute Books and Trust Deeds permanently – they suggest keeping them in a locked cabinet at The Parish Council Office.

### **4.Correspondence**

#### **Emails:**

3/2/23: CAN Enews

6/2/23: RD emailed management committee asking for permission to ask T. Forsyth Roofing to begin repairs asap. Permission was unanimously granted. RD was given a six-week waiting period.

8/2/23: SD emailed Charity Commission News February 2023

8/2/23: RD email management committee asked if anyone knew where 68 forks were? The W.I. reported only 52 forks in the draw. Permission was asked to get a bulk purchase of 60 from Amazon Prime costing £28.99. Permission was unanimously granted

17/2/23: CAN Enews

3/3/23: CAN Enews

### **5.Financial Report – SD brief report attached as appendix 1/150323, Page 171**

a) JS reported to DT that Healey Parish Council had agreed for £3000 to be awarded from the Barley Hill Endowment Fund towards SCH's roof repairs.

### **6.Bookings Report – SD**

a) SD emailed Chair 10/2/23 asking that future bookings be placed on the agenda and the possibility that Charlotte Douglas (Cleaner) would consider as a role share. Charlotte would not want to become a Trustee and asked if being a volunteer would suffice – PW to check with Louise Currie. SD & DT asked if they could investigate the Hallmaster on-line booking system (or something similar). RD & PW asked that a demonstration could be held in the Hall with an invitation to all the Trustees and Charlotte before any new system was agreed or paid for.

Bookings are good – a new Toddlers group is interested. RD had offered them a free month as a trail. RD suggested a grant is currently available for new mother and baby groups which might cover the Hall charges/ buy equipment.

### **7. Issues Log - DT**

The log was updated on-line.

### **8. The year 101 - DT**

RD suggested that this document become the new Business Plan. This was generally agreed.

### **9. Cleaner's Report** *see agenda 14b, 14c, 14d & 14e*

The cleaner is asking that bookings reflect the time wanted at the Hall, Charlotte has gone in to clean and found events being set up hours before the booking consequently no cleaning could be done. SD said she would put something out to the user groups asking them to factor in their setting up time.

The sensor on the COVID toilet cap is not functioning properly Charlotte has placed a kitchen towel around the sensor to stop the tap continually running.

### **10. Building maintenance**

a Dampness getting into main hall & former toilets on north. Report from site meeting 26/1/23, PW with Tomas Forsyth, Roofer. **Estimate received and circulated 31/1/23.** RD asked for work to begin asap.

b) Problems with heating, 15/2/23 Moodys called out during Snack and Chat Tuesday February 21<sup>st</sup>, someone had turned heating to hot water only. After more complaints about heating PW met Steve Moody again Thursday March 2<sup>nd</sup>. Boiler room was very damp. **Report written and circulated.** Further complaints and heating off Tuesday March 7<sup>th</sup> – central heating boiler indicating a problem. Currently being investigated by Ryton Construction plumbers.

c) SD & DT met someone from the Fire Service 9/2/23. who when the Emergency Door near the Den would not open said that numbers in the hall must reduce to A MAXIMUM OF 60 until the Emergency door was mended. By 11/2/23 RD reported that the Emergency Door was now opening OK still with a slight problem with the drop -down bar when closing. The fire safety officer also suggested the general level of light at the exits should be checked during darkness. (Prior to Phase One there had been a torch on the windowsill going down to the Emergency door on the east.

d) RD reported 11/2/23 that yellow marks were on the west wall and suggested the ventilation roof fan was used.

e) 12/2/23 RD reported building inspector, Niels Brandt, asked that the door handles on the new white door are changed to a contrasting colour to assist blind people. PW said blind people should NOT be using that door they would fall down the steps. PW asked if a strip of coloured tape would suffice or a painted strip? Impact protection was needed on all the doors in the Community Room. Fire exit maps were also required before a full inspection.

f) 13/2/23: Safety glass manifestations ordered from a Hexham company who printed and put them on the doors costing £160.

g) 15/2/23: Plumber replaced tap in toilet 3 RD asked what a glass bowl at the top of stairs going down to Den is for – is there a leak?

h) 19/2/23: Saturday 18<sup>th</sup> February, Coffee morning flooding across the car park, blocked drain near main door. IS look at it and freed the blockage 19/2/23.

i) 23/2/23: Sandra Innis asked for some books from The Den for the Community Shop lending library

j) RD spoken with decorator, Ali Stobbs, and asked him to call for a price to redecorate the Hall where dampness has caused discolouration. .

### **11. Fundraising**

Carol Ferguson Exercise to Music, Coffee morning, Saturday February 18<sup>th</sup> report- Almost £400 raised. Raffle prices left over.

February SCH 200 winner was number 32

Drawn at meeting March SCH 200 winner is number 18.

