

# Slaley Commemoration Hall Management Committee

Minutes of the Meeting of Slaley Commemoration Hall Management Committee on  
Wednesday November 18th 2020 at 7.30 **via Zoom**

**1.Members & apologies-** Chairman, Present: Rosaleen Doonan, Stella Douglas, Michael Elphick, Carol Ferguson, Helen Savage, Janeen Smith, Ian Stevens, Debra Taylor, Pat Wilson.

Apologies: Catherine Lincoln, Margaret Rowell.

The Chairman for the coming year welcomed the members of the newly appointed Management Committee

**2. Minutes of meeting held on Wednesday September 16<sup>th</sup> 2020, attached as pages 51 - 54 with appendix 1, page 55 & appendix 2, page 56.** The minutes were proposed as a true record by Rosaleen Doonan and seconded by Janeen Smith, the minutes were then signed and dated by the Secretary.

**3.Matters arising:** None

## **4.Correspondence**

September October & November regular COVID 19 updates as Government legislation changed  
CAN Enews information & updates 18/9/20; 2/10/20 & 16/10/20. DT felt CAN had been amazing during the Pandemic keeping community buildings up to date with ever changing guidelines. RD to relay this praise at the CAN AGM later this month.

25/9/20: CAN Test & Trace information.

11/10/20: NCC 4 pages entitled Measures to prevent Spread of COVID 19.

22/10/20: WNCBC Membership Renewal information and form.

28/10/20: ME informed committee of an online talk by Dan Jackson at Hexham Abbey on 19/11/20 linked to Slaley by Hexham Book Festival – this has been postponed until January 2021.

## **5.Financial Report** by Stella Douglas

a) 12/10/20: The Wakeman Trust grant for replacement Table Tennis Table £525 – feed back to include photographs of TT table being used inside the Hall.

b) Ali Stobbs completed the decorating, his invoice for £2,825 has been paid - Slaley PC gave a £2,000 grant towards this and Slaley Bowls Club gave a £150 grant towards varnishing the Bowls cupboard door. This was substantially more than the quote due to more paint being required and the cost of scaffolding.

c) 4/11/20 Insurance Renewal £919.35 notification – insurance recommended that weekly checks should be undertaken while the community building is unused. It was agreed that this work be given to the Caretaker. SD & PW to look at the present Maintenance Log and devise a weekly check-sheet. RD wished to acknowledge the work of both Dorothy & Reg Urwin, Caretakers, during the lockdown and the building work.

d) SD completed the County Councillors application form for the £4,000 grant during October – this was acknowledged 2/11/20 along with several documents including the 2-page Monitoring Form. DT offered help to the Treasurer in completing the evaluation paperwork.

e) SD completed the 2-page WNCBC membership renewal and paid the fee of £35.

f) Financial Statement November 2020 circulated **and attached as appendix 1/181120, page 63.**

SD talked the Committee through the statement and answered any questions.

g) DT suggested using the COIF funds for Phase Two work. It was agreed that the investments behind the fund should be investigated - SD to enlist the help of Richard Bridges with this. It was agreed that the fund could be closed if recommended to do so without losing money in these volatile financial times.

## **6.Bookings Report**

a) New COVID-19 Lockdown until December 2<sup>nd</sup> has cancelled all Hall Bookings.

b) Community First Aid Training took place for 12 candidates on Monday 9/11/20 (financed by Slaley PC and room hire was paid 9/3/20 just before first lockdown)

## 7. Phase One of Improvements

- a) Photographs and a short video have been placed on the website showing the completion of Phase One improvements.
- b) Snagging report made – Outside door to former gents' toilet. One new toilet door handle. Loft hatch into storage area still to be painted. Old central heating thermostat site to be painted.

## 8. Reports from:

- a) **Grants sub-committee:** DT and Sue Vaughan working on Grants Applications. Bernard Sunley, Tynedale Lions and Joyce Trust nods have been submitted. NCC Community Chest unsuccessful because money must be spent in twelve months; Barley Hill Community Fund (through JS & PW); Hadrian Trust and Garfield Weston (look at the former 2018 application by RD & PW) to be considered. PW suggested the War Memorial Trust currently advertising grants for conservation in its November 2020 Bulletin. Full meeting of grant sub-committee to be held before end of year,
- b) Thank you letters to grant bodies sent out by DT pointing them to the web site to view improvements.
- c) SD was looking at the Catherine Cookson Charitable Trust grants for our Lantern. DT organised for a drone to take photographs of Lantern and it would appear that lots of work is needed. *See agenda item 9b.*
- d) RD has a supply of surplus taps from Phase One she will attempt to get a full refund.

