

# Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee  
Wednesday November 20th 2019 at 7 p.m.

## 1. Members present & apologies-

Present: Rosaleen Doonan (Chairman), Michael Elphick, Carol Ferguson, Marge Rastall, Margaret Rowell, Debra Taylor, Margaret Weatherley. Pat Wilson & Ann Wright

Apologies: Susan Allen, Bobby Johnston, Helen Savage & Janeen Smith.

Susan Allen - New Trustee will need to sign the Trustees declaration form and the Data regulations acceptance sheet in January.

## 2. Minutes of the meeting held on Wednesday September 18th, attached as pages 12-14 with appendix 1, page 15.

Margaret Rowell proposed the minutes as a true record, seconded by Michael Elphick, the minutes were then signed and dated.

## 3. Matters arising

- a) 3b 18/9/19; 3b 17/7/19; 3f 15/5/19; 3i 20/3/19: Hallmark 2 meeting with Louise Currie on November 19th. Meeting addended by RD, ME, MW & PW went very well we were verbally told that we had achieved Hallmark 2 for good management and this would result in an annual £60 reduction on the insurance. We intend to look at Hallmark 3, the highest award which would give us a £90 reduction
- b) 3c 18/9/19; 4c 17/7/19: Northumberland Theatre Company *The Snow Queen* booked for 4 p.m. on Friday 3<sup>rd</sup> January 2020. Ticket sales - Sold 1 x family (5) + 3 adults & 2 children. **Refreshment for actors – who prepares?? No further fund raising at event other than possibly ice creams at the interval – who purchases and sells??** Several posters were taken for display.
- c) 3d 18/9/19; 6b 17/7/19: Emergency First Aid Course has been booked for Thursday March 26<sup>th</sup> 2020. M Rowell asked about first aid for babies and toddlers – this would need to be booked at NEAS head office.
- d) 3c 17/7/19; 11b 15/5/19: Food safety training at Snods Edge on Thursday November 14<sup>th</sup> – M Rowell and 2 other Slaley ladies attended. Louise Currie asked if we wanted the Food Safety Handbook for £3.50 – could post out with Hallmark papers if we do SAVES POSTAGE. After checking the white file in Hall kitchen is was agreed that an update was not required.

## 4. Correspondence

- a) Offer to join “Your Community Space” website from Vici Ladeji who is a trustee for a local hall in North Wales. ME confirmed we already advertised with two on-line web sites.
- b) WNCBC AGM 2019 Thursday November 7th at Riding Mill, Millennium Hall. ME attended and reported by email 13/11/19) – all Halls are encouraged to participate in the Village Halls Week 2020 from Mon January 20<sup>th</sup> – Sunday 26<sup>th</sup>. John Grundy is the VIP on the Thursday 23<sup>rd</sup> event at Morpeth. National Open Day is Saturday January 25<sup>th</sup> Slaley Commemoration Hall is already booked out for a private event that day. **It was agreed to hold an Open Day on Sunday January 26<sup>th</sup> from 12 noon – 4.30 p.m.** provide afternoon refreshments and to serve lunchtime soup. (Food provided and served by???) RD volunteered to price soup urns. The aim of the day would be to interest possible new trustees, new user groups, enhance our community engagement, provide a copy of the planning application (Kevin & Ros Doonan) and a history display of the Hall (PW). Posters and advertising by ????? Coverage on the day ??
- c) WNCBC Lottery Funding Surgery for Village Halls 17/10/19 Kirkwhelpington.
- d) RD explained the WNCBC Portal for village halls and a site link to SCH web pages.

## 5. Financial Report by Margaret Weatherley

- a) Payments made and Income since last meeting were reported by the Treasurer and included A3 Health & Safety Law poster (required for Hallmark 2) purchased on line £12.00  
Smoke Alarms & non-plastic grill identified in Fire Safety visit. Wire Information Rack in entrance to replace broken trolley

West Northumberland Community Buildings Consortium membership renewal £35

b) Claiming gift aid MW & DT to have a meeting

## **6. Bookings Report**

a) AW gave a breakdown of current activities including the General Election on 12/12/19

b) Booking Clerk, Ann Wright, because of ill health, tendered her resignation as Booking Clerk and Key Holder at December 31<sup>st</sup> 2019. A post Ann has held for 15 years, since taking over from Marjorie Robinson in January 2004. As from January 1<sup>st</sup> 2020 we need new arrangements in place. Ann was thanked for the work she and David have done for the Hall. Ann has all the booking diaries and the booking forms for the past 15 years - we as a committee need to look through and see what if anything needs to be kept (*see also 14 c below*).

c) PW to advertise the position of Booking Clerk and Key Holder through Slaley Notes and Slaley News – not necessarily by the same person. DT & RD to look at On-line booking possibilities and what other Halls do.

## **7. Fire Safety Inspection October 29<sup>th</sup> 2019.**

**Recommendations:** Write a Fire Risk Assessment using their template. 2 x smoke alarms entrance and outside central heating boiler. Plastic grill on boiler door. Torch at emergency door (black corner at north-east corner of building). Familiarisation of process using fire equipment.

**Action taken:** Fire Risk Assessment written. 2 x smoke alarms fitted. Plastic grill removed and replaced with non-plastic. Torch at emergency door. Familiarisation see below.

### **Recommended Fire Risk Assessment**

It was recommended that all the committee hold and read the instructions on the various fire extinguishers and the instructions on the fire blanket. This was done and the Trustees on the Hall Committee became the Fire Officer for their own user groups appointing one of their members to alert the Fire Service if a fire was ever to break out

## **8. Reports from:**

### **a) Grants sub-committee - report**

£5,000 Grant from Barbour Foundation received.:

Still to be determined - Northumberland Villages Trust, Leslie and Lilian Manning Trust, Rothley Trust, Sir James Knott Trust, Hedley Denton Trust, The Joicey Trust, Waitrose (now finished), WA Handley Trust.

**b) CAN finance training by Marge Rastall** (see agenda item 13a July 17<sup>th</sup> meeting). Marge gave a handout to everyone **attached as appendix 1, page 20**. Marge explained that under Charity Commission law we are all responsible for the finances and not just the Treasurer. The training used a different accounting system to MW and a booklet was given to MW for reference. Marge was thanked for her report.

**c) Update Business Plan & include Action Plan** still under review RD

**d) Wedding/Party Plan** - still under review DT

**e) Small Business** – mock-up template for small business use of Hall DT

## **9. Building maintenance / Commemoration Hall notice board**

a) Notice