

# Slaley Commemoration Hall Management Committee

Minutes of the Meeting of Slaley Commemoration Hall Management Committee on Wednesday May 20th 2020 via Zoom immediately after the meeting to agree the 2019/20 accounts – those members without a computer/Zoom connection were offered to participate via telephone.

- 1. Members present by Zoom connection:** Chairman, Rosaleen Doonan, Debra Taylor, Helen Savage, Stella Douglas, Michael Elphick, Carol Ferguson, Marge Rastall, Janeen Smith & Pat Wilson.  
**Members by telephone apologies from:** Margaret Rowell & Bobby Johnston

*Note: The Chairman contacted the trustees after the meeting and apologised for not recording the sad death of Brenda Hutchinson who had represented the craft group for many years – a condolence card would be sent to Brenda's daughter from the trustees.*

**2. Minutes of the meeting held on Wednesday March 18th, attached as pages 28-31 with appendix 1, page 32, appendix 2 page 33, appendix 3 page 34, appendix 4 page 35 & appendix 5 page 36.** The minutes were proposed as a true record by Stella Douglas and seconded by Janeen Smith, the minutes were then signed and dated by the Secretary.

### 3. Matters arising

- a) 3a 18/3/20; 3c 15/1/20; 3c 20/11/19; 3d 18/9/19; 6b 17/7/19 Emergency First Aid Course CANCELLED due to Coronavirus
- b) 3c 18/3/20; 3f 15/1/20; 14c 20/11/19: Old records to Northumberland Records Office. CANCELLED due to Coronavirus.
- c) 6e 18/3/20: Hall flew the Union Jack to celebrate VE day, several houses hung bunting or flags. Thank you to RD. RD reported that our Union Jack is getting frayed and we should look to purchase a replacement.

### 4. Correspondence

- a) 20/3/20: Email WNCBC ACRE (COVID-19) advice for Village halls
- b) 8/4/20: Email WNCBC food parcels for Easter weekend
- c) 9/4/20: Email CAN Government announce support for charities.
- d) 24/4/20: Email WNCBC: Village Halls National Survey – DT & PW went through 25/4/20 by telephone. DT submitted response following feedback from various trustees.
- e) 24/4/20: Email CAN A message to all Trustees of village halls.
- f) 25/4/20: Email ME asking if Committee agreed to Slaley First School having a pillowcase pick up point in Hall carpark during the Coronavirus – this will need to be moved by Monday when building starts – Marge R to discuss with school.
- g) 15/5/20: CAN Re-opening village halls – guidance being developed

### 5. Financial Report by Stella Douglas

- a) Payments made and Income since last meeting. SD has only recently seen Treasurers files & papers. Gift Aid small donation scheme 2018/19 £94.38 + 2019/20 £3,183.50 (this included the gift aid from Go Fund Me donations and the 100k walk. An NCC grant of £10,000 for loss of income during the Coronavirus has also been received this will replace the lost income this year. MW was thanked for her work on recovering these amounts.
- b) COI F investment fund for charities. Invested in shares – information not to hand.
- c) Relaunch fundraising for Phase Two of the centenary improvements. Temporarily CANCELLED due to Coronavirus

- (i) Provide information and prices for portable bar – (Marge Rastall) No research update
- (ii) Provide information and prices for preparation kitchen – (Mg Rowell) No research update

**d) 5b 18/3/20: REMINDER** it was reported that the general fund was running low and a 10% of all fund-raising events be transferred to the general running fund. Unfortunately, due to the virus no events have taken place. DT explained the loss of HIRE income and thought we should look at the costs very carefully.

e) 5e 18/3/20: Former Treasurer, MW successfully got a £10,000 government grant for loss of earnings during the Virus. This is Ring -Fenced. SD reported that the Insurance also covers for loss of revenue.

f) SD would like to make the accounts more transparent and wanted to set up a budget and asked if the committee was agreeable to a qualified neighbour of hers (RB) helping with this task. ME proposed this association and Marge R seconded, there were no objections therefore the motion was passed. SD reminded the members to ask questions about the accounts, because they as trustees were responsible. RD thanked SD for taking on the Treasurers position.

g) SD not able to access the Barclays accounts online at present, but expected to be resolved soon. DT now has online access to the accounts.

h) ME alerted the committee to a new Government £200m fund for smaller charities.

## **6. Bookings Report**

a) All activities have been CANCELLED due to Coronavirus

## **7. Phase One of Improvements**

a) The work was temporarily suspended due to social distancing and closures in the supply chain. **The new start date is May 25<sup>th</sup>.** MR was concerned about H&S and asked if a Risk Assessment was in place. KD, the Project Manager came on line and explained the number of site members having the appropriate PPE and having the run of the hall may mean the work will be completed well within the estimated 10 weeks. SD said Hall insurance company, Allied Westminster, had 13 questions to be completed prior to work commencing – to be sent to KD.

b) Email from Marge Rastall 3/4/20 suggesting that Phase 1 is not undertaken (and by association the grants should be returned). HS's & ME's immediate response was NOT in support of this. MR explained her reservations about life after Coronavirus and the reduction of one room at the Hall. It was impossible to second guess what life would be like. DT agreed but said that we could not stop the rebuilding work. HS had read something which said that **good local** facilities will be hugely important as we begin to come out of lockdown – large gatherings in towns and cities will not happen quickly.

