

Minutes of Slaley Commemoration Hall Management Committee on Wednesday March 25th 2026 in Slaley Commemoration Hall at 7.30 p.m.

Andrew welcomed Sarah Sinnamon to the meeting, Sarah has agreed to become Treasurer when Jim Bailey retires at the AGM. The committee introduced themselves to Sarah.

1. Members & apologies: Andrew Coney (Chairman), Pat Wilson (Secretary), Michael Elphick, Margaret Rowell, Michael Ogle, Karl Beckett & Keith Dyson.

Apologies: Jim Bailey (Treasurer) Christine Kerr, Carol Ferguson. (Booking Clerks)

2. Minutes of meeting held on Wednesday January 21st 2026, attached as pages 307 – 310 + appendix 1, page 311. The minutes were proposed as a true record by Michael Elphick and seconded by Margaret Rowell. The minutes were then signed and dated by the Chairman.

3. Becoming a CIO Charitable Incorporated Organisation (1214712)

On March 2nd confirmation that the Vesting Document to transfer the charity's property is dated 5 November 2025, the transfer had taken effect as of the date of the Vesting Declaration and the Commission did not need copies of the resolution to affirm the transfer. Despite being told there was no further action needed SCH had not received an email notification that the change over was completed. MP suggested SCH Secretary telephone the Charity Commission to check it was OK to close down old charity. Telephoned on March 4th and was told everything in order could close down the old charity to look at section 5 on web site. Pages 11, 12 & 13 relate. A copy of the Constitution for 1214712 is **attached as appendix 1/250325, page 316**. Several copies requested by email

4. Matters arising.

- a) 5a 21/1/26; 4a 19/11/25; 6b 17/9/25: Detailed Roof estimate with drawings by Ron Robinson (9/2/26) determined that the incorrect section of the roof was being priced. SCH Chairman & Secretary met Mr. Robinson on site 19/2/26 and showed the internal water damage. Updated estimate for the south-west section only is £1,400 + Vat although he did say that all the southern ridge tiles and hip ridge tiles were all showing their age and the mortar was deteriorating and needing replacing when money was available..
- b) 5c 21/1/26; 4c 19/11/25; 6b 17/9/25: Main door repaint update.
- c) 5d 21/1/26; 4d 19/11/25; 6b 17/9/25: Film Club dropped and smashed the knife cutlery container. JB confirmed it had been replaced.
- d) 5c 21/1/26; 4c 19/11/25; 6c 17/9/25: MR to provide Speck of window drapes for main hall + idea of cost.
- e) 4 21/1/26: Decoration of Community Room & Kitchen. Estimate received. AC, PW & CF met decorator 2/32/26 to decide on kitchen colour also noted condensation staining above entrance main door and added that to the work. Decoration undertaken Wed – Friday March 4-6. Double coat needed for Community Room (estimated only 1 coat). Emergency door (11a 21/1/26) to be left until weather is better and door will dry without sticking. Invoice £1,318 received and paid.
- f) 6h 21/1/26: CK attended the NCC Safe and Resilient Communities Forum at Newton & Bywell on March 3rd. CK offers a copy of the Powerpoint presentation it is quite good for understanding the reason SCH is classified as an Assistance Centre.
- g) 11b 21/1/26: JB bled the community room radiators January 28th.

6. Correspondence

Between January 21st – March 25th all items of correspondence circulated by email for governance information or action by trustees.

- 4/2/26: CAN Tracey Morgan Connecting Community to Health and Wellbeing questionnaire + Northumberland village hall week 2026 Stanning Village Hall Wednesday March 18th 12 p.m. – 2.30 p.m.
- 6/2/26: Kimberley Waugh NCC Climate Change Team funding available. MO wondered if a grant would cover electric hand dryers saving on paper towels?

2/3/26: Telephone call to Chairman regarding vehicles left on both sides of highway outside SCH causing a situation. Parking was discussed. ME putting something in April's Slaley News. Chairman suggested we keep an eye on the problem.

12/3/26: Northern Powergrid Foundation email to Stella Douglas - during periods of high winds is SCH able to act as a crisis hub. PW yet again informed NPF that SD is no longer part of SCH.

25/3/26: NCC Commercial Waste Collection, annual renewal form completed by Secretary. Invoice for £202 will follow.

7. Financial Report –

a) Two emails on January 23rd from BT via Debra Taylor saying they are sorry SCH is stopping our service with them quoting BT2233TT9ZY and BT2233TV29V. Ms Taylor thought Slaley PC had agreed to pay for the lines and cloud messaging service indefinitely and asked if SCH had reclaimed? JB reported that the update in November 2025 was for internet service only a telephone line with cloud messaging was not considered necessary.

8. Gas and Electric monitoring – JB to report

a) On entry to SCH at 7 p.m., for Healey PC meeting on Thursday March 5th SCH was hot and the heating had been left at 20 degrees. The decorators think it was the cleaners as they had heard them complaining about SCH being cold.

b) C F reported heating left on when she arrived Monday March 23rd – last booking Film Club Friday 20th. The heating left on for long period was discussed and although mistake can happen it was generally good housekeeping for clubs to turn down the heating after an event.

c) Treasurer sent a month-by-month gas and electricity report- attached as **appendix 2/250326, page 317**. To be circulated with draft minutes.

