

Minutes of Slaley Commemoration Hall Management Committee on Wednesday March 19th 2025 in Slaley Commemoration Hall at 7.30 p.m.

1.Members & apologies

Christine Johnston (Chair), Jim Bailey (Treasurer), Margaret Rowell, Carol Ferguson, Michael Elphick, & Pat Wilson (Secretary). Chairman welcomed Karl Beckett onto the Management Committee representing Slaley Bowls Club.

Apologies. both Booking Clerks & Amanda Jacques

None attendance or apologies: Email 29/1/25 from Fran Pugh reporting that she would be representing Slaley Badminton, Helen Brewis-Levie, Philip Cain,.

2. Minutes of meeting held on Wednesday January 15th 2025, attached as pages 262 - 265 with appendix 1, page 266, appendix 2, page 267, appendix 3, page 268, appendix 4, page 269 & appendix 5, page 270.

The minutes were proposed as a true record by Michael Elphick and seconded by Carol Ferguson, the minutes were then signed and dated by the Chairman.

3. Matters arising.

a) 3a 15/1/25; 3b 20/11/24; 3b 2/10/24; 3c3e 31/7/24; 13a 15/5/24: Current Holder of a Food Hygiene Certificate. The offer of FREE online training. (see 4e below). **No WI or Snack & Chat members were successful in securing a place.**

b) 3j 15/12/25; 5b 20/22/24: Finally, Chairman & Secretary are approved by Barclays for on-line payments.

c) 7d 15/1/25; Angela Watt (NCC grants) met with RD (Snack and Chat) and SCH Secretary on Monday 20th January.

d) 3n 19/1/25; 9b 20/11/24: Burncliffe 5-year Electrical Report received 11/12/24. Secretary informed Allied Westminster Insurance. They commented that SCH postcode was wrong. The Report had former SCH chairman RD's postcode and the insurance had KR's postcode. Eventually all was corrected with the correct postcode. Allied Westminster and Burncliffe. New Trustee KB asked about the insurance cover for individual Trustees. KB volunteered to look into the CIO options.

e) 11 15/1/25: **Review Booking Forms with T&Cs + Booking Form**

Carys checked our suggestions and proposed as emailed 17/2/25. The Chairman pointed out that the old Booking forms & T&C's were still on the website. Secretary reported that once the new forms were agreed the website would be changed. The forms were agreed.

f) 12 15/1/25: **Review Hire Charges**

- Lucy suggested that a £20 surcharge should be made for sole use of kitchen, this was also proposed on August 16th 2022 when no amount could be agreed or added to the minutes. (See also 7d below) Cost of power now makes this essential. After a very lengthy discussion, including the comparison of other local Halls' charges it was agreed that an additional charge of £20 be made when full sole use of the kitchen is requested for catering/hot food preparation /cooking. This would not affect Snack and Chat and the monthly Film Club as they were primarily supporting SCH. Surcharge to be added to new Booking Form
- Lucy was concerned about local charges when user groups questioned their rate SCH Secretary checked other local Hall rates: Hexhamshire not hourly. 8.00 -12.00 or 13.00 – 17.00 or 18.00-24.00 = £22.50 Affiliated £60 Private. Snods Edge from £14 per hour + kitchen full use hot food preparation £20 + bar ran by volunteers £25 + £5 per hour while open. Slaley is not the cheapest to hire – SCH like Snods Edge charge by the hour. Hexhamshire day is split into 3 hiring sessions (morning, afternoon and evening) there are very few days at Slaley where six different bookings are made each day – hiring out both rooms independently for morning, afternoon or evening bookings. New Trustee KB had conflicting thoughts on this issue, on one hand building partnerships was important whilst on the other hand making sure the hall was covering its outgoings through its hire charges.
- Correspondence sent to all local user groups asking them to qualify for the affiliated hire charge they host an annual fund-raising event for the Hall funds – Replies as per the attached **appendix 1/190325, page 275**. Copy to Treasurer and Booking Clerks. New Trustee KB felt the initial letter had not made clear the need to raise additional revenue, his group would have no problem providing an increased hourly rate but did not have interest in hosting an alternative fund raiser to get 'new people, into the Hall and maybe start a new activity.

g) 14 15/1/25: **Review Portable Furniture Crockery & Cutlery Hire charges outside of SCH premises.**

Carys checked our suggestions and proposed as emailed 17/2/25. This from was agreed.

h) 14 14/1/25: the cost of 8-pint tea post was checked on line and £25 each is favourable.