## **8. Reports from:**

a) **Grants sub-committee** – report DT: 3/4/20 a £10,000 grant from the James Knott Trust. £30,000 HLF in bank, Barley Hill Endowment Fund £3,350 in bank, Gift Aid £3,183.50 in bank, promise of County Councillor £4,000. MR said that her experience of the local Trust Funds expected annual applications whilst large improvement projects were under way. DT acknowledged this and reported that once Phase 1 was underway the Project Manager could get costs for Phase 2 work and grant applications could begin.

b) **Heritage grant to repair roof lantern and renovate the paintings of Charles Samuel & Agnes Mona Hunting.** Heritage lottery grant applications are suspended until at least October 2020.

## **9. Building maintenance**

a) Email DT 17/4/20: BT broadband contract expired New two-year contract rate from 24/4/20 is £22 per month + vat. Slaley Parish Council continues to fund this. DT to request Openreach to move line so that it doesn't enter via the NEW gents' toilet.

- b) 9e 18/320: (G Lamb estimate £4,580) Email RD 2/4/20 Decorating quote from A. Stobbs (did Hexhamshire and used scaffolding being used elsewhere for ceiling) £2,390 – cost & type of paint unknown. Email quote from Jamie Dunn £2,200. Large discrepancies. It was decided to ask for a more detailed breakdown of costs. E.g. one estimate was for 2 men x 14 days at £63.93 per day or 2 x 11 days at £81.36 per day this is less than the living wage. PW to write and request a more detailed estimate.
- c) Because the Hall is not being used the maintenance is minimal. DT has called in - flushed the toilets to prevent legionnaires disease.
- d) Quote on replacement 93% Environmentally friendly heating boiler was £600 more expensive – was the PC willing to cover this additional cost. SD&DT asked for more details to pass on to SPC for confirmation.
- e) PW had asked the Project Manager for an electric charging point to be fitted to outside of Hall. This was via the Environmental Group. DT to ask PG for an update on this and funding streams.

#### **10. Decisions to be made on new toilet block**

10 a/b/c 18/3/20: No sanitary Ware samples available to view until Monday morning when a sub-committee of RS, SD & DT will meet at Slaley Commemoration Hall at 10 a.m. 25/5/20 to agreed styles. The wall/floor/stall colours as agreed at the meeting on March 18<sup>th</sup> when samples were presented still stand.

#### **11. Bounce Back grants report Stella C Douglas /GoFundMe account update from DT**

SD reported on this loan which had the first 12-months interest free followed by a fixed 2.5% payback. SCH would be eligible. JS thought this could be a good buffer for Phase 2 work. RD had spoken to CAN about this and CAN preferred a grant loan through ACRE. HS recommended keeping an eye on all the different offers. SD to make further enquiries/ GoFundMe account no change.

#### **12. Fundraising (see appendix 1)**

- a) Easyfundraising is the only fundraising able to take place, currently stands at £29.26. **Updated 19/5/20 to £50.28.** ME said that he found some interactions irritating e.g. being prompted to provide dates for insurance renewals etc.
- b) The concept of a monthly draw was circulated by email (**attached as appendix 1, page 43**) – guidelines received from LC at CAN and also SD. Would anyone like to instigate this for SCH? Separate bank account. Need to get application into June Slaley news? The idea was discussed and the £4,500 raised by Hexhamshire village hall was given as an example of its effectiveness. PW to find out more.
- c) 12c 18/3/20: Offer by Albert Weir to open garden over a weekend in July – need to watch lifting of restrictions and speak with Albert about this – social distancing / appointment opening Probably reschedule for 2021.

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

- a) No Update from the group due to Coronavirus.
- b) Slaley PC has volunteered to fund the additional costs of environmentally friendly toilet furnishing, lighting etc, taps that switch off, two flush toilets, toilet cubicle lights that switch off etc.
- c) Former Treasurer purchased Hall cleaning products with purchases by the Rose and Crown - this is an opportunity to purchase environment friendly products. DT suggested asking Slaley Community Shop what environment products they stock and an indication of prices. PW to contact Trudie Jennings, environmental buyer for SCS.

#### **14. Any other business**

- a) Can we distribute the paperbacks from the lending library while people on lockdown? DT suggested making a list of 100/150 and placing into Slaley News for delivery by the Pyramid of Care. HS said

paperbacks were a grey area for control of the disease – if necessary, the books could be stored inside the church until the charity shops reopened. Otherwise there is the Salvation Army bins.

b) Can the wall hangings from the committee room (mainly WI & craft group) be collected please and stored at home while building work in progress. The painting by local lady May Storey has been suggested as being of interest at SCS. RD to take down WI & Craft Group items and give to Mg R.

c) Caretaker has asked that the lights above the bar in the Committee room are saved together with the entrance lights.

e) ME reported that one parishioner had asked him when the upcoming programme for the Film Club would be available. HS reported that guidelines issued to her indicated that people in a confined space was not expected to lift for a further 12-months or until a vaccine was tried and tested. It is problems associated with entering and leaving buildings, toilets and the cleaning of that venue once the event was over. A Risk Assessment would need to be agreed before events can take place in the Hall.

#### **15. Maintenance Log Book – because meeting place via Zoom the maintenance log was not completed**

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 July 15<sup>th</sup>. The AGM will also need to be held once the restrictions are lifted.

RD thanked everyone for attending via Zoom and hoped they would stay safe and well. There being no further business the Zoom meeting ended at 20.58.