

# Minutes of Slaley Commemoration Hall Management Committee on Wednesday November 19th 2025 at 7.30 p.m.

**1. Members & apologies Present:** Andrew Coney (Chairman), Pat Wilson (Secretary). Jim Bailey (Treasurer), Carol Ferguson, Michael Elphick & Michael Ogle.

**Apologies:**, Karl Beckett, Christine Kerr, Margaret Rowell & Keith Dyson. Carys Crowther & Lucy Brain (Booking Clerks)

## 2. Minutes of meeting held on Wednesday September 17th 2025, attached as pages 303 - 306.

The minutes were proposed as a true record by Jim Bailey and seconded by Michael Ogle the minutes were then signed and dated by the Chairman.

## 3. Becoming a CIO Charitable Incorporated Organisation

- a) Chairman agreed with Barclays the transfer of the present bank account into the new CIO account. Barclays asked for all trustees personal details to be provided MR & KD still outstanding.
- b) Meeting with Michael Pitkethly Monday 13/10/25 to agree way forward for the transferring of assets to the new CIO charity. A request to the Charity Commission was emailed 17/10/25 informing them of the transfer. The Vesting Model has been completed, signed by SCH Chairman and Secretary and witnessed by MP on 5/11/25. A hard copy was posted to the Official Custodian for Charities on 5/11/25.
- c) The chairman asked that an update is requested from the Charity Commission.

## 4. Matters arising.

- a) 6b 17/9/25: Estimate of roof work from R Robinson 28/10/25 (3 different options). The Chairman to ask for a quote to enable a report from an Independent Building Inspector before SCH decides what work is actually needed.
- b) 6b 17/9/25: Floor work additional quotes. No further quotes received from KB & LB.
- c) 6b 17/9/25: Main door red paint, new tin has been purchased and work scheduled asap. Undercoat needed work now expected after New Year.
- d) 6b 17/9/25: Replacement kitchen cupboard doors and drawers received and fitted on 14<sup>th</sup> November. Three draws now instead of 4, Cutlery boxes currently on serving hatch. Secretary to look on line for internal draw stand.
- e) 6c 17/9/25: MR to provide Speck of window drapes for main hall + idea of cost. No update at meeting.
- f) 7 17/9/25: Look into HIVE remote control of heating. Report electrician Albert Scott (email 5/10/25). Report email of Steve Moody heating engineer (email +21/10/25) Alternative posters provided. After discussion it was agreed that no further action be taken apart from a notice on wall beside heating control giving the winter temperate at 10 degrees. CF asked about the CR radiators if they worked from the main hall thermostat? PW thought they did but could be made hotter by the electric switch.
- g) 12 17/9/25: **Insurance (renewal November)** SCH reported becoming a CIO – declaration forms completed – details added to final days of current insurance. Renewal of the insurance due 26/11/25. It was agreed to go with a further five-year contract with Allied Westminster.
- h) 13 17/9/25: Review Wedding & Party Hire brochure – KB reported by email– all external ‘trader’ details to be checked. Mobile bar details to be provided. Contact information on local breweries and wine merchants to be provided. Copy of Lucy’s brochure looked at as a comparison/alternative. Make more use of photographs of events inside the Hall – anyone locally? Chairman suggested leaving the alterations until January when he proposed to discuss marketing SCH.
- i) 14 17/9/25: Review advert/article News /Directory – ME reported he had been unable to change the photograph on the CAN Village Halls portal, he would try again.
- j) 15d 17/9/25: Car Park Tidy. This took place on Tuesday 30/9/29. AC, PW, KB, CK with her partner + DH one of groundsmen all helped. SCH sent thank you letters to Volunteer groundsmen for their work, they replied that they had no expenditure. KB reported one of the strip lights flashing at bowls match – could it be looked at. Chairman emailed a thank you + two photographs 1/10/25.

- k) 16 17/9/25: electric hand driers in each toilet – SCH secretary spoken to electrician – reported back via email - very expensive between £1,000 /£300 per unit + need electrical circuit, big job, suggest asking Burncliffe for a price. It was agreed that this was an unnecessary expenditure at this time.
- l) Note of Northfire report at end of minute found after meeting ended – emergency work needed undertaken by electrician. Report email 30/10/25 Disabled toilet emergency light- expensive replacement unit now has batteries – need to check this on the Maintenance log at each meeting.

