

Slaley Commemoration Hall Management Committee

Minutes of Meeting held on Wednesday March 28th 2018 at 7 p.m.

Members present & apologies

Rosaleen Doonan, (Chairman), Michael Elphick,(Vice Chairman), Bobby Johnston (co-opted back onto the committee), Debra Taylor, Pat Wilson (Secretary) &. Philip Cain representing Marge Rastall on (Slaley Show committee) Margaret Weatherley (Treasurer)

Apologies, Marge Rastall, Brenda Hutchinson, Margaret Rowell, Helen Savage, Ann Wright (Booking Clerk). *It was agreed to send Marge Rastall a Get Well card from the Committee.*

2. Minutes of the meeting held on 17th January 2018 & Special Meeting on

February 21st 2018 The minutes were proposed as a true record by Bobby Johnston and seconded by Michael Elphick. The minutes were then signed and dated.

3.Matters arising

To Look at the new plans as presented by Kevin Doonan. The committee members were impressed with the proposed outlay for the Hall. To move the toilet block and make them accessible to all users and provide a new room to the east. The proposals included the requested floor level storage space. There was a question about the carpet bowls which no-one at the meeting was qualified to answer and it was recommended to KD that he contact Brian Wilson. The relocation of the facilities was agreed in principle and Mr. Doonan was asked to continue with the plans showing the roof structure and position of new windows etc, when completed he suggested emailing PW a copy for circulation by email, that way a quick response can be made and the plans submitted for approval in a very tight timescale.

A thank you letter has been sent to the Methodist chapel for donating three tables.

4.Correspondence

CAN Enews emailed 27/2/18

5.Financial Report by Margaret Weatherley

Payments made or cheques to be signed in additional to normal payments

£300 for the Asbestos Survey. Annual PRS Music £125.65

Total Funds stands at £11,813.82

MW reported that she had once again had the rates withdrawn for the Hall.

6.Bookings Report

a) PW had a talk with Slaley school staff and holiday arrangements for the out of school club was discussed. They may be looking for a two-week holiday club booking during the summer holidays. CH has very few bookings and it would get the children into the hall. The committee has several questions about the idea. Will they be using the cooker for breakfast, lunch and tea? Will the hot water heater be on for the daily booking? Would the group be using the dishwasher? Would the plan be for the group to be inside the Hall all day every day in which case central heating may be necessary and obviously the caretaker would have additional hours.

Normally the charge is between £80 and £100 for a daily booking. Depending upon the answers to the questions above the Committee may consider a charge of £20 per day = £100 per week = £200 for the two weeks. PW to request a meeting.

b) MW had the booking diary and gave a resume of bookings – there were no new enquiries.

Lifespan had asked that its booking was advertised on the Hall website, ME volunteered to do that.

7. Laminated brochure Update by M Rowell & DT

DT presented the completed User Guide it looked very professional and after discussion it was decided that making a larger title on the cover was needed. RD thanked MR & DT for their work.

8. Maintenance Log Book

External doors. (2) Emergency lighting. (3) Water supply. (4) rainwater fittings. (5) Visual check exterior. (6) Visual check interior. (7) Signs. (8) Metre readings.

Several problems were reported Emergency doors men's toilet difficult to close as reported in January. Ladies toilet Emergency door would not open as reported in January
Do we need to get a joiner (David Stokoe?) to look at these doors? The problem with both doors is probably paint related.

Kitchen First Aid Box – plasters out of date. PW to purchase a new packet.

9. Building maintenance

a) Asbestos Survey Report will become our Asbestos policy. The surveyors had been unable to get into cupboard 15 (see page 4). Page 11 indicates that materials with a score of 4 or less are regarded as a very low risk and all our scores are 3 or less (see pages 12, 13 & 14). However, on page 3 it states that if any suspect material are uncovered during refurbishment such as taking down walls then this report would be outside the scope of this type of work and an intrusive Refurbishment Survey would be required.

b) Debra Taylor reported on WiFi / Broadband connection. Email reported that BT would be at the Hall on Thursday 29th March to connect the line. Made a Policy for the Acceptable Use of the Internet WiFi Facility this was accepted by the committee. DT recommended that all users groups are sent a copy of the Policy once the connection is working. DT thought the user name would be “the party place 2018”.

c) ME to Report on AudioVisual equipment grant applications. Awards for All have been asked for £5,200, while the Joicey Trust have already offered £700, with £1000 contribution from the Film Club.

10. Business Plan

a) Version four in circulation. RD with help from KD the architect has made alterations to version 4. Version 5 will be circulated when available.

b) One suggestion from the business plan was to offer FREE taster sessions or reduced sessions for a six-week starter group. This offer has been advertised in the March Slaley news on page 11.

c) Julie Humes, Youth Worker, interested in supporting the young people of the parish and wider area with several projects/activities throughout the year rather than a regular Youth Club. PW is meeting Julie Humes on Thursday March 29th to discuss.

d) Wedding/Party Plan PW made a start (taxi info & wedding planner info) and then considered GDPR and stopped. RD has the marquee info from Marge.

11. GDPR and how we contact people to let them know about events

PW contacted Louise Curry for guidance and a 22-page document entitled data Protection for Village halls and Community Buildings – A Preliminary Guide produced by acre was provided. Page 11 indicates that all Hall invoices etc should be secure under lock and key pages from the accident book should be removed and stored securely. 2.4, page 7 relates to the hire agreement and a privacy notice

12. Fundraising ideas

Fundraising ideas for 2018 -

Sunday April 8th Gwen Foster flower demonstration with afternoon tea. £9 per person to include tea. 3.30 – 5 p.m. Door person needed. Arrangements will be raffled. DT & RD offered to help.

May - ME showing a special film from Norway with bought in food.

‘One night in Slaley’ with music by Kevin Doonan and friends, provisionally booked for Friday May 25th or Saturday May 26th.

AWs suggestion of a fashion show was Gabby Sutton who has raises money for Children’s liver diseases – PW has spoken with Ann Holmes who is a model for the next fashion show at Warden Church and she offered to discuss a 50/50 fundraising show at Slaley with Mrs Sutton. Friday September 28th or Monday October 1st were initially proposed. This still under discussion although agreed in principle, the date of a prior commitment by Mrs Sutton has not been confirmed.

M Rowell suggested a Table Top Sale.

Friday November 2nd - Bobby Johnston slide show of his many photographs.

13. Grant applications

Garfield Western Foundation – Weston Anniversary Fund. A planning application & Business Plan is needed for this Capital application.

14. Any other business

- a) The main hall strip light on the east is not working and Burncroft Electrical are temporarily unable to fix – MW has withheld payment of their invoice until it is fixed.
- b) The north-east cupboard in the main hall is missing keys. The caretaker does not have one. PW to ask Vicky Bell and Lucy Irish if they have one or know who had it last.
- c) ME reported that the microwave was not working. It was agreed that it should be replaced. RD to get prices.
- d) Fire Extinguishers BJ formerly contacted for the three buildings to be checked. The Methodist Church no longer needs this service. RD to request a check with St. Mary’s.
- e) ME asked what should be done with the present AV equipment if his funding applications were successful and new equipment came into the building. It was agreed that it should be sold. ME to make a list of the equipment.

15 Date of next meeting: Wednesday May 16th 2018 – This is also the AGM.

There will be three meetings the first to agree the accounts, the second the AGM to appoint the officers and the third the normal bi-monthly meeting.