

Minutes of Meeting of Slaley Commemoration Hall Management Committee on Wednesday November 16th 2022 in Slaley Commemoration Hall at 7.30 p.m.

The committee held a minute's silence in memory of the late Jean Elphick, wife of former trustee Michael Elphick, and long supporter of Slaley Commemoration Hall.

1. Members & apologies –

Chairman, Debra Taylor, Stella Douglas, Carol Ferguson, Catherine Myers, Margaret Rowell, & Pat Wilson.
Apologies, Rosaleen Doonan, Helen Savage, Janeen Smith & Ian Stevens,

2. Minutes of Rescheduled September meeting held on Wednesday October 5th 2022, attached as pages 140 - 143 with appendix 1, page 144 & appendix 2, page 145. The minutes were proposed as a true record by Carol Ferguson and seconded by Stella Douglas, the minutes were then signed and dated by the Chairman.

3. Matters arising.

- a) 3b 5/10/22; 4 20/7/22: Queen's Hall Arts Centre Illuminated Sheep Art Trail Update – Lord Thumberland was present at SCH for the Christmas Fair and also on a bed of poppies for the Resilience Centre grant presentation by Guy Opperman and Northern Powergrid. IS is proposing that a display of Lord T's stay in Slaley is displayed in artwork and photographs at SCHs 100th party celebration on December 30th.
- b) 3c 5/10/22; 15c Fire & Dough monthly trading spot on SCH car park have to cancel the December date (28th) but have a cancellation for Wednesday December 21st is this OK – the committee agreed this alternative date. Also, they have no alternative monthly slots to change the normal Slaley pitch to a different day/week.
- c) 6 5/10/22: CF provided contact details of the children's dance class held at Whitley Chapel dancefitwithpip@hotmail.com. SD contacted 11/10/22 – No reply will email a second time.
- d) 9 (iv) & (v) 5/10/22: Albert Scott was called and the extractor fan fuse and switch was isolated from the serving hatch fuse and switch, they both now work. Invoice paid.
- e) 9 (vi) 5/10/22: Maintenance Book purchased and placed in kitchen. IS reported one report – portable water boiler fuse gone IS repaired and put back into service.
- f) 10c 5/10/22 Plaque of Reg Rock moved to history wall and new information & photograph provided by family - DT will framed this in an A5 frame then it will hang beside the plaque.

4. Correspondence

Emails:

14/10/22: CAN Enews

21/10/22: WNCBC AGM on 16/22/22 (SD is the current WNCBC representative)

28/10/22: CAN Enews

11/11/22: CAN Enews

5. Financial Report – SCD

- a) Report of income and expenditure from April 1 – November 16th (**attached as appendix 1/161122**), **page 150**
- b) **A Financial Forecast for 2022/23** was introduced at the July meeting how are the actual finances comparing to the forecast? No update at meeting.
- c) Community Chest Scheme grant offer made (14/11/22) to SD of £269.85 for flasks and stackable boxes – for what purpose?

6. Bookings Report – SCD

- a) Updated booking form to include new committee room. Updated Terms and Conditions. Attached as **appendix 1 & 2 /161122, pages 151 & 152**. Not all meeting attendees had read the two new forms. It was agreed that if there was no feedback by 22/11/22 they would be adopted. Concern that many thought that the user groups would not read anyway. T&Cs are provided to the hirer and they sign that they agree to

them. It is up to the hirer to share with their group. MR reported about dirty tea towels left in kitchen, dirty dishwasher inside and out, dirty cups at back of cupboard, unemptied kitchen bin, heating turned completely off, SD reported dirty tablecloths returned to kitchen draw. PW confirmed that all this is covered in the T&Cs. CF said that one person signed for its group but many people use the hall and could be unaware of the T&Cs. A review of signage in the kitchen was proposed. PW asked if people would read these signs? DT & SD to progress.

b) In January all user groups to be sent a booking form + terms and conditions and asked that it is signed and returned to the Hall letter box (inside broom cupboard).

