

**Minutes of Slaley Commemoration Hall Management Committee
on Wednesday November 20th 2024 at 7.30 p.m. in Slaley Commemoration Hall.**

1. Members & apologies

Present: Rosaleen Doonan, (Chair), Christine Johnston, Margaret Rowell, Carol Ferguson, Philip Cain & Amanda Jacques, Michael Elphick & Pat Wilson (Secretary).

Apologies. Helen Brewis-Levie, Jim Bailey (Treasurer), Non-Trustee Lucy Brain.

COMPLETED TRUSTEE FORMS by Philip and Amanda

2. Minutes of meeting held on Wednesday October 2nd 2024, attached as pages 245 – 249, appendix 1, page 250, appendix 2, page 251 & appendix 3, page 252. The minutes were proposed as a true record by Carol Ferguson and seconded by Christine Johnston, the minutes were then signed and dated by the Chairman.

3. Matters arising from previous business meeting on October 2nd.

a) 3c (a) 2/10/24; 3c(3f) 31/7/24; f 15/5/24; 16c 20/3/24: Addressing the acoustics in SCH – Order placed with Sound Reduction October 7th. Fitted November 4th/5th. Feedback.

b) 2/10/24; 3c3e 31/7/24; 13 a 15/5/24 The need for a current holder of a Food Hygiene Certificate at catering events in SCH Update. W.I. representative speaking to someone who ran a recent W.I. food hygiene course.

c) 3a*8 2/10/24: www.slaley.org.uk Slaley web site – further updates. SCH Secretary had a meeting with Melanie Cant, Elm Marketing, on Tuesday October 15th, to make sure she understood that regardless of Slaley PC restarting SCH would step in and take over responsibility of the web site.

d) 5 2/10/24: Insurance renewal – November schedule emailed to management committee October 3rd asking for any additional trustee protection to be requested asap. For the moment the Trustees cover seems OK. The key safe code to be changed for January 1st giving time for user groups to be told.

e) Request from October minutes about the availability of a safe step ladder. The trustees thought that having a step ladder was a health and safety issue. A tradesman should be brought in to replace light bulbs etc. SCH secretary to check this with CAN. In the interim Amanda offered her tall husband to change the lightbulbs.

4. Correspondence

Emails:

a) 7/10/24: Thirtyone: eight log on details received. The chairman intended to have a meeting to try for a verbal agreement for non-attendance. It was then pointed out the objections were mainly about the partners involvement.

16/10/24: CAN request that any Lithium-ion batteries stored on the premises village halls should contact Martin Kammeier at Northumberland Fire Service. SCH Secretary cc CW asking if our batteries fell into this category. Chairman confirmed that the fire officer had inspected the cabinet and had been Ok with our arrangements. A copy of our Solar and Battery Project September 2023 report, appendix 4/200923, page 195 was also circulated. Attached from CAN was a warning that a company supposedly with support from CAN was offering business opportunities to village halls. SCH still needs to produce a Fire Exit sign above the window on the wall between outer and inner Community Room doors.

12/11/24: Tracey Morgan CAN asking for an update. SCH Secretary replied with new trustee details.

12/11/24: WNCBC AGM 21/11/24 at Matfen 12 noon with a light lunch. – ME offering to attend

b) Telephone call to SCH Secretary 8/10/24 **reporting water coming through kitchen ceiling.** Reported by email 9/10/24 to management committee. Philip Cain had a roofer working on his property who assessed the problem on Friday 11/10/24. Water running down the lead lined valley gutter from the north ridge and getting below broken slates and a hole plus rotten wooden soffit board – suggest getting our normal roofer. SCH Secretary emailed T. Forsyth 13/10/24 and asked to make watertight then assess what needs to be done in the long term. Emergency repair carried out – **invoice received –not known.** Estimate received for suggested work 4/11/24 and circulated to management committee £10,700 + Vat = £12,840. Architect Kevin Doonan is recommending another local roofer (Paul Robinson) for a price. Amanada knew of another

roofer who would be asked to give a price. Anyone have suggestions of grant bodies for this work? There were none

c) Tracey Morgan from CAN emailed a list of Capital Funders – circulated with agenda. Booking Clerk has offered to apply via the TESCO community (blue token) grants.

d) Message from Life Drawing today, Wednesday November 20th, Hall was unlocked when they got there and there was no key in the key safe when they were finished. CF said the door was locked Monday morning the Bowls Club have been asked if they have any idea where it is.

