

Minutes of Slaley Commemoration Hall Management Committee on Wednesday May 21st 2025 in Slaley Commemoration Hall at 7.30 p.m.

1. Members & apologies

Jim Bailey (Treasurer), Margaret Rowell, Carol Ferguson, Michael Elphick, Pat Wilson (Secretary). Karl Beckett, Lucy Brain & Christine Kerr.

None attendance: Helen Brewis-levie, Amanda Jacques, Philip Cain.

It is with sadness that we record the resignation of Christine Johnston from the management committee (emailed to members March 27th 2025).

Welcome to Christine Kerr who will represent Healey parish and Andrew Coney, although not able to attend this evening, has agreed to give assistance to and help the management committee move forward.

2. Minutes of meeting held on Wednesday March 19th 2025, attached as pages 271 - 274 with appendix 1, page 275 appendix 2, page 276, appendix 3, page 277, appendix 4, page 278 & appendix 5, page 279.

Minutes of Extraordinary meeting on Wednesday April 30th at 1 p.m. attached as page 280.

The minutes were proposed as a true record by Karl Beckett and seconded by Carol Ferguson, the minutes were then signed and dated by the Secretary.

3. Becoming a CIO Charitable Incorporated Organisation aims to absolve Trustees from personal liabilities. (referenced in minutes 31/7/2024 – 19/3/2025). From 21/3/25 correspondence and meetings with Michael Pitkethly who has volunteered to help achieve the SCH change over to a CIO. Draft of CIO Constitution Template tabled as **appendix 1/210525, page 285**. Mr. Pitkethly explained what stage the application was at using the Charity Commission example and the changes that would be made to the current 2008 Scheme. The proposal was to have between 5 and 8 Trustees who would have the skills and knowledge needed to administer the legal administration of the CIO. There would be Members from the user groups, who would have individual interests and be able to assist with the day-to-day running of SCH, and would be able to propose actions which would need to be agreed by the trustees at a full meeting of the Trustees. Volunteers (and friends) could assist the members and Trustees in running SCH but would not be able to make or change decisions made by the Trustees. An informal membership could be set up allowing different people to request meetings providing the legalities were adhered to. This was generally accepted, then proposals were made that more Trustees would be prepared to join the team and should be appointed. Mr. Pitkethly rejected this idea, he said the more Trustees there were the more difficult it becomes to manage and achieve the required quorum to vote. Mr Pitkethly explained old and new bank accounts and constitutions running in tandem until the CIO was finally agreed and operational at which time the old organisation and bank accounts would cease to exist. Likewise, the buildings currently recorded with the Official Custodian for Charities would move over to a new organisation and continue to be registered with the OCFc. The Charity Commission would check our application form and ask any relevant questions. Liability for each Trustee could be as little as £1 each under the proposed CIO. It was agreed that Mr Pitkethly and SCH Secretary take the application to the next stage.

3* Friends of Slaley Commemoration Hall (FOSCH). SCH Treasurer mentioned the idea during April – having a network of people who are willing to help behind the scenes, this is in fact already in place and ready to be expanded upon. Concept attached as **appendix 2/210525, page 286**.

4. Matters arising.

a) 3a 19/3/25; 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. SCH Secretary offered to WNCBC, SCH for face-to-face FH training (*see 4i 19/3/25*). Reply 10/4/25 asking for numbers from Slaley. SCH secretary replied 14/4/25 WI 9; Snack & Chat 5 & SCH 1. No update at time of agenda. Alan Gerono from CAN emailed 14/5/25 saying there may be on-line training for CF and PW oversubscribed in February. Both Trustees were able to complete the online training and have received their Certificate of achievement. Emails from Diana 20/5/25 giving a probable date in July for face-to-face Food hygiene training at SCH with a note from Alan Gerono of CAN saying

- more FREE online training available. A further email from Diana Linnett informing WNCBC that training would be at Humshuagh for a maximum of 15 people – this information passed to W.I. and Snack and Chat.
- b) 4d 19/3/25: Emergency Plan: Kettle purchased to be used on gas cooker – add to maintenance log. Laminated Plan in kitchen window-sill. Article in April Slaley News.
- c) 9c 19/3/25; SCH Secretary contacted Ron Robinson for third time and he again proposed to look at Hall roof. – no update. KB offered a roofer from Trygill to take a look, this was accepted.
- d) 9e 19/3/25: Discussion with lady from Howden Kitchens the special price did not include fitting. Treasurer spoken to a fitter who has given a fitment charge of £700-£800 per room. That would make the charge £1,650 for each room. There was concern about such a type of unit being placed in the Community Room because of the general use by young children. Meanwhile adult users who do want a hot drink thought a small corner would be beneficial. Concern was also expressed about the finances. No decision was made until the 2024/5 accounts are available
- e) 11c 19/3/25: Letter dated 28/3/25 emailed to user groups with Website update. Attached as **appendix 3/210525, page 287.**
- f) 12 19/3/25: Portable appliance testing at the time of writing has not taken place.
- g) 15 19/3/25: Invitation to join the Management Committee at the AGM in July. Action in light of discussion at agenda 3 above