## 5. Correspondence

22/9/25: SCH Secretary resent the present committee the details from May 17<sup>th</sup> 2024 of a Nisbet heavy duty mobile Garment rail for heavy winter coats £251. + Vat. Coat hangers had previously been attached to the Supper room wall and on the former' ladies and gents' toilet blocks. .Booking Clerk replied why not consider a second-hand clothes rail, £25 on Facebook. JB thought a good idea. CK found a heavy-duty rail with a weight capacity of 160 Kg. Circulated by email 27/10/25. KC thought the £55 model would hold winter coats. It was agreed that SCH secretary order this model.

26/9/25: telephone call to say dishwasher stopped working at McMillan Coffee Morning. Snack and Chat monitored its performance on September 30<sup>th</sup> Ok until the 4<sup>th</sup> wash. RD marked the dishwasher fluid to make sure people are using both products for each wash. CF reported working OK again although Rise Aid and Salt seem to cause confusion amongst user groups.

3/10/25: Northern Powergrid asking if SCH would be made available during the predicted high winds and rain of Storm Amy. Secretary replied yes and alerted the management committee.

6/10/25: Diana Linnett WNCBC needs volunteers.

14/10/25: Tracey Morgan CAN Safeguarding Training at Riding Mill 8/11/25 SCH Secretary enrolled. Cancelled due to illness by trainer – rescheduled to December 4th.

14/10/25: Diana Linnett WNCBC AGM at Humshaugh 14/11/25 2 p.m. – 4 p.m.

24/10/25: Tracey Morgan CAN Is there a defibrillator within 500 metres of our village hall? Application form from NEAS to see if a grant is available.

3/11/25: Diana Linnett, WNCBC – Food safety training by Food Standards Agency “Providing food at community and charity events” do we need to register without local authority?. Specifically asked CF (Snack and Chat) to look at this. Chairman thought that SCH should probably be registered, he volunteered to look at Food Hygiene and possibly mention in SCH booking form for discussion in January.

6/11/25: Hermina Ely – full fibre rollout’s digital inclusion support with CAN, NCC and Commsworld through the Village Hall Network. Event 13/11/2025 at Hexham Racecourse beginning at 9.30 a.m.

12/11/25: Nigel Fisher, Civil Contingencies Officer, renew registration of SCH as an Assistance Centre for the Northumberland County Incident Response Plan.

12/11/25: Nigel Fisher, Civil Contingencies Officer, funding information from Angela Watt. Defra grant administered by ACRE. **Platinum Jubilee Village Halls Fund** for eligible capital projects., First draft of application in progress.

## 6. Financial Report – JB

- a) 15b 17/9/25: A Treasurer for SCH to take over at the end of the current financial year (April 2026). A lady called Phillipa Hutchinson has indicated an interest and is meeting with JB and AC in the New Year.
- b) Howden Kitchens replacement kitchen door fronts and draw fronts slight price increase £950.00.
- c) Albert Scott Fit new strip light and emergency repairs as identified by Northfire.
- d) 22/9/25: ME reported problems with the sound from the AV cabinet, authorised a call out £150. Engineer attended (report by email 8/10/25) Controller not in cabinet, replace costs £18. ME is asking about a USB-C to HDMI converter costs just under £50. ME thought the cabinet could be used by anyone with no additional charge.
- e) Treasurer received correspondence 9/10/25 from BT business wanting SCH to enter into another 5 years contract for free WiFi which had previously been covered by SPC. The cost per month will increase by £3 each year until 2030 when we shall be paying £46.95 each month. A new Password on front of Rooter in west window of main hall.
- f) NCC payment of £25 received by Secretary (this is Slaley School payment for stage hire)

## **7. Gas and Electric monitoring – JB to report**

a) Treasurer asked for information on why our solar panels are connected to Resilience Hubs and how they were financed. Both Chairman and Treasurer had concerns about the hall being advertised as a Crisis Centre. Chairman thought that the R&C would be a better venue, having staff on hand and refreshments available. MO reported a discussion at SPC about the suitability of SCH v R&C as a Crisis Centre. PW explained the grant from Northern Powergrid and the commitment to providing 24/7 refuge if someone needed shelter. The Protocol for using SCH as a Rescue hub was laminated and placed in the kitchen windowsill, it had also appeared in the Slaley news and was a good community asset for grant applications.

