

Minutes of Slaley Commemoration Hall Management Committee on Wednesday November 15th 2023 in  
Slaley Commemoration Hall at 7.30 p.m.

**1. Members & apologies** Chairman, Rosaleen Doonan, Philip Cain, Carol Ferguson, Christine Johnston Margaret Rowell, Debra Taylor & Pat Wilson.

**Apologies:**, Helen Brewis-Levie, Stella Douglas, & Ian Stevens, (Helen apologised for her lack of attendance at meetings she is busy with her guide dog training amongst other things).

**2. Minutes of meeting held on Wednesday September 20th 2023, attached as pages 188 - 191 with appendix 1a & 1b, page 192, appendix 2, page 193, appendix 3, page 194, appendix 4, page 195 & appendix 5, page 196.**

The minutes were proposed as a true record by Debra Taylor and seconded by Philip Cain the minutes were then signed and dated by the Chairman.

**3. Matters arising.**

a) 3a 20/9/23; 3b 19/7/23; 8 17/5/23: Update by PC on the decking project. – Requote prices risen by £50, however there is now the need for Aluminium stands and rails on a concrete base and some building work. Quote needed for that. RD to forward contact details of a builder to PC. Pw confirmed that there was sufficient money to continue

b) 3g 20/9/23; 11d 19/7/23; 15e 17/5/23: Change wording on welcome plaque – IS to remove when back from holidays for PW to take to Topsigns for a price.

c) 3h 20/8/23; 11e 19/7/23; 11c 17/5/23; 10j 15/3/23: Decorate main hall after water damage, Ali Stobbs November Fri 10 - Sun 12<sup>th</sup>. DT got price from Midnight Express £424 to remove paintings, considered too expensive therefore painter to cover paintings and paint around them. (*Paint as recorded in September 23<sup>rd</sup> 2020 minutes agenda item 9: Colour of paint for main hall is bottom Grey Steel 2 and top Ash White, these two colours were the popular choice at the 2020 Open Event on August 21<sup>st</sup>/22<sup>nd</sup>. Paid £2,852 on 26/10/2020*). RD reported that three coats of the blocker were needed to cover the water stains before the final emulsion.

d) 3i 20/9/23; 13 19/7/23: Goodbye to Helen and Olwen was an enjoyable event and SCH was the perfect venue. Many people from the both Healey & Slaley parishes enjoyed the champagne and canapes. It was funded by the two parish organisations and individual donations. Helen and Olwen were surprised with the stone doorstep, moved by the memories book and appreciative of the cheque. SD took many photographs.

e) 4 (15/9/23) CAN safeguarding ZOOM training via ZOOM 10 – 11 a.m. 17/10/23. Both PW & IS took part, it was for people who did not know they needed a Safeguarding Policy and was therefore a complete waste of time and consequently both PW & IS are requesting their cost to be repaid, IS £8.30 & PW £6.13.

fa) 9a(i) 20/9/23: SD emailed a selection of logos. IS replied with his preference 22/9/23. This logo has now been slightly altered with a full red circle. It was agreed to use this logo.

fb) 9a(i) 20/9/23: SD emailed a further marketing leaflet 22/9/23. IS replied by email 26/9/23 with a page of suggestions. DT had decided not to print off these leaflets but use as needed by printing off on good quality paper from the computer.

fc) 9a(i) 20/9/23: SD emailed an estimate for the printing of marketing leaflets 100 £58.00; 200 £77.00 & 250 £86.00. *See above not to be taken further.*

g) 14 20/9/23: Review of the Wedding & Party Brochure – did anyone volunteer for this? RD & DT met with Ceila Bridges to discuss this, renamed as a ‘Function Brochure’ it is a work in progress.

h) 15h 20/9/23: a standing advert each month suggesting people view the web site for SCH availability was included in October (page 10) and November (front page) issues of Slaley News.

i) 15e 20/9/23: Facebook managed by Catherine Lincoln, PW contacted and asked if a regular article could appear in Slaley news about this. Catherine confirmed by email 24/9/23 that she would do this. CJ looked on line and found that the page has 75 followers. DT said that Hall news should be posted not just advertisements of events held at the Hall – i.e. problems with the dishwasher. The Shop and other organisations support our FB posts by sharing and reposting on their sites.