5. Correspondence

- a) 27/3/25: WNCBC & CAN Martyn's Law – The Booking Clerks went on line to ChatGPT and produced a Terrorism Policy for SCH which was emailed to the management committee on 31/3/25. (see also agenda 13)
- b) 4/4/25: NCC Safe & Resilient Communities offer of webinars to enhance Community Resilience.
- c) 4/4/25: Charity Commission News
- d) 9/4/25: CAN & NCEL – Community Energy Roadshow at Newton & Bywell 6/5/25. CF attended and has information leaflets available if anyone is interested.
- e) 10/4/25: NCC Commercial Waste Collection document emailed to former treasurer, SCH Secretary completed the change-over-document and receipt of changes was confirmed by telephone 23/4/25 together with acceptance of 'SCH Duty of Care' meaning the waste would be collected as normal and an invoice for £193.24 would follow.
- f) 16/4/25: WNCBC Diana Linnett- committee information – including insurance briefing from **Norris & Fisher.**
- g) 17/4/25 Email from new SCH member KB re points on the **Norris & Fisher** insurance. SCH Secretary replied with a copy of SCH insurance document with the relevant section.
- h) 24/4/25: WNCBC Diana Linnett. ACRE's Recycling Policy for village halls
- i) 7/5/25: CAN. Tracey Morgan. Community Spaces Partnership, Expression of Interest by 4/6/25 and able to attend surgery on 10/7/25.
- J) 20/5/25: Diana Linnett, WNCBC, date of Summer Gathering July 9th at Stamfordham.

6. Financial Report – JB

- a) Treasurer is proposing to transfer accounts to a recognised accounting programme
- b) Treasurer asked for assistance in setting this up in May Slaley News – a local lady has offered help.
- c) Easyfundraising has paid SCH £21.77 for the latest quarter. – A reminder of this should be given to all members of the management committee.

7. Gas and Electric monitoring – JB to report

- a) SCH secretary repeatedly gets a telephone call from someone who wants to speak about our power surges – The Treasurer's contact details are given.

8. Bookings Report

- a) Problems with May 1st Polling Station booking were identified 28/4/25. SCH secretary contacted the elections office who resent the 2024 booking which had been confirmed by 11/11/24. The actual wording of the booking form was corrected and resent to NCC elections office.

- b) The Presiding Officer for Poling Day at Slaley contacted SCH Secretary – met on Tuesday 22/4/25 at 10 a.m. ordered voting booths, organised an early entry to set up on April 30th.
- c) Email from Booking Clerk 22/4/25 who reported a meeting with Treasurer to discuss Affiliated rates and had decided that a cut-off of 36+ hours a year should qualify for reduced rates.
- d) Storage of Art Easels in toilet 5 - Booking Clerks contacted the art group to ask if bookings would resume or storage charge would be made. Two x £48 bookings have been made. Art Easels to be removed before Beer Festival – LB to organise.
- e) Email sent to former SCH Chairman asking about the storage of Table Tennis tables and no bookings for their use over the past 13 months.
- f) Request for a two-day private party with sole use of kitchen for £50 per day has been refused.
- g) SCH marketing flyers are available from Slaley Shop and other local outlets.

9. Cleaner's Report

- a) Time to Shine were contacted about the damaged floor boards (see agenda 10c) confirmation was received that the cleaning staff would be reminded of a dry clean.
- b) SCH Secretary checked Caretaking supplies 3/4/25 (*see 17 pages 8 & 9 19/3/25*) 15 x 200 hand towels ordered and delivered. Roll of 50 black refuse sacks purchased and delivered.

10. Building maintenance

- a) Gutters cleaned by Ben's Gutters 14/4/25. Invoice £160.00 paid.
- b) Damage to Community Room floor reported by a trustee to Kevin Doonan 20/4/25, KD contacted JR at Ryton Construction who looked at floor 2/5/25 and suggested his joiner replace damaged floorboards. Joiner arrived 8.15 a.m. 8/5/25 SCH Secretary and trustee PC were at Hall to hear the joiner's explanation. Joiner thought people with a bucket of water were sloshing vast amounts of water onto the floor which pooled at the joints and caused black stains and twisting. A notice has been placed on the CR door requesting dry cleaning of floor.
- c) Ray Drydon & SCH Treasurer concreted the moved south-west carpark pillar back into position.