4.Correspondence

- a) 20/1/25: Tracey Morgan CAN reported that RD's name appears on Slaley entry of the Village Hall's Portal – Carrie was Asked to change the details on our behalf.
- b) 23/1/25: family of the late Ann Mitchell, of North Lodge, Slaley Hall wish to have a memorial tree planted in village. After various items of correspondence, the family decided to donate two memorial nest boxes to Ladycross Nature Reserve and plant a tree where they live,
- c) 25/1/25: Angela Watt emailed asking which community 'resilience hubs' self-activated today and how many residents were using the hubs? SCH replied that the Hall continued with its booking and the power returned to the village at 12.30 p.m.
- d) 28/1/25: Sandra Innes: Confirmed that when the electricity went off Saturday 25th January the Hall lights flickered and then all was OK whilst the village was without electricity, proving that our system automatically kicks in. Sandra suggested this should be made public for people needing somewhere warm. A kettle for the gas stove for use when electricity goes off is still to be purchased. An Emergency Plan is still to be written. Draft Plan emailed to management committee on 17/3/25 – **appendix 2/190325, page 276**. Only time would tell if additional wording was needed. Where to place this document? Generally agreed the Hexham Courant articles did not generate response. SCH is registered with the NCC, that is why Angela Watt asked if we had declared an emergency (see 4c above). A laminated copy should be available in SCH Kitchen, a copy on the website, twice yearly in Slaley News, and through Social Media channels when weather conditions are questionable. Funding for power used in SCH should be recouped from the person/persons using the premises during an outage, or as a secure location for a personal occurrence. *Note the gas will be used for the heating and all cooking and drinking provision during the period of Emergency Use*. KB thought SCH out of pocket expenditure should be covered by NCC.
- e) 20/2/25: Tracey Morgan CAN & Diana Linnett WNCBC, Free on-line training – both CF & PW completed the application form (Food Hygiene details also emailed to Slaley WI). Email reply 26/2/25 to say sorry training now fully committed.
- f) 24/2/25: Diana Linnett (WNCBC), Northumberland Village Halls week 19/3/25 Stanington 9.30 – 1 p.m
- g) 11/3/25: Jake Delacey has joined CAN as their new Community Buildings Energy Adviser. His mobile is 07450 866874 and email: jakedelacey@ca-north.org.uk
- h) 12/3/25: Diana Linnett WNCBC, celebrate our Village Hall Volunteers by shing a spotlight on them by producing a poster for ACRE Action with Communities in Rural England of their online volunteers gallery. ME was looking into this and produced a draft advert for the gallery. This was agreed and ME thanked.
- i) 16/3/25: WNCBC are short of volunteers, not only do they need A Secretary, A Subscription Secretary, people to train as PAT testers. It also gives an A4 page of RISKS to Volunteer PAT testers and what we need to do when the tester is coming to SCH - we all need to read this - one of us will be expected to be there with the PAT tester. There is also a section on training which states the consortium has funds if any hall needs face to face training - they need feedback. Secretary to reply and ask about funded training.

5. Financial Report – JB

The Treasurer was asked about an internal auditor - he hoped to use the former auditor as part of the accounts were undertaken before he took over in September and sole access of the bank accounts not until January 2025. With this in mind a July AGM was considered a more realistic date.

6. Gas and Electric monitoring – JB to report

Octopus Energy sent an email to Slaleych@gmail.com dated 12/3/25 with correspondence to former treasurer asking for a photograph of the export reading. This was copied onto an earlier email of 30/12/24 apologising for not sending an invoice. Octopus energy continues to cause concern the December 2024 invoice was £500. CF questioned turning the heating down to its summer standard. However, due to the very cold frosty evenings it should remain at 15 to keep the Hall damp free. The treasurer to see if a time clock could be added.