HS organising a Food and drink event.

## 12. Hallmark Accreditation

SCH Policies - Update DT – All 26 policies are stored in a Shared Drive. On Google Chrome. Policies so the public to view are in an indexed file. The Vulnerable Persons Policy reviewed and updated meeting October 5<sup>th</sup> 2022 agenda item 15a is on the web site adjacent to the booking form.

A walk round the building is needed to make a list of the poster which are needed.

## 13. Storage of information

All booking diaries thrown out

All booking forms prior to 2019 thrown out

Cheque books, paying in books and receipt books prior to 2019 thrown out

Agendas and minutes saved on [www.slaley.org.uk/villagehall](http://www.slaley.org.uk/villagehall)

### Metal cabinet in The Den

A4 files from 1993/94 - 2015/16 Accounts by Treasurer Margaret Weatherley– PW ask NRO if they want

Minute Book (hand written March 18<sup>th</sup> 1996 – July 2005) to go to NRO.

Insurance Certificates from 1993 – 2016 (need to keep

Several Photocopies of the 1922 Deed from Agnes Mona Hunting to the First SCH Trustees some A3, some A4 and a hand written copy for ease of reading. PW ask NRO if they want

2011/12 – 15/16 Charity Commission Returns.

2008 Scheme. PW ask NRO if they want

2005 Slaley Community Trust funds by Chairman Moyra Riseborough. PW ask NRO if they want

2003/4 ICT Project. PW ask NRO if they want

2000 Disabled toilet plans, costs and invoices. PW ask NRO if they want

1995: 75<sup>th</sup> birthday party in 1995 – taken date from inscription and not deed. PW ask NRO if they want

\*DT & SD are proposing that modern documents (insurance, policies, Charity Commission declarations etc

photographs and accounts are saved on SCH's email account on Google Chrome. **Are all the Trustees happy with this proposal?** Agendas & Minutes are saved (unsigned) on the parish web site under the village hall section. PW

will ask NRO if they would like a hard copy. *See also 3b & 3c.* **RD asked about photograph permission on**

**Google Chrome. SD thought this was not necessary. PW to check with Louise Currie. RD also thought the**

**decision about storage of documents should be deferred until a FULL management committee was present**

## 14. Any other business

a) The Coronation of King Charles 111, will be held on Saturday, May 6<sup>th</sup> 2023 – does the Commemoration Hall intend to celebrate the event? It was agreed that if the Hall is wanted for a community event there would be no charge. Slaley Parish Council Chairman, Ian Stevens, has booked the Hall for Saturday May 6<sup>th</sup> – coronation day. It was suggested that many people would be at home watching the coronation on their TV. Possibly one of the other bank holiday days would be more suitable? MR would like to see something similar to the 1977 Silver Jubilee or the 2002 Golden Jubilee village events. The 2012 Diamond Jubilee was a street party in the school grounds organised by Norman Watson of The Community Trust.

b) Email 10/2/23 from SD about kitchen cupboard with the electric fuses. Everything to be emptied from the cupboard. Brushes etc kept Caretakers cupboard and entrance. **A new home for the brushes is needed.**

c) Chemicals removed from Boiler Room and stored in Caretaker's cupboard.

d) Chair back covers for weddings and parties now in plastic bags in The Den – need a new storage container/area as they are reported in wedding/party file.

e) Boxes of bunting have been removed from Caretaker's cupboard and placed on the floor in The Den – need a new storage area.

f) Fifteen things which are not being covered on the agendas which we need to discuss annually and should therefore be added to the yearly planner. These were all accepted as needing to be undertaken during the year. SD did not think the gutters or windows had been cleaned recently. PW to update the Yearly Planner

g) MR reported that 110 tea spoons have now gone missing.

h) MR on behalf of the W.I. asked if a piece of craftwork undertaken by Margaret Barron to celebrate the 100 years of Slaley W.I. could be displayed in the Hall? RD asked about size and shape and a position would be agreed.

i) The plaque for Reg Rock and the two framed printed presented by Albert Weir also need to be hung.

j) MR on behalf of the W.I presented RD with packets of Sweet Pea Seeds to celebrate the 100 years of Slaley W.I.

**15. Maintenance Log Book –**

It was dark and wet so no outside inspection was undertaken at meeting.

Tidyness sheet:. CM reported the spare flooring lying amongst the tables. This was moved at the meeting down into The Den. Possible storage in outside store to be investigated.

Storage: Old Projector – PW currently testing

Taps: Sensor faulty in toilet 5

Outside community tap not inspected covered in frost and snow.

**16. Date of 2023 meetings:**

Wednesday May 17<sup>th</sup> AGM

Wednesday July 19<sup>th</sup>

Wednesday September 20<sup>th</sup>

Wednesday November 15<sup>th</sup>