5. Financial Report – Jim Bailey

a) Invoice to Sound Reduction £9,007 funded as follows

Community Foundation	£3,851 received.
Slaley Whist	£0050 received
Slaley History	£0100 received
Exercise to Music	£0100 received
Slaley Show	
Slaley Shop	£0100 pledged
Slaley Parent & Toddler	
Slaley Badminton	
Slaley W.I.	£0100 received
Slaley Leek Club	
Slaley Bowls Club	£0100 pledged
Slaley Film Club	£0100 received
Snack & Chat	
Slaley Church PCC	£0100 received
Ladycross Nature Reserve	£0030 received
Member of the public	£1000 Chairman send a letter of thanks
Snack & Chat	£0034.96
J. Bailey	£0060.00
SCH funds	£3000

Invoice for £9,007.20 received

5b. Cheque signatories. On line authentication trustee to work with Treasurer

5c Cleaning invoice for October £240.00 and November £192.00 received and passed for payment

5d Email Balance as at 14/11/24 from Treasurer **attached as appendix 1 /201114, page 257**

5e The Zeti card machine used by the former Treasurer. Currently with Film Club, ME was asked if the contract could be shared with one of the Booking Clerks. ME to organise.

6. Bookings Report – Report by Non-Trustees Lucy & Carys

a) Ask if SCH management can discuss installing HIVE to alter heating temperate remotely. It was proposed to leave a small note above the heating dial asking for the knob to be returned to 14 degrees for the winter after a booking. Exercise to music representative asked about the Community Room – its heaters to be used independently and switched off at the end of a booking.

b) Ask if a request can be made to all user groups to move to BACS payment where possible - SCH secretary did send a 'Local user group' request out dated August 18th 2024, this coincided with the Time to Shine cleaning contract and not having a Caretaker. Request a list of cash payers from the Treasurer?

c) Email text proposed to send out to new bookings – any comments? **attached as appendix 2/201114, page 258 Some of the statements needed tweaking a revised list to be circulated.**

d) Telephone call to SCH Secretary re non-compliance of Hall booking regulations from Sunday November 16th – large tables and trolley left in main Hall, food heater left switched on, crockery left on draining board – not the first time this has happened with this four-hour booking. Emailed Booking clerks and reported.

7. Gas and electric monitoring + Batteries and Solar – verbal report not available

Solar and Battery Project report September 2023 states under 'Remote Access, Monitoring and Information'

- a) The battery and solar systems are remotely monitored using the Sunny home manager app. At present there are three accounts with access: D. Taylor. S Douglas, SlaleyCH. **What has this been changed to?**
- b) Gas Use, Electricity use and Electricity Export is available on the Octopurs website. At present this is associated with S. Douglas's email account. **What has this been changed to?**
- c) Sunny portal login in arranged for Treasurer and SCH Secretary

8. Cleaner's Report

Tel number for an additional cleaner 07718 332411 – SCH secretary not made contact because funds to cover acoustic work are confirmed and funds to cover potential roof work are identified. Current feedback on cleaning was not available. Carol said toilets often needed attention by a Monday

9. Building maintenance

a) from maintenance log of October 2nd

Page 1: One bulb off on round light main, room lights - adjacent to serving hatch – SCH has no step-ladder – Amanda offered her husband who is tall.?

Toilet 5 door will not close and the top is now broken – Kevin Doonan tried to fix. PC is taking a look and will report back

Page 2 Easel storage of art club equipment has moved back into (broken door) of Toilet 5.

Page 3 West pillar still dislodged.

Page 4 Trustee is concerned that as more people undertake the caretaker duties the key safe in the broom cupboard does not lock according to former Treasurer.

Page 5 Incident Book in kitchen – report 11/9/24 drain smell. MR still reporting small – Chairman wondered if was part of roof problem?

Page 7 Freezer to replace Roller cabinet in entrance. Husband of Amanda and Philip Cain to co-ordinate

Page 8 (outside undertaken 3/10) Emergency door at west. The wooden lintel needs painting.

Leaves beginning to gather in drains.

Coping stone at north east corner is still missing. Ray Dryden replaced.