## **8. Bookings Report**

a) 15c 17/9/25: Storage of art easels and the request for 50p per easel per week that no booking is made – Bookings re-established, then Wednesday 5/11/25 collecting the easels from The Den during the Badminton session caused disruption. SCH Secretary warned committee of pending problem after a telephone call from Badminton groups. Several members of committee emailed their thoughts on **not using a toilet for storage**. Booking Clerks and Secretary offered free 30 minutes to collect easels from storage. Reply 7/11/25 that because of time difference the group had found somewhere different and would remove all their equipment within seven days. This has lost SCH the potential income of £48 each week.

b) Slaley School request for SCH stage for use at school from December 3<sup>rd</sup> – 12<sup>th</sup>. Agreed at £25.00

## **9. Cleaner's Report**

a) Paper towels ordered and received.  
b) Cleaners concerned with smelly marks on floor and door mat -telephoned SCH Secretary 9/10/25, after inspection with AC & JB on 13/10/25 it was thought to be cat or dog mess brought into hall on shoes. Splatter marks around roller cabinet was from an animal inside the entrance probably a cat when outside door is left open. Must be monitored for further signs. No further evidence reported at meeting

## **10. Building maintenance**

No check was taken.

## **11. Fundraising**

a) Slaley W.I. fund raiser – Christmas Fayre on Sunday November 2<sup>nd</sup> 10 a.m. – 2 p.m. Raised £607.50. Chairman sent a thank you letter.  
b) LB suggested (email 19/10/25) apple pressing at Slaley + application to Tesco for apple pressor. SCH Secretary replied with background info on Corbridge and Wylam apple pressing and an idea of work involved. SCH Chairman recommended relooking at this during 2026.  
c) Healey Parish Council – First Aid Training – no date established yet  
d) Chairman booked a tree lighting event on December 7<sup>th</sup> at 4.30 p.m. outside SCH when Slaley WI would provide Free refreshments (Mulled Wine and Gingerbread) Several Community Christmas Events have been organised with the R&C..  
e) Easy fund raising Donation Day payment of £27.45 from 15 supporters.  
f) Beer Festival is Saturday May 9<sup>th</sup> 2026 Proceeds split between FOSS, Maggie's & SCH.

## **12. Annual Governance: Review Business Plan (last updated January 2024)**

a) Chairman and Secretary have a copy and are currently working on an update.  
b) Hallmark good management accreditation. SCH was awarded a three-year Hallmark 1 & 2 in 2019. COVID delayed the renewal in 2022. Do we want to consider trying for this accreditation again in 2026? There are three layers of good management and the Business Plan is just part of one. Would anyone like to help take this forward working with Secretary and Chairman? After discussion it was agreed to enroll for the 2026 Hallmark on-line training.

## **13. Annual Governance: (a) Outside windows cleaned by Gavin. (b) Gutters are cleaned by Gavin © List of Keyholders**

- a) Windows cleaned and paid
- b) Gutters still to be addressed. CA cleaned gutter blockage near Community Room 30/9/25 (see 4j) it was agreed to contact Bens Gutters again.
- c) List of keys **attached as appendix 1/191125, page 311.**

#### **14. Annual Governance:**

**Alcohol & Entertainment License NCC website due for payment 14/11/25** A reminder had been received by Kieth Robson pre 2017 Chairman of SCH and £70 paid and authorised by Treasurer and Chairman. There was a further £10 charge for updating the details on the license.

Review [www.slaley.org.uk](http://www.slaley.org.uk) SCH content on Web Site – Secretary to make recommendations.

#### **15. Any other business.**

The Chairman reported that he wished to discuss Marketing at the January meeting. He felt that “how do we communicate the Hall to others” should be better. Usage of SCH is overlooked by many as a space for activities. Fund raising for 2026 to be discussed. Grant making opportunities. Once clarification of the CIO status is confirmed sub-groups can be established to take forward certain aspects.

#### **16. Maintenance Log Book** – Because so few trustees were present the maintenance check was NOT undertaken

#### **17. Dates of 2026 meetings**

January	Wednesday	21st
March	Wednesday	18th
May	Wednesday	20 <sup>th</sup> AGM
July	Wednesday	15 <sup>th</sup>
September	Wednesday	16th
November	Wednesday	18 <sup>th</sup>