7. Emergency Welfare Hub (also known as Emergency Rest Centres or Resilience Centre) Update

a) Email from DT 14/10/22 provisionally awarded a NE & Yorkshire Net Zero hub grant for batteries at SCH

b) SD reported an informal 15-minute presentation of the resilience grant turned into a 4.5-hour presentation with television coverage. CM asked about the grant. The batteries can get power from our solar panels or directly from the grid to top up if a storm is predicted. Full batteries will give SCH a careful 3.5 days of power if used sparingly and in conjunction with the gas appliances. NCC will pay for the power during the storm and will provide a generator if the batteries have gone down.

8. Phase Two of Centenary Improvements

a) Work commenced on Monday June 6th thereafter progress meetings every 14 days (Minimum). Work completed first week November 2022.

b) Site meeting No 8 26/10/22 at 1 p.m.

c) Door mat was fitted November 16th. CM reported that the new matting is not level with the new floor leaving a vulnerable floor edge which will get damaged without protection. SD to get in touch with matting supplier and ask for a strip between the two to protect the floor edge

d) Topsoil request from Foster Landscaping they suggested Christopher Bates who delivered on Saturday November 12th, then RD & KD spread the topsoil - eventually grass seeds to be sewn. Christopher provided this FOC and has been thanked.

e) IS was able to get a price for the decking. £2,500 or £780 for just steps. SD has spoken to Philip Cain who supports work at Hexham Men's Shed and he said if SCH paid for the wood he could work with the men and build the decking. Currently there were no funds for this SD was looking at a Screwfix grant – if this was successful decisions could be made. The keys for the French doors were discussed and where were they. SD said in the Caretakers cupboard until such time as it was safe to open them.

f) Flasks and Trolley have been ordered for small scale refreshments in new community room. These were funded through the NCC warm places and spaces grant.

9. Caretakers Report – ICS

a) The caretaker intends to resign as soon as a replacement can be found. The position is advertised by posters, on the web site and through Slaley Notes. January 2023 will be covered by Charlotte Douglas. A lengthy discussion followed about the different roles of Caretaker and Cleaner and had anyone shown any interest in the position? Other village halls have a roster of local people to clean – several members of the committee did not wish to take this task on.

b) HIVE was last discussed on March 16th 2022 – any decision would need to wait until the new room finished. One person could remotely change heating from their telephone. SD reported that once the batteries are in place the inverter could be accessed remotely by a mobile telephone.

c) The Caretaker reported someone saying that the steps to the new door should have a handrail.

10. Building maintenance

a) Facia board on the sloping roof to former storage area (gents toilet) to be assessed for rot; RD provided a quote from Prestige Roofing for £1,380.00. The committee questioned the need for this work and would like to see the quote split for essential work and nonessential. SD requested a second quotation by a

- contractor she used. Two local roofers were also suggested but PW informed the committee that they had proved problematic in the past. Funding for this would need to be covered by the next fundraising event
- b) How to use new radiators in new community room – DT made a list for users and it is now included in the T&Cs. SD posted instructions on an art easel in south-east corner of community room.
- c) Albert Scott contacted and able to source a replacement strip light for stage area of main hall
- d) Derek Hull & Raymond Craig emailed to ask for invoice and if they would undertake grass cutting in 2023. No invoice for 2022 and they have agreed to cut between them during 2023.
- e) If the boiler isn't working. There are instructions on how to reset in the boiler room itself. Caretaker showed RD, DT, SD & PW how to reset at a meeting. A key for the boiler room is inside the Caretaker's cupboard. It is not advisable that Jo-Public goes into the cupboard and tries to reset.
- f) CM reported the hot water tap in the COVID toilet was working without anyone being inside. The toilet had been full of steam during a funeral tea on 16/11/22. SD to contact Ryton Construction and ask them to look at the faulty tap.