## 9. Building maintenance

- a) Fire safety inspection 4/11/20 report received – need to put a smoke detector in corridor to Den & have the green exit light mended checked. Also recommended that a break the glass and sirens sound type alarm will need to be factored into Phase Two.
- b) PW contacted (Roofer) David Clark who agreed to come out and photograph the lantern, price the job and would undertake to complete the necessary work.
- c) DT's neighbour has a Table Tennis Table and will give to the Hall if it fits into the storage area. DT arranging transportation.
- d) DT had some surplus slabs and has given them to the Hall to extend the path to the outdoor door on the north.
- e) DT circulated a report from Tyne & Wear archives & museums Conservation Department about the proposed work on restoring the Hunting paintings currently hanging in the Hall. Anticipated costs of Charles £1,080 exc Vat + Agnes £967 exc Vat + 9 hours frame conservation work £405 + cost of new glazing = £2,047 + glazing. Transportation costs to and from Newcastle will be costly. DT has written to Richard Hunting to see if the family have any knowledge of the artist. HS suggested looking into the TV programme 'Repair Shop'. DT also reported Northumbria University has a Fine Art Course.
- f) SD purchased a key safe – it has been placed inside the Caretakers broom cupboard – need to include in MLB.
- g) RD reported paint is blistering on the east wall of the east new toilet. PW asked about this - prior to the conversion of the committee room there was no known sign of dampness. SD reported being outside the hall during heavy rain and the downspout on the east was overflowing down the wall indicating that either the guttering or the downspout was blocked. This needs urgent attention. PW to contact David Clark to ask if he does gutter and downspout cleaning. If not Clive Jewitt / Stuart Bell or failing that Window cleaner Gavin Howdon advertises this type of work on his van.
- h) RD said the paint was still blistering on the inside of the foyer she thought from the pointing on the disabled ramp.
- i) SD reported that the Police recommended that key safes were not kept near doors and volunteered to invite the Police for advice.

## 10. Fundraising Phase Two attached as appendix 2/181120, page 64.

- a) Easyfundraising new total as of 17/11/2020 is £91.73
- b) SCH 200

September draw 49 participants. Total income £245. Prize of £61.25. £18.38 running costs £165.37 fund raising.  
October draw 57 participants. Total income £285. Prize £71.25. £21.38 running costs. £192.37 fund raising  
November draw 61 participants. Total income £305. \*Prize £76.25. £22.88 running costs. £205.87 fund raising  
After three months of operation we have paid out £208.75. \* the November prize was donated back into the hall  
fundraising raised £62.64 running costs £563.61 fund raising

- c) PW was thanked for the Car Clue Decoding Hunt apart from raising £180 a pleasurable two hours had been spent during the Pandemic Restrictions deciphering the clues and RD suggested the Hunt should become an annual event.
- d) Cribs from Around the World will hopefully take place, however December COVID restrictions will determine how the event will function – a lot of last-minute decisions may have to be made – safety in this COVID world is difficult. DT hoped that hot drinks could be served.
- e) SD's suggested Silent Auction was briefly discussed and SD mentioned Margaret Ogle having knowledge of how this works. SD & PW to progress this further with Margaret.

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

RD made a report to CAN's newsletter recording the environmental benefits of Phase one improvements and asking if other village halls had made environmental improvements and to share any ideas with Slaley.

HS recommended the Environment Group made contact with Harriet Lamb. This has taken place.

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

DT recommended we change the entrance code for the key safe. The new number was agreed. PW to find the instructions and meet DT at the Hall to implement.

**15. Maintenance Log Book – The Maintenance Log has been reworded now that Phase One building work is completed.** Will undertake this before setting up the Cribs exhibition. Include new key safe.

**16. Date of next meeting:** Wednesday January 20<sup>th</sup>. 2021

There being no further business the meeting ended at 8.47 p.m.