

# Slaley Commemoration Hall Management Committee

Minutes of Meeting held on Wednesday November 15<sup>th</sup> at 7 p.m.

## 1. Members present & apologies

Rosaleen Doonan, (Chairman), Michael Elphick, (Vice Chairman), Brenda Hutchinson, Marge Rastall, Margaret Rowell, Helen Savage, Margaret Weatherley (Treasurer), Pat Wilson (Secretary) & Ann Wright (Booking Clerk).

**Apologies**, Debra Taylor.

## 2. Minutes of the meeting held on 19th September 2017

The minutes were proposed as a true record by Margaret Weatherley and seconded by Margaret Rowell. The minutes were then signed and dated.

## 3. Matters arising

- a) Doug has cleaned off flaking paint and painted the south facing kitchen window. Notice needed for wall requesting that fan is switched on.
- b) Caretaker's Job Description provided by Reg & Dorothy Urwin given to RD. Copy to be kept in right hand cabinet for future reference.
- c) Notice Board for Hall car park – update from MW. Metal Portrait A4 x 4 sheets £300 or hard wood £450. After discussion it was agreed to go with a metal frame with a glass cover and the name on the frame was not considered necessary. It was confirmed that the notices should be seen by pedestrians on the footpath and that the board should be attached to a post made secure either by a bracket to the stone wall or mounted in the tarmac. The notice in the hall window for keyholders has reverved back to Pat Goodwin – this should be changed again.
- d) Central air vent replacement price for rotten section - update from MW. The joiner (David Stokoe) was unable to get onto the roof to take measurements to make the new section. MW to ask David Clark to attach a walk-way roof ladder. RD suggested that scaffolding would be needed for the joiner to fit the new section and then Doug Smith to paint the whole air vent. RD thought she would be able to hire the scaffolding from Hodgson's a firm Minsteracres use. It was accepted that both the joiner and the decorator should be asked if they could ear-mark this work for Spring 2018.

## 4. Correspondence

- a) 4/10/17: Email of Charity Commission news
- b) WNCBC AGM on 9/11/17 at 7 p.m. in Riding Mill ME attended and report attached as **appendix 1/151117**
- c) WNCBC AGM report circulated by email

## 5. Financial Report by Margaret Weatherley attached as **appendix 2/151117**

- a) Payments made or cheques to be signed included-  
Insurance £915.62  
Powerjet North East survey 25/9/17 of drains and blockages jetted £331.20  
Key Safe  
Michael Stewart for drain work 2/11/17 blockage on west new connection on east £320.00  
Web site training on 7/11/17 £50  
And totalled £2,512.32
- b) Income since last meeting  
Early Christmas Shopping event 13/10/17 £565.70  
Village Quiz with Café October 24<sup>th</sup>, 25<sup>th</sup> & 29<sup>th</sup> £100  
Waitrose (tokens) charity cheque for £290  
Total Income was "1,754.89

## 6. Bookings Report

- a) Key Safe – now installed - Code number has been given to the committee and will remain until after Christmas. PW suggested that when the heating goes off and a request is made to Moodys they could be given to code to get into the Hall.

- b) Booking enquiry now on web site - terms and conditions to be put on
- c) The hire charges to go on web site PW to meet with AW and agree.
- d) Monthly report of “what’s on” – who would do this? A discussion took place, MR had a calendar and suggested users put their bookings in the spaces however it was felt that this could be open to abuse with bookings not being confirmed to or made with AW.
- e) An idea of when the Hall is free is still not addressed. A copy of the monthly bookings to the Caretaker was requested then the committee could see **if that could** be placed in the Hall on the noticeboard when it arrives and on the web site. AW warned the committee that changes were frequently being made when people needed to alter dates, or last-minute bookings were made.

**7. Laminated brochure** Update by M Rowell & DT attached as **appendix 3/151117**

Minor alterations were made to the brochure, it was generally accepted as a very useful tool for NEW would-be users of the Hall.

**8. Maintenance Log Book November attached as appendix 4/151117**

- 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.
- RD confirmed she had undertaken the outside checks during daylight. Internal checks were made and confirmed in the log.

