

Slaley Commemoration Hall Management Committee

Minutes of the Meeting of Slaley Commemoration Hall Management Committee on
Wednesday March 17th 2021 at 7.30 **via Zoom**

1.Members & apologies - Present: Rosaleen Doonan, Stella Douglas, Michael Elphick, Carol Ferguson, Janeen Smith, Debra Taylor, Pat Wilson.

Apologies: Margaret Rowell, Catherine Lincoln, Helen Savage & Ian Stevens.

2. Minutes of meeting held on Wednesday January 20th 2020, attached as pages 65 - 67 with appendix 1, page 68. The minutes were proposed as a true record by Stella Douglas and seconded by Carol Ferguson, the minutes were then signed and dated by the Secretary.

3.Matters arising

b) Village Halls Week of ZOOM events. Attended by RD (26/1/21) DT (27/1/21) PW (28/1/21) RD (29/1/21) Feedback any suggestions or actions. RD reported on the Portal – pathway open to all Halls
a) 11 20/1/21: take-away/home delivery French cuisine OK given by CAN – service began in February. Reported Friday 12/3/21 that the water was not heating and that the cooker/hot plates was not working correctly. PW emailed Moody to ask if they could service the cooker and also to include the new gas boiler in their annual service. Moody to service **central heating boiler April 21st (this is locked who has keys?)** but does not do catering cookers. SD to check what is working and what make it is then try to find a business which services.

4.Correspondence

- a) 29/1/21: WNCBC Bulletin: Bridge Northumberland referral Partners Drop-in Session
 - b) 3/2/21: WNCBC 100 Years Rural Community Action – have we signed the Domesday Book yet?
 - c) 4/2/21: WNCBC Northumberland Village Hall Website Portal
 - d) 4/2/21: Commemoration Hall entry into Domesday Book
 - e) 6/2.21: David Nixon – Richard the Third via ZOOM FREE – Actors in own home -performance 5/3/21
 - g) 2/3/21: WNCBC ACRE's Domesday Book – ME reported the connection to our web site but still not 100% completed.
 - h) 4/3/21: WNCBC Bulletin ACRE's latest guidance
 - i) 13/3/21: PW emailed committee to say the Hall Caretakers have informed us of their wish to retire. Committee to look at Job Description – it is now considered important that the Caretaker is on line and able to receive the weekly/monthly bookings electronically. Committee to look at remuneration that the Hall can afford with the pre COVID level of bookings. Until bookings begin and the Hall is able to assess its POST COVID income the annual wages will need careful control. It is suggested that Gavin Howden be asked to clean the outside windows one or twice a year when he cleans the gutters and downspouts. It is also suggested that a professional floor polisher is hired in once or twice a year.
- Note subject to Job description IS has indicated an interest in this role therefore SD is showing him around on 18/3/21. It may be that we have two JOB Descriptions – one a Caretaker and one a Cleaner. Position advertised in Slaley Notes this week and PW to mention in Slaley News.**
- j) Copy of Planning Application received which has an impact on the Hall: 21/00729/FUL** Demolition of garage and construction of a two storey side extension. Police House, Slaley. After discussion it was agreed to write with concerns about adequate vehicle off-road parking being sufficient as roadside parking immediately opposite Slaley Commemoration Hall would cause problems for Hall user groups. Note this led to a discussion about vehicles parking in the Hall car park. DT found three on the morning of 17/3/21 and JS confirmed there are often vehicles seen each morning when bringing the children to school. It was agreed that after May 17th when the Hall is able to reopen parking must be restricted to Hall users. SD to write a note for car windscreens and put something in the Slaley News. An Honesty Box in the Hall grounds was also tabled.

5. Financial Report by Stella Douglas

a) The restricted amount currently stands at £23,922.71 this is made up of grants from NCC and covers running costs – water, gas, electricity, insurance, caretaker, consumables, bins, window cleaner, gutter cleaning, general repairs & admin costs. It was agreed that the NCC grant was meant for running costs. DT was concerned that grant making bodies would not like such a high value on restricted funds. PW asked how these costs had been paid over the last 12 months and was unsure of how such a large amount remained unspent.