Page 9 (outside undertaken 3/10) Concrete under the first step up to decking is cracking PC to check.

Page 10 There was no window cleaner - window and glass spray purchased

b) Burncliffe Electrical 5 years check undertaken November 6th – requirement of Insurance Policy... report will go to chairman who is retiring from committee.

10. Fundraising

a) Are we having a “Singing around the Christmas tree” again? Free tree from Healey estate – still have wooden stand at back of Hall. Chairman unable to get choir and individual singers so unless a different format is agreed the event will not take place.

b) Beer Festival Saturday June 7th 2025. **Poster attached as appendix 3/201114, page 259.** Booking Clerks organising and emailed details to committee 13/11/24: Considering Bouncy Castle – not insurance on our policy (check) Bouncy Castle owner must have own insurance (check). Raffle tickets – printed for selling outside of event. Cloakroom only at event. Additional parking fields used for silage could be a problem - discuss asap with landowners.

c) Fundraising suggestions emailed with agenda does anyone think people would attend. **attached as appendix 4/201114, page 260.** Companies pay thousands of pounds on their Santa's Grotto for a very good experience, SCH could not compete on a small budget. A second auction was considered - YFC are currently running one at Whitley Chapel therefore now not a good time. A murder mystery in late January, early February was a possibility. PW to get dates from actors. AJ to access interest in work colleagues.

11. Becoming a CIO Charitable Incorporated Organisation to absolve trustees from personal liabilities. **No update.**

12. Annual Governance

a) Review Business Plan. On hold

b) Outside windows are cleaned by Gavin – still waiting for treatment

c) Gutters are cleaned by Gavin – has been unable to clean due to foot numbness for 18 months former trustee recommended as an alternative: James Hooker, 9 Bondgate, Hexham, 01434 622881, 07773 910460
It was agreed to contact James Hooker to do the work

d) Renew Alcohol Licence

e) List of Keyholders – letter sent out to local user groups

Slaley Whist	PW	Key	
Slaley History	PW	Key	
Healey PC	PW	Key	
Exercise to Music	CF	Key	
Slaley Show			
Slaley Shop			
Slaley Parent & Toddler			
Slaley Badminton	FP	Key	
Slaley W.I.	MR	Key	Others use key safe
Slaley Leek Club	JB	Key	
Slaley Bowls Club	KB	Key	Others use key safe
Slaley Film Club	ME	Key	Others use key safe
Snack & Chat			
Slaley Church PCC	No keys		HH Use key safe only
Ladycross Nature Reserve			Use key safe

SCH management committee ex members Helen Savage? Stella Douglas? Ian Stevens? Catherine Lincoln – replied she gave it back can't recall who to; Anne Lishman emergency key holder now moved from Slaley; Charlotte Douglas former Cleaner – replied she always used key safe key.

Current Committee: Chairman has a full set which she will pass on to Christine Johnston

13. Any other business

This is the final meeting with Rosaleen as Chairperson she was presented with a poem and a card signed by those present. PW thanked her for her work as chairman since 2017.

CF asked about the Defib. Chairman explained that the Rose and Crown current Manager did check the battery and the pads each week. Any replacements would be reported to RD who would then need to report to SCH in the event of there being no restart of Slaley PC.

14. Maintenance Log Book – Supply of Dishwasher detergent and bin liners were checked as a priority. All the outside checks to be made during day light hours. Reports as follows:

Page 2: Disabled toilet 3 – slow to flush fully

Page 6: 1 x 6 foot-long table missing. 3 x 3 foot-long tables missing. = These currently on loan to RD

Page 10: Roll of 12 black 90 Litre extra strong refuse sacks all used – need more

Dishwasher Detergent in cupboard under small hand basin in kitchen three-quarter full

Dishwasher Rinse Aid in cupboard under small hand basin in kitchen three-quarter full

Other dishwasher products in cupboard under main sink (not sure if people use?)

Found Floor Cloths 5. A small container of Parquet gloss cleaner + Mad Hog cleaner?

15. Date of 2025 meetings: New committee under different management **are you happy that meetings continue on the alternative third Wednesday as follows? In November 2023 (agenda 16a) it was suggested that alternative meetings could be held via ZOOM because 8/9 months between meetings was too long.**

15/01/25; 19/03/25; 21/05/25; 16/07/25; 17/09/25; 19/11/25.