

Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee

Wednesday March 18th 2020 at 7 p.m.

1.Members present & apologies (**Note Due to the global Coronavirus the Government announced that all people over 70 years of age or have medical problems should self-isolate therefore several members of the Management Committee are unable to attend and those that were in attendance must keep a 2 metre distance from each other**) - Present: Rosaleen Doonan (Chairman), Helen Savage, Janeen Smith, Debra Taylor, Carol Ferguson, Stella Douglas & Pat Wilson. Project Manager Kevin Doonan for agenda item 10 a & b

Unable to attend: Michael Elphick, Bobby Johnston, Margaret Rowell, Marge Rastall & Margaret Weatherley.

2.Minutes of the meeting held on Wednesday January 15th, attached as pages 16-19 with appendix 1, page 20 & appendix 2 page 21. Debra Taylor proposed the minutes as a true record, seconded by Janeen Smith, the minutes were then signed and dated.

3.Matters arising

- a) 3c 15/1/20; 3c 20/11/19; 3d 18/9/19; 6b 17/7/19: Emergency First Aid Course booked for Thursday March 26th 2020 has been CANCELLED due to the Coronavirus.
- b) 3d 15/1/20: RESIGNATION OF Margaret Weatherley as Treasurer after 27 years to come into effect on 31st March 2020. Position advertised amongst committee, M Rastall replied by email that she did not wish to take on the role although she offered to help. Debra Taylor proposed that Stella Douglas be appointed Treasurer, this was seconded by Pat Wilson. There were no further nominations. Stella Douglas was therefore appointed Treasurer. DT as a Hall signatory to speak with Barclays about getting SDs details onto the Hall's bank account.
- c) 3f 15/1/20; 14c 20/11/19: Old records stored with previous chairman JKR and previous booking clerk AW to be collected and gone through. RD & PW met on 10/3/20 and decided to contact Northumberland Records Office. HS said she also had papers for the records office. ME has looked through the equipment in the left-hand cabinet and listed the contents. There is a large monitor for possible interest on e-bay – D. Allsop to be asked if he would sell on behalf of the Hall.
- d) 5c 15/1/20 Hire charges needing clarification. Children's summer camp £200 in 2018 was £100 per 4 days for a total of 8 days compared with £100 in 2019 for 4 days only. Sleepover Group 2016 they paid £120. May 17/18/19 2019 & 8/9/10 November 2019 they paid £150. Did they attend during 2017 & 2018? To be clarified.

4.Correspondence

- a) Licensing Act 2003 – Premises Licence Inspection on 21/1/2020. PW met the inspectors and everything was recorded as being as it should.
- b) 24/1/20 Email from RD re NLCF grant success, the money is not yet paid into account. *Note: point 11 on terms and conditions - we have to give a final report - project process any alterations to plans and breakdown of financial costs and showing the improvements. **We need to take photographs throughout and keep a record as we go.** Attached as appendix 1/180320, page 32.*
- c) 31/1/20 Email PW re CAN winter newsletter with grant news & photographs.
- d) 1/2/20 Email from PW (RD's telephone & email off) with letter asking for Afternoon Teas to continue.
- e) 16/2/20 Email DT re photo competition – no photograph was entered.
- f) 19/2/20 Email from PW re Quick meeting on 23/2/20 at 4.30 p.m.
- g) 23/2/20 Email RD builders start date April 6th

h) 27/2/20 Email from Stella Douglas (Booking Clerk) Stage 1 improvements means an impact on Hall use.

i) 2/3/20 Email from RD asking for decorators and if anyone is interested in becoming Treasurer. (*see agenda 3b above*)

j) Letter from NCC re Garden Waste renewal sticker for Hall bin; Google verification code; Poster: Hexham Events 2020 Spring/Summer programme many of which will NOW be cancelled. These were all delivered to PW because the Hall does not have a letterbox something we have discussed.