9. Bookings Report

a).SCH Secretary checked booking diary before booking in decorators. Neither Booking Clerks or the on-line diary had any Snack and Chat fortnightly bookings for 2026 or the Wednesday Badminton sessions. Groups using the Hall must book out usage of the Hall it seems all too easy to take the key and have a session without a booking. Snack and Chat are still unsure of their Hall charges they claim the Hall website is unclear of affiliated bookings with sole use of kitchen. Chairman reported a new automated booking system will soon be added to the web site.

b) March 2026 Slaley News carried an article about Slaley Parish Council in which it said that SCH was giving the venue free for Parish Council meetings. SCH Secretary questioned this with Chairman who explained that the offer was made until they were back in funds to repay the venue costs. JB confirmed invoicing has restarted.

c) Lady came into Hall Monday March 23rd as a new Pilate user. There were no notices saying the activity was cancelled. PW gave her the mobile number for the class tutor and she found out the activity was cancelled through lack of support.

d) MR asked if user groups could telephone the Booking Clerks for information rather than email. There was a funeral tea booked for Thursday April 23rd morning and the WI wanted to know if the Toddler group could have an earlier slot? Secretary said the cleaners were also in from 11 a.m. Chairman volunteered to co-ordinate the various elements.

e) KB asked about the Table Tennis equipment and if anyone was using them. There were no current bookings.

10. Cleaner's Report None

11. Building maintenance

a) ME asked for volunteers to learn how to use the Audio equipment and be available when visiting speakers have problems. There is a leaflet inside the cabinet explaining connections, however different makes and

ages of equipment need different connections. The Chairman did the training and is confident to help address any problems visiting speakers may have with their equipment.

b) Ros Doonan telephoned 4/3/26 to say Dishwasher had not cleaned last two loads at Snack and Chat on Tuesday March 3rd. JB cleaned the drain at the front door he thinks that may have caused the water to back up to the dishwasher and cause the problem. JB reported working normally again.

12. Governance

a) Actions taken forward from the Chairman's Marketing Review presented under agenda 4 21/1/26

(i) Website update – AC met Slaley PC website editor Nicole to discuss changes to the SCH content and photographs. Photographs taken and ready to update website.

(ii) Action Plan written and will be circulated with the draft minutes. Expressions of interest from committee would be appreciated. **Attached as appendix 3/250326, page 318.**

(iii) Samples of small brochures marketing the premises for different events was discussed by Chairman.

13. Fundraising

a) Beer Festival is Saturday May 9th 2026. Posters available for circulation. A raffle is now being considered with sales locally. Advert to be emailed with draft minutes for wider circulation.

b) Cancelled 12b 21/1/26 First Aid Training booked for 6/3/26 several people stuck in Sri Lanka due to war will be rescheduled. 12c 21/1/26 grant application to Platinum Jubilee Village Halls Fund acknowledged January 26th saying all currently available funds have been allocated SCH applicated added to waiting list. Also, 12d 21/1/26 Galentines Day Cancelled booked for 13/2/26 only 4 tickets sold.

c) NCC Community Chest application successful awarded £2,500 towards roof and floor work.

d) Grant Application made to War Memorials Trust.

e) David Nixon emailed 5/2/26 his latest Murder Mystery with availability for fundraising. ME replied "sounds a good idea". CF replied "go for it but not at school holiday times/half terms. Perhaps all try to get 6 or more people to buy tickets and consider a simple buffet or snack in the interval". MO replied "quite a lot of younger families – Young Farmers performances are for all ages and would suit younger families better. David's shows are for the older audience". The alternatives were discussed. Secretary to email Lewis Short YFC to ask for a performance of current entertainment at Slaley, FREE venue and a share of entrance, raffle and bar. SS suggested a BBQ during the summer months.

f) Meeting with Angela Watts (NCC Locality Coordinator – west Northumberland. Safe and Resilient Communities Public Health, Inequalities & Stronger Communities) on Monday March 9th, organised by CK. Snack and Chat – hopeful of funds coming in through a 'Movement' grant. Angela also sent them (via PW) learning together on-line food hygiene training information. Discussion of SCH & Rose and Crown both being a Resilience / Crisis Centre – Angela to make contact with D&S Elphick at R&C. **Notes from meeting attached as appendix 4/250326, page 319.**

14. Any other business

a) ME is asking for people to be trained in the use of the A/V system.

b) Next meeting is the AGM. Reports required from Treasurer, Chairman

c) Governance: (i) PAT (portable appliance testing) Testing. 11/6/2025. Date for 2026?

(ii) Gas safety service: Moody: 11/3/2026

(iii) Music/Performance/Entertainment Licence payment due April? **Note the Alcohol & Entertainment License was recorded in November as due for payment 14/11/25.**

(iv) Outside windows cleaned (especially CR south windows) Gavin going into hospital will be out of action for a while. Did gutters and drains – paid £45 Blockage of drain at outside store reported. JB cleaned out.

d) ME was one of three emergency mobile number for empty key safe and £Emergency Plan for SCH. ME's number has been replaced with that of Chairman.

e) Catherine Lincoln offered to replant the round platers at the south with herbs. Thanks were given via ME.

f) Booking out SCH for floor work – no bookings for 5-7 days. Need to check diary.

15. Maintenance Log Book – Outside check took place during daylight on February 19th – rain getting into east facing window was looked at and all seemed Ok, possibly due to strong east wind.

Page 1 Emergency & room lighting KB reported rear exit – wood lice – clean out

Page 4 – General tidiness – Toilet 5 top off soap, storage area & The Den needs cleaning. MR

Page 10 – Caretaker supplies – Toilet Rolls need to be counted. Multi Purpose Bacteria Spray needed, used 12 packs of paper towels since September 2025.

Outside report not made during the hours of darkness..

16. Dates of 2026 meetings

*May 20th AGM July 15th September 16th November 18th

May 20th is a problem for Chairman. May 6th appears to be best alternative date. Can the retiring Treasurer have the audited accounts ready to present by this date? The alternative date was OK for those present at the meeting apart from PW who actually has a Healey Parish Council meeting that evening. A draft agenda for the three meetings which make up the AGM was given to the Chairman to consider a possible change in wording in light of the change into a CIO.