**4. Correspondence**

**Emails:**

25/9/23: Tracey Morgan CAN - Get Online Week, Tuesday 17/10/23 to see how village halls have installed and are using broadband. Tracey Morgan contacted DT about a ZOOM Q&A session with NCC.  
27/9/23: Village Halls Heritage Project Autumn Newsletter (13 pages).  
29/9/23: CAN Enews (8 pages) - CAN AGM Monday 20/22/23 at 9.30 a.m.  
4/10/23: Urban Foresight introduced to WNCBC Via CAN, SCH car park identified as a potential site for the installation of charging points for electrical vehicles. SCH was invited to consider being part of the project. Reply no later than **October 13<sup>th</sup>**. **SCH did not respond.**  
13/10/23: CAN Enews Reminder CAN AGM at Bardon Mill & Henshaw Village Hall  
12/11/23: DT emailed details of CAN Renewable Energy and Carbon Reduction Roadshow ZOOM  
28/11/23 19.00 – 20.00 asking for volunteers to attend. PW registered. RD will also register for this. RD questioned the non-arrival of the emergency pack promised to SCH (contained wind up torch, etc)

## **5. Financial Report – SD**

Circulated by email 14/11/23 and attached as **appendix 1/151123, page 200**

RD said Ryton Builders will not come back and repair minor problems like underfelt for CR doorway etc. RD proposed that the heating was increased to 15 degrees over the winter months to see if that worked out less expensive than user groups turning up the heating two hours before their event. This was accepted with DT to keep an eye on consumption and report early indications of a large usage increase.

## **6. Budget for the coming year – Year to date presented by DT**

DT did not have a print out for people to see but talked the committee through her understanding of where we were in relation to payments for the year to date

## **7. Bookings Report – SD**

Email 15/11/23 and attached as **appendix 2/151123, page 201**

RD reported that table tennis was to start again on Wednesday evenings between 6 – 7 p.m.

An unexpected booking was taken on Sunday 12<sup>th</sup> for the CR while the decorator was working in the main hall. RD called at SCH to see the decorator and found chocolate cake squashed into the wooden floor of the CR, she and KD cleaned up the mess and whilst doing so spotted the large crack in the top kitchen cupboard – this breakage was not reported in the incident book.

## **8. Issues Log – DT updated by email 19/10/23 – included all the issues recorded in the Maintenance Log Book from 20/9/23. DT went through these on her laptop.**

RD reported on her meeting with JD Carpets of Hexham about the main entrance & the entrance area outside the Community Room door. The work at the main door was materials £150 + £50 labour this was agreed. Outside the CR were two options metal strips £50 including labour (this would be noisy with the trolley and would still be uneven) or a wooden base and a new carpet all level with adjoining woodwork, material £150 + £50 labour – after discussion the committee agreed to go with the £200 quote. RD was asked to instruct the firm to implement.

## **9. The year 101 (Business Plan) – DT This will be viewed alongside the Business Plan on Friday**

**17/11/23. Should this document be called Year 101 + 1 or year 102?** PW asked each member to name one thing they think we should concentrate on during the coming 12 months.

DT: acoustics

CF: taster sessions – what would people be interested in? PW First Aid is vital for a rural community like Slaley. DT Slaley PC is organising for 2024.

MR: facilities in the CR

CJ: Gold, Silver or Bronze packages for the Function Brochure – e.g. the Gold package includes professional cleaning afterwards, insurance for event etc.

PC: Mobile Bar – this has stopped previous Slaley Show bookings – Hexhamshire Hall has a bar.

RD: Chairs with padded seats would need to colour coordinate with the new curtains/blinds.