5. Financial Report by Margaret Weatherley

a) Payments made and Income since last meeting was not to hand

b) Informal meeting with Treasurer 19/2/20 (RD, DT & PW) to discuss fit aid when it was suggested that a percentage of each fundraising event should be given to the general running costs of the Hall. Since 2017 we give 100% to the improvement fund with the result that the general fund is running low. Can we suggest 10% goes to the general running fund? PW proposed 10% be accepted, seconded by HS, there was no further suggestions so the motion was carried.

c) COI F investment fund for charities was standing at £12,5000 however the Coronavirus may have had an impact on this funding.

d) Relaunch fundraising for Phase Two of the centenary improvements? It was agreed to hold fire with the launch until such time as the Coronavirus was passed and the Hall was functioning normally again.

(i) Provide information and prices for portable bar – Marge Rastall to be asked

(ii) Provide information and prices for preparation kitchen – Margaret Rowell to be asked

e) MW checked with Hall Insurers and Hall is not covered for loss of earnings due to Coronavirus – suggest the Government may help.

6. Bookings Report

a) New group meeting in the Hall on a Sunday afternoon. Slaley & Healey Community Environmental Group first came together at the Hall Open Day on January 26th 2020 and then held their first meeting on Sunday February 16th with their second meeting organised for Sunday March 22nd at 5 p.m. has been CANCELLED

b) Booking Clerk has cancelled all the bookings in the Committee room and moved them into the main hall, this has caused some changes especially for the Badminton evening sessions - however, the coronavirus has resulted in all the bookings bar Badminton & Parish Council meetings being cancelled for the time being.

c) SH thought that the Badminton was unlikely to go ahead.

d) SD reported that a Choir with members from Hexham/Whittonstall was interested in booking the Hall on Tuesdays (after the virus). The booking of Wooley Wanders gave the Hall a 4star rating and hoped to return.

e) A discussion took place about the Hall being kept open during the Virus, it was agreed in the short term to wait and see if parents wanted to hire the Hall to play games with their children when schools are forced to close indefinitely this coming Friday. RD to ask Louise Currie for guidance. VE Day (May 8th) celebrations – it was decided to fly the Union Jack.

7. Storage of equipment currently stored in Committee Room

Tables square 6 (whist) tables. Folding small tables 6. Stacking chairs blue plastic. Blue material chairs Large light blue Directors arm chairs. Audio cabinet on wheels. Wall photographs and needlework given to Slaley WI. Painting by May Storey donated to the Hall by Bryony Gibson (to be looked after at Slaley Shop) Bar: clock/ boxes of glasses/fridges/ash trays/trays/ ice cube containers etc. Large cabinets: (right) SCH financial records (left) old audio equipment as detailed by ME **on appendix 2/180320, page 33**. old screen *Can now all be stored in main hall while all activities cancelled due to the virus.*

Because the activities have been cancelled all the Committee Room furnishings can be stored in the main Hall until the new storage is completed. It was thought that the books in the entrance should be taken to a charity shop and replaced once the Hall is up and running again.

8. Reports from:

a) Open Day January 26th 2020 Success when 28 people had lunch to discuss Climate Change and the public came throughout the afternoon to learn how to book the hall on the new on-line system, look at the plans, have refreshments, play table tennis or enjoy a game of whist and chess. £197 was handed over to the fund. **Report attached as appendix 3/180320, page 34**

b) Extraordinary meeting Sunday 23/2/20 at 4.30 p.m. RD, DT, BJ, Mg Rowell attended & organised to visit neighbouring village halls for ideas on colour scheme and sanitary wear.

c) Grants sub-committee – report RD reported on a Heritage Lottery project where Slaley was one of 13 halls taking part and needed involvement with the local school children. Also suspended.

d) Notes from Funders Fair at Alnwick Castle 5/3/20 attached as appendix 4/180320, page 35.

e) Heritage grant to repair roof lantern and renovate the paintings of Charles Samuel & Agnes Mona Hunting. DT reported on this and HS gave some background information on applying for this type of grant. DT has an expert from Tyne & Weir Arts Foundation coming out to look at the paintings. Involvement with the schoolchildren and possibly the hotel would be needed for this grant to proceed.

f) Wedding/Party Plan – no update

g) Barley Hill Community Fund administered through Healey parish Council & the Community Foundation has given a grant of £3,350. Thanks to Healey Parish Council was given to JS.