11. Fundraising Phase Two (attached as appendix 4/161122, page 153)

- a) Report Christmas Fair held on November 6th. A handwritten report was given out together with drawings for kitchen and bar facilities and what some people would like the community room to look like. **attached as appendix 5/161122, page 154**). DT said that the community room was meant for many functions and not specifically catering. Conference facilities at hotels do not have kitchen facilities; catering trollies are used and refreshments served from the trolley. The room should be modular and kept free of items for the maximum flexibility. MR also thought that once the space had curtains and blinds and maybe some pictures on the walls it would feel less "hollow". On setting up the fair the organisers discovered that the table trolley would not fit through the door into the new community room and the tables needed to be carried by hand. The Christmas Fair raised £710.41 towards curtains and blinds.
- b) **Rescheduled** Open Day to be part of Village Halls week 23-29 January 2023. **When? What? Who does What? No time to discuss - agenda item for an extra meeting.**
- c) CM asked what the next fundraising event was? PW explained that there was nothing arranged.
- d) CM drew the November winning ball for the SCH 200 – No 60 won. Participants have dropped from 67 to 39.

12. Village Hall Celebration of 100 years

As agreed on October 5th – On Friday December 30th the committee will welcome the community between 4 – 6 p.m. to a 100-year-old party with drinks and a birthday cake.

PW contacted Ann Holmes who has offered to make a 12inch square double lemon cake, with butter icing in the centre and royal icing on top with an iced photograph of the early Hall and the words 100 years old. This cake will provide a slice for 80-100 people. Anne is asking for £60/£70. It was agreed to ask Anne to make and decorate the cake.

Richard & Ceilia Bridges daughter is a singer – do we ask her to come and sing during the party? It was suggested that we ask for a twenty-minute slot.

Piano player has a selection of WW1 Memorabilia – do we want this displayed. It was suggested that the piano player would be a good idea but felt that it was the wrong event for any WW1 Memorabilia.

An invitation to go out to all the fundraisers – how do we achieve this? DT is putting together a list of VIPs. SD& DT making an invitation advertisement which we need to include in the December Slaley News and circulate by email to as many people as possible who have helped us. Trustees to make a list of helpers who have worked alongside them with fundraising since 2017, the list to be forwarded to DT.

MR asked if there was a charge for this event. SD said No it was a thank you to everyone who has made the alterations possible, although there would be donation jars for people to make a contribution.

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

CEG group about to send out On-line Advent Calendar on Thursday 17th

14. Hallmark Accreditation

SCH Policies now need to be reviewed now that the Community Room is complete. There was no time to cover these at the meeting and they will therefore be progressed with individuals – DT to lead.

No time to discuss - agenda item for an extra meeting.

15. Any other business

a) **Christmas at the Hall** – A real Christmas tree in a pot outside in car park decorated with battery powered timing lights? What happens to the tree afterwards? SD to purchase a small tree for the first weekend in December to stand inside the Hall she will plant it somewhere in her garden afterwards. Battery powered lights stung along the top of the building, fitted with battery powered timing lights? DT has offered to arrange.

The tree brought in for the Christmas Fair will remain at SCH during December.

b) Dorothy Bell telephoned PW 7/10/22 asking why we have put her map of the UK into a gold frame? DT sent a photograph of June 2020 when builders came to undertaker Phase 1 work and the frame was gold. The frame has not been changed to the best of anyone’s knowledge. PW to update Mrs Bell with photograph.

c) Slaley First School have asked to borrow stage for their Christmas performance. It was agreed to let them have it free or greatly reduced. The school to be asked if parents would allow the school to bring all the children to the Hall to sing during the final ‘Snack and Chat’ of December.

d) One of the six card tables has been broken it was agreed that a replacement should be purchased asap. SD has a sample to email

e) MR has purchased 40 white beakers and asked for the £40 to be reimbursed. DT suggested that some of the cups and saucers should be put aside to make room.

16. Maintenance Log Book –

What do we put in the ML to reflect the maintenance of the new Committee Room?

No time to discuss - agenda item for an extra meeting.

17. Date of 2023 meetings:

Wednesday January 18th

Wednesday March 15th

Wednesday May 17th AGM

Wednesday July 19th

Wednesday September 20th

Wednesday November 15th

The meeting was brought to an end at 9.30 p.m. with several items carried over to a second meeting.