PW: Encourage younger people onto the Management committee. MR suggested “invite from user groups”

DT suggested user groups could only get the local rate if they had a member on the management committee.

## 10. Caretaker's Report

Caretaker reported the growing number of lost-property in the grey cabinet – advertise somewhere? Report in Slaley News and on the Facebook page alongside the dishwasher. PW to contact Catherine.

## 11. Building maintenance

- a) Remote control of heating - The idea was left for now while the increased temperature to 15 was monitored.
- b) Art Easels where to store – suggestion of toilet number 5 in the short term this was generally accepted.
- c) Damage to a kitchen door – identified during the weekend of November Friday 11th – Sunday 13th.
- d) Dishwasher not working on Tuesday. RD, MR & DT switched the dishwasher on during meeting and it did not seem to be heating water. SD has printed a new page of instructions to stand on the kitchen bench to stop tall people hitting their heads on the wall cupboard as they try to read the instructions on the east wall.

## 12. Fundraising

- a) Fourth year SCH 200 - draw the November winning number. No 34 was drawn by PC
- b) Fundraising report circulated and attached as **appendix 3/151123, page 2002**
- c) What does anything think about the two suggestions would the committee be interested in attending? CF you need people who are good at telling stories. The ideas were left without any decision being made.
- d) RD reported having sent a thank you to Catherine Myers who organised the Christmas Fayre on November 5<sup>th</sup> towards replacement curtains/blinds for the main hall. DT asked MR if sales had been good for the stallholders. MR reported that the lack of posters had been a deterrent to the fair's success. No Poster had been visible at the Shop despite the committee having been asked to display. RD said she had seen the poster on the shop window and a couple at Slaley Hall had come to the fair after seeing the poster at the shop. PW explained that she had circulated widely by email through her groups. It had been given a full page in October Slaley News and a half page in the November issue and had gone out in Facebook. Despite requests for help on the Saturday evening putting out tables and decorating the Hall, the lack of help had given the impression that the committee were not interested, likewise help with dismantling after the event. DT explained that if help from a large group was needed then a sub committee needed to be established (like the open garden for CEG) where arrangements are discussed over a three-month period, agreed and implemented.
- e) RD would like to organise an event to sing Christmas Songs/Carols outside in the Hall carpark around a Christmas tree. MR asked what the Church was doing. Someone asked what the Rose and Crown was doing. Carol Singing in the village was also questioned. PW asked PC if Healey would be likely to provide the Hall with a Christmas tree? PC said to ask T. W-A. DT suggested serving warm Mulled Wine. Christmas Day is Monday. DT asked about the "Cribs from around the World" exhibition, could that be repeated to encourage people to see the exhibition and sing some Christmas Songs. RD said that the Cribs exhibition was not possible this year. The idea was left without any decision being made.

## 13. Insurance Renewal in November.

Does the wording cover our present insurance needs? Circulated by email 28/10/23 and attached as **appendix 4/151123, page 2003**. One or two queries by RD had been answered satisfactorily.

## 14. Review Business Plan

RD & PW are meeting 9 a.m. Friday 17<sup>th</sup> to review this document. A new questionnaire was needed to get the opinion of people **currently not using** the Hall to find out why/if this was something which could be addressed.

## 15. Organise for Gavin to clean windows outside and clean out gutters.

RD, SD or PW to ask Gavin to do this when they next see him

## 16. Any other business

- a) A suggestion has been made by the Vice- chairman that meetings should be monthly not every two months possibly omitting December and August. The extra by ZOOM & time limited. ZOOM meetings are not possible by all.
- b) Offer of spoons, hostess trolley and assorted mugs made by CJ, these were accepted.

## 17. Maintenance Log Book – only internal checks were carried out – problems recorded elsewhere.

## 18. Date of 2024 meetings:

17/1/24, 20/3/24, 15/5/24, 17/7/24 (AGM), 18/9/24, 20/11/24.