11. Fundraising

- a) Beer Festival June 7th. SCH Secretary contacted the organisers after a check on SCH insurance reference the supplied food and drink and the bouncy castle – asked if a special one-day cover was needed. Organiser replied back that it was not – SCH insurance covers. Organisers are asking if anyone can deliver flyers? Have any ideas for placing Posters? Need any more raffle tickets? Can return the raffle ticket stubs and payment on May 21st. A request had gone out on Facebook for catering help. Organisers hoped that customers would purchase tickets rather than turn up.
- b) Exercise to Music fund raiser – Afternoon tea May 10th – raised £560 + £25 by card.
- c) Slaley W.I. fund raiser – Christmas Fayre on Sunday November 2nd 10 a.m. – 2 p.m.
- d) History, Whist & LXNR fund raiser – A ride in the countryside with clues 20/4/25 after expenses raised £184.82 for SCH
- e) Healey Parish Council – First Aid Training – no date established yet
- f) Rosaleen Doonan contacted SCH Secretary to say the fundraising for Slaley Badminton Group, Messy Church & Snack and Chat would be an Open Garden event at O'Dunain later in the year when her Dahlias were out. There would be refreshments and entrance could be by ticket only. Insurance – RD checking her household but SCH may need to take out a one-day event cover. Further details to follow.
- g) Slaley Show – Sunday June 29th – Launch of Schedule event this year proceeds to SCH

12. Community Web Site: Slaley Parish Council is re-established and will hopefully continue to fund the parish web site. New Councillors met for first meeting on Monday May 19th. ME attended, website not discussed.

13. Annual Governance. Risk Assessment & Policies for Coming Year

A volunteer is needed to work with SCH Secretary to view and update the 2024 Policies.

Copy of the 2024 Risk Assessment with alterations. SCH secretary underwent Risk Assessment High Speed Training on line through CAN. A certificate of achievement has been awarded.

Policies copy of the May 2024 as checked by former Trustee Paula Darrington & PW corded below

- a) Acceptable Use of the internet WiFi Facility
- b) Access Statement
- c) Alcohol Policy –note if selling alcoholic drinks the hirer may use the Hall licence for an additional £15 fee, alternatively the hirer may ask a Licensee to provide and sell alcoholic drinks at their event using the Licencee’s licence.
- d) Environmental Policy
- e) Equality Policy
- f) Fire Safety and Evacuation Plans Policy
- g) Health & Safety Policy – see 1.9 & 1.10 regarding safe food preparation and allergies – are these in place?
- h) Terrorism Policy in keeping with Martyn’s Law – email by Booking Clerk March 27th 2025
- i) Vulnerable Persons and Safeguarding Policy - SCH secretary underwent High Speed Training on line through CAN. A certificate of achievement has been awarded.
- j) Add the Emergency Plan for use of Slaley Commemoration Hall during a power cut

Who is willing to help check these Policies? Carol Ferguson offered.

14. Annual Governance. Stocktake of kitchen cupboards

Two volunteers are needed to undertake the stocktake: Christine Kerr & Michael Elphick volunteered.

Hard copy of 2024 stocktake available for the two people who will undertake (pages 4, 5 & 6 of general stocktake) A emailed copy can be made if required. Some items may have been disposed of, broken or replaced since 2024. Note the roller cabinet has been returned into the entrance and the orange emergency bag, provided by NCC is inside this cabinet.

15. Annual Governance. Stocktake of tables, chairs and stage units

Two volunteers are needed to undertake the stocktake: Karl Beckett volunteered with a 2nd person.

Hard copy of 2024 stocktake available for the two people who will undertake (pages 1, 2 & 3 of general stocktake) A emailed copy can be made if required. Some items may have been disposed of, broken or replaced since 2024. Note the roller cabinet has been returned into the entrance and the orange emergency bag, provided by NCC is inside this cabinet.

16. Any other business

- a) SCH Secretary explained the meetings of the Acceptance of Accounts, the AGM and the election of officials, topped off with a normal business meeting. It was agreed that all the meetings could be held on the same evening.
- b) 12a 20/11/24: Review Business Plan & Users Guide – no update
- c) 12b 20/11/24: Windows cleaned by Gavin

17. Maintenance Log Book –

Page 1 – need to know what “check keys” are for emergency lighting

Page 3 – weeds between flags and out of drainage channel – who to do this?

Page 4 - toilets – no-one did this sheet

Page 8 – a hole has appeared on the wooden soffit at the south where the southern downspout leaves the guttering (to the right of the main door) this was shown to JM & guest MP for advice on action to be taken.

- White plastic guttering and downspouts at rear (north) of SCH are very dirty, this may be the result of the long dry spell.

Page 10 – caretakers cupboard – No Disinfectant in cupboard – need to replace.

18. Dates of 2025 meetings

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