7. Bookings Report

- a) PW had an emergency HPC meeting in what she thought was an empty Hall – PW reported the Bowls had an unbooked session on Tuesday 11/3/25. Question what should PW **do** in a situation like this? check with Booking Clerks, contact the group and ask why they are not on the diary? Reminder to everyone if you are not on the diary then emergency events booked within 24 hours can happen.
- b) Clarification on a full refund for a Friday evening event cancelled with 36-hour notice? Do we have a policy for late cancellation? **Yes the Terms and Conditions 1e applies:** "If the Hirer wishes to cancel the booking at least 48-hours-notice is required. If the Committee is unable to obtain a replacement booking, a 50% payment will be required."

- c) People complain that SCH booking form is poor and they are unable to use it so Booking Clerks have to make the booking for them. **Why is it poor? What can be done to make this easier?** Hexhamshire bookings either by telephone which Slaley does not have or a simple booking form (sample shown), or On-line booking containing passwords plus the booking form. Chairman reported that the booking form on the website was out of date. Secretary confirmed that when all the alternations had been agreed the website copies would be changed.
- d) Booking Clerks and PW had a telephone discussion about sole kitchen surcharge, they both agreed that this should be made legal by adding it to our hall charges template. (see decision made at 3f above)
- e) Booking Clerks report a new regular booking; Pilates on a Monday evening initially swapping the Community Room with history, however high numbers resulted in the need for the main hall.
- f) Booking Clerks received a report that dirty cups had been replaced into the kitchen cupboard. Not sure who uses cups, the majority of groups use beakers. Cup using Trustees thought it might be a faulty dishwasher or tea/coffee staining.
- g) Booking Clerks request clarification of correspondence going into Slaleych@gmail.com Currently if money related sent to Treasurer and anything else to Secretary. Question would anyone else like to receive and action this incoming correspondence? There were no offers.
- h) Booking Clerks are concerned that reports of the Hall not being left as they would wish to find it are the user's word against the person discovering the issue. **Questions would you agree to a statement being added to the booking form that says "You will be charged a cleaning fee if the hall is not left in a clean and tidy condition"?** Generally, the Trustees agreed to the additional wording, however the Treasurer reminded everyone that the T&C's 8a - 8j were 10 points about how to leave the Hall.

8. Cleaner's Report

- a) Time to Shine – lovely clean smell on Thursday March 13th

9. Building maintenance

- a) Email from CF re hand wash tap loose 18/2/25 – PC kindly mended.
- b) Email from CF having to put out litter and sweep floors after a weekend party on 16/2/25 - Booking Clerks contacted party who said everything had been done.
- c) Ron Robinson telephoned mid- March while working in Saley, he was going to look at Hall roof
- d) Chairman, Secretary and Treasurer 5/3/25 met with Julie Oakley from J N Bentley in SCH to discuss Northumbria Water /JN Bentley community grants: Roof work, Kitchen unit door/draw covers. Sanding the main hall floor were all discussed.
- e) Chairman, Secretary and Treasurer 11/3/25 met with lady from Howden kitchens re Northumbria Water /JN Bentley community grants. Quotes received from Howdens for replacement kitchen door fronts and draw fronts. From the colour scheme a modern green /grey was chosen costing £914.05. A Coffee Station for the community Room was also discussed and using the same colour scheme (photograph attached) a quote of £899.21 has been received. The question was asked if the price included fitting? Could a mixed tap providing instant hot water be fitted? CF had reservations about such a tap with children using the Community Room turning on the tap – PW agreed maybe not a good idea. Is drainage in place under the ground if a sink is installed? MR said she had always wanted the Community Room to have a wall of kitchen cupboards and a permanent bar but her hand-drawn plans had been rejected. (*November 16th 2022 meeting agenda item 11a, hand drawn plans attached as appendix 5/161122, page 154*). The secretary showed photographs of a mobile bar on castors which could be moved to where a group had a function that could benefit from a bar. The shots are from Nesbitt hotel furnishing and SCH intends to ask PC if such a piece of equipment can be made.