9. Building maintenance

a) 9c 20/11/19: The stacking chair carrier arrived 29/1/20 and is a big hit with caretaker and public alike

b) 9f 20/11/19: DT has found a different key safe which has numbers which light up

c) 9g 20/11/19: Albert Scott has been out to look at an activated light near the key safe. He was looking at connecting to the existing door light

d) Margaret Weatherley reminded the committee that Dorothy & Reg (caretakers) may experience extra cleaning when builders are working – RD to invite them to assess meeting with builders before work begins.

e) Quote from G Lamb for decorating main hall ceiling and walls, varnishing all doors after building work is completed £4,580.00. Two other quotes are needed.

f) RD is also getting three quotes for sanding and varnishing the floors all of which need attention. A verbal quote was £20/£25 per square metre with the badminton court laid out before the final varnish applied.

10. a Decisions to be made on new toilet block

(i) Sanitary Ware – styles in white – generally wall mounted toilets and washbowls generated less cleaning. PW reminded members to make water consumption environmentally friendly on new sanitary ware. Taps which only give a restricted water supply then turn off and toilets with a two-flush system – extra cost would be covered by Slaley PC

(ii) Flooring non-slip charcoal

(iii) Walls colour -Marlow ‘limewood’ L7927. 2 Cubicles in 631 pleated teak. Dado rail

(iv) Ceiling Colour - white

(v) Window glass – Silver Etched Frosted Window Film whole window of bottom 2/3s? Size cost.

(vi) Lighting – environmentally friendly lighted which turns on with movement paid for by Slaley PC

(vii) Disabled toilet – higher than other toilets. – Kevin Doonan to get prices for the above styles and colours and circulate for final approval.

b) Decisions to be made on old toilet area for storage

(i) flooring chipboard and then a water resistant none slip floor in a light colour

(ii) colour of walls – light colour - no windows

(iii) New replacement heating boiler

c) Decisions to be made on main hall colour scheme – to be agreed when all three quotes are received.

(i) Ceiling white – will take 2/3 days with a portable scaffolding trolley

(ii) Colour of lower walls below Dado rail decorator suggested a washable emulsion

(iii) Colour of walls above Dado rail.

11. GoFundMe account update from DT MG W has spent a lot of time claiming the gift aid. DT to put on a holding statement along the lines of “*Got money for phase 1 – watch this space for further news*”.

12. Fundraising (see appendix 5/180320, page 36)

a) 11 e 20/11/19: Letter from Chair and Vice-chair sent to all the user groups re continuing with afternoon teas in 2020. **All Afternoon teas are suspended because of the Coronavirus**

Bowls Club had confirmed March 29th 2020. Slaley Parish Council had confirmed May 31st
Badminton had confirmed for July 22^{6th} 2020. Healey Parish Council confirmed December 2020 although they felt 27/12/20 was too close to Christmas and suggested Sunday January 3rd.

b) Email from DJT re registered the Hall on Easyfundraising. – DT explain how to use this.

c) Albert Weir has offered to open his garden over the weekend of July admission by ticket only. With free refreshments. Requires offers of food and people to serve same between 10 a.m. – 6 p.m. each day. This event will be dependent upon the spread of Coronavirus.

d) Coronavirus – what is the Hall’s position? Do we reserve the right to close the Hall if the committee deem it necessary? What steps are being taken to keep Hall users free of any infection? **This has been covered elsewhere in the minutes.**

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

Slaley & Healey Community Environment Group held its first meeting on Sunday February 16th and its second is programmed for Sunday March 22nd CANCELLED. **The committee are looking at the environment when making decisions on its sanitary ware water usage, its lighting and its replacement heating boiler.**

14. Any other business

WiFi contract is up for renewal. Trustnet is cheaper than BT. DT will make the change after the building work is completed and the socket is moved.

15. 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.

16. Date of next meeting: Wednesday May 20th, which is also the AGM – How this will be conducted will depend upon the spread of Coronavirus.

There being no further business the meeting ended at 8.30 p.m.