6. Bookings Report

- a) Stella has designed a FREE Google booking system look on line as see if this could be satisfactory.
- b) Bookings with one room will need careful control especially since The Den now has the children's play equipment. The table tennis table in the storage area. Auction-lots are also being stored in The Den.
- c) The Newcastle Men's Club wishes to book a Weekend in November. Looking back at the meetings when we discussed hire charges 15/1/20 5c and 18/3/20 3d (this was before the alterations and the pandemic) the cost of the Men's Club was not established. In 2019 they were charged £150 from Friday – Sunday afternoon. After discussion it was agreed to a 10% increase to £165. However, the new charges (established after completion of Phase One) for a wedding of similar times equates to £250 and many felt that £165 was a gross undercharge.
- d) Elections May 6th - then May 17th partial reopening. June 21st total reopening (subject to Pandemic)

7. Reports from: a) Grants sub-committee

Community Chest £2,000 towards lantern repair.
Several applications not successful.

8. Building maintenance

- a) Email Report by ICS of fly tipping (old Christmas tree) at back of Hall. Cartearer disposed of in bin.
- b) Telephone report from Nigel Green that the Hall bins are being used for dog waste. Action: place bins at back of hall was suggested – unlikely they would be emptied. It was finally agreed that a small sticker be placed saying use of hall patrons only.
- c) RD concerned about discolouration of paint in entrance -this may be cause from external ramp joint to wall - possible re-seal needed.

9. Fundraising Phase Two (attached as appendix 1/170321) page 72

a) Lantern – Kevin Doonan been on the roof and said the repairs as identified by H were in excess of what is needed, the south-east is the worst affected followed by the south-west. Sun damage caused the paint to split, dampness got under cracked paint and rotted the wood. Two corner sections should be replaced. The lead skirting and canopy are fine. KD to write a job specification and sent out for prices.

b) Silent Auction with Jumblebee currently well over 123 items – help will be needed to advertise the auction on social media and by emails and get people bidding from around the country Debra shared her screen and showed the auction items. Debra will circulate a poster for everyone to send out.

Timeline is: Closing date for all auction donation information is Thursday March 18th

Place auction lots and photographs with a **lot number** onto Jumblebee auction site

Action starts Thursday April 1st

Advertise widely on all social media platforms

Bidding takes place on line from start of auction and becomes frantic towards end of auction - especially on popular items.

Auction closes Wednesday April 14th at time specified (12 noon?)

Auction items must be paid between Wednesday April 14th – Friday April 16th

Highest bidder wins the lot, is informed on line and is asked to pay.

Some small/light items can be posted for an additional £3.20.

Some items are by voucher (Pet Photoshoot. Afternoon Tea. Music lessons, Manure etc) Vouchers will require contact information and could be emailed or collected in person.

Collection items will need to **be delivered to SCH and their lot number attached SD has number**

tickets

Items collected from Slaley Commemoration Hall Sunday April 18th between 1 – 4.30 p.m.

DT explained the process for telling us who has won the auction.

DT has 100 x A5 leaflets to be distributed. Each April, Slaley News, will have one.

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

- a) Slaley Community Shop recycling batteries, printer ink cartridges and cheese wrappers, Andy & Gill have asked via the Environment Group if the other public buildings would take part in recycling – e.g. Village Hall,
- b) PW was thinking about the French chef (3b above) and tin foil sprang to mind if we could find a company who takes it. The Committee did not like the idea of recycling food containers, nor did they wish to fill the car park with recycling collection containers. Concern was also expressed about this being an extra “job” for a Caretaker to take responsibility for.

11. Any other business

- a) SD to make comment through Slaley Notes about dog waste in Hall bins, fly tipping at rear of Hall and parking issues.
- b) It was proposed that Slaley Commemoration Hall has its own web site, rather than a section of the parish web site. This was felt by some that Hall business would be easier to find. PW meanwhile felt that the parish website would be less interesting without the Hall news being included. At the moment SD was manager for the Parish website and it was very up to date with the Hall auction and bookings. The problem was very few people use the website to get the information they want. This will need to be discussed at a later date when more trustees are present.

12. Maintenance Log Book – The Maintenance Log has been reworted now that Phase One building work is completed.

RD confirmed the Caretaker was still doing the weekly check and completing the paperwork to cover our insurance during lockdown.

13. Date of next meeting: Wednesday May 19th 2021 this will also be the AGM

It was suggested that thus could be an actual meeting in the Hall providing the pandemic goes the way predicted.

SD to book out the Hall for that evening.

RD to write a Chairman’s Report and email (hard copy for MR)

SD to present the accounts for adoption (circulate before the meeting)

There being no further business the meeting ended at 21.04