10. Fundraising

- a) Beer Festival June 7th parking agreement for on-street parking was reached. Raffle prizes update. Raffle ticket books ready next week. Books of 5 tickets @ £2 per ticket (£10 per book) Are you all able to sell some tickets to work colleagues or group friends? SCH Secretary is hoping to receive tickets on Monday 24th and can collect yours. Lucy also asking who can help Friday evening or Sunday morning. PW is Sunday morning. **This is our main fund raiser and we should try to support as best we can.** Raffle ticket Books: Pat 20. Christine 10. Jim 10. Karl 5. Margaret 5. Carol 5. (55 books)
- b) Exercise to Music fund raiser – Afternoon tea May 10th – different poster on front page of Web
- c) Slaley W.I. fund raiser – Christmas Fayre on Sunday November 2nd 10 a.m. – 2 p.m. would like to set the hall up on the Saturday evening. (booked with booking clerks) with profit going towards replacement Hall curtains.
- Note: the 2022 Christmas fair raised £710.51 and that paid for the blinds in the Community Room**

The November 2023 Christmas fair raised £622.70 towards drapes for the main room – that money is currently restricted within the current account.

d) History, Whist & LXNR fund raiser – A ride in the countryside with clues – Easter Sunday April 20th

e) Healey Parish Council – looking into First Aid Training

f) Slaley Film Club already made a donation of £140 from a paid for session, cancelled when film did not work,

11. Community Web Site: 3p 15/1/25; 3c 20/11/24; 3a* 8- 2/20/24:

a) notes from joint meeting on Monday February 24th **attached as appendix 3/190325, page 277.**

b) notes from meeting with Samantha Dalglish 12/3/25, **attached as appendix 4/190325, page 278.**

c) SCH letter going out to user groups with updated details of our website future.

d) Email from ME 25/2/25 on thoughts on Improvements and on Wayback Machine at the Internet Archive.

e) Advertisement for the role of Administrator devised by Vicky Young and emailed to attendees of 24/2/25.

12. Annual Governance. Portable appliance testing

Record of 2024 testing carried out 30/4/2024 by J. Henderson, attached to May 2024 minutes as page 226. New guidelines for PAT testing came in by email (see 4b). Our list of equipment - how easy is it to place on table?

ME thought the Audio Cabinet was Ok without anything being removed. Treasurer thought the warming oven and microwave could be tested on the workbench rather than the table. The extension cable is in the metre cupboard. CF asked for a list of our items to be tested and where they can be found.

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13. Annual Governance. Gas Safety Check.

Report No 46C 3106352 received from J&A Moody Boiler Maintenance, gas safety check carried out March 11th 2025. **attached as appendix 5/190325, page 279.**

14. Annual Governance. Music/performance/Entertainment Licence payment due April

Treasurer received two emails – Review invoice is £95.02. the second email reports that no declaration was made based upon the year end 2023 accounts. SCH Secretary completed the declaration of 2023 accounts.

15. Invitation to join the management Committee

To discuss in May

16. Any other business

a) 11 20/11/24: Becoming a CIO Charitable incorporated Organisation to absolves Trustees from personal liabilities – No update since December. New trustee KB volunteered to look into this with colleagues.

b) 12a 20/11/24: Review Business Plan & Users Guide – no update

c) 12b 20/11/24: Windows cleaned by Gavin – PW left a voicemail with James Hooker 07773 910450

d) 12c 20/11/24: Gutters cleaned by Gavin – PW left voicemail with James Hooker 07773 910450. A slip of paper delivered this week offering gutters cleaned by Ben's Gutters. Mobile 07586 786454. www.bensgutters.com

e) 14 20/11/24: Maintenance Log November - black refuse sacks replaced by PW

17. Maintenance Log Book –

Page 1: The use of “check keys” with emergency light needs to be explained to all Trustees

Page 3: West pillar of south boundary still needs attention

Drain grill full of leaves south of Community Room + weeds growing between flags.

Page 6: Storage area folding tables 6 foot long should be 15. KB recorded only 12 **was the remaining 3 in the CR?**

Page 7: Freezer remains unplugged in The Den.

Pages 8,9 & Caretaking supplies not checked.

18. Dates of 2025 meetings

Wednesday: 21/05/25; 16/07/25; 17/09/25; 19/11/25.