**9. Building maintenance**

- a) Watson Builders update – pointing of walls and path has been completed no invoice as yet.
- b) Drains update – full report and CD RD to report. Work has been completed and paid.
- c) Michael Elphick / Debra Taylor - Broadband connection. No update.
- d) Broken tiles and old Youth Club hut roof David Clark - PW left a voice mail message. The broken tiles have been replaced however the roofer was not asked to replace the Youth Club hut as agreed on agenda item 3a 20/9/17. PW to ask if Clive Jewitt is interested in the work
- e) Heating was off Monday November 13<sup>th</sup> morning for Carol Ferguson’s class and Monday evening for Parish Council meeting. David Wright and Reg Urwin tried to get it going. RD, DW, MW, RU & PW now know of a button to press inside the boiler.

**10. Report by RD on initial think tank / Business Plan meeting 10/10/17**

**ACRE’s Village Hall Information Service - Creating a Business Plan document.**

**RD made a start on the first sections.** RD explained the ACRE BP document and the requirements needed.

Notes taken from second Business Plan meeting with Councillor Anne Livesey on November 13<sup>th</sup>. She suggested that we need to co-opt expertise onto the committee if we want to succeed in producing a good BP. The suggestion was also made that sub-committees need to be established, these committees need to report of the management committee. Notes from the meeting attached **as appendix 5/151117**

- b) 9a 19/7/17: M. Rowell re-stressed that a personal interview/request at group meetings would be beneficial. M. Rastall to interview at the Keep Fit class and M. Rowell at the August Parish Council. A report of the August PC interview was read to the meeting. Whilst many members did not like what was said RD confirmed that it was important to hear what non-users of the Hall felt about the building and its facilities. RD had interviewed members of the Badminton Club and they would like the ceiling struts removed and also the storage cupboards at the bottom of the Hall removed to make a full-size badminton court. HS asked if a full list of the user groups could be circulated and then committee members could choose to attend a meeting for a 10-minute interview.
- c) RD talked about a web page questionnaire for children and young people – ME confirmed he could undertake this. All participants names would be put into a hat and a name would be drawn from the hat winning £20 – that should encourage them to participate. A leaflet drop at school bus time, mention through the notes in the Courant and parent mail at the first school should get the message out.
- d) Sub Committees and the need to co-opt experience onto the committee was briefly discussed. HS recommended RD speak to Sandra Innes who had assisted with the Community Shop.

**11. Report by PW on Web Site training with Melanie Cant 7/11/17. attached as appendix 6/151117.**

RD asked ME if he could make a start on the photo gallery and asked if the current photograph could be replaced by one with the new red door. The members were encouraged to look at the site and make any suggestions for improvement. PW had updated the 2017 minutes it was agreed to remove the earlier 2009/2010 minutes as there was no continuity. AW & PW to look at the booking form and make recommendations about a new format with the terms and conditions separate. It was agreed that the Hall committee would pay a £50 donation to the £600 parish payment to Melanie Cant to update and keep relevant the Hall information on its pages within [www.slaley.org.uk](http://www.slaley.org.uk). ME reminded the committee that CAN's IT services had plans for a village hall portal offering template website, domain name & hosting for around £80 per annum. This was acknowledged but M Rastall asked who on the committee would be responsible for making sure that the content was kept up to date.

**12. Report by ME on meeting with Duncan Cave re Audi equipment – Scope of works overview attached as appendix 7/151117.** ME presented a detailed presentation. It was agreed that the equipment needed to be updated. The Film Club has £600 towards the cost of £5,761 + Vat. ME & HS to look at various funding sources for this.

**13. Fundraising ideas**

a) Report by M Rowell Early Christmas Craft Fair 13/10/17.

b) Report by PW Village Quiz with Café held during half-term week October 24<sup>th</sup>, 25<sup>th</sup> & 29<sup>th</sup>. Report attached as **appendix 8/151117**

c) Progress with the 12-hour Storytelling event. Date for this event is Saturday 27/1/18

d) Fundraising ideas for 2018. RD proposed a March musical evening with wine and nibbles. RD asked the members to think of fund raising ideas and circulate by email. M Rastall suggested asking GW and AI from the fund-raising sub-committee of Hexhamshire Village Hall for a copy of their calendar of events so the two halls did not compete against each other.

**14. Any other business**

a) Hexham Courant Community Guide 2018 corrections. A draft reply and an advert suggestion was made. HS offered an image to represent the Hall for a box advert under the HIRE section.

b) PW asked the committee if they would consider dog training and/or obedience classes. Providing the group kept the Hall clean there were no objections.

**15. Date of next meeting:** Wednesday January 17<sup>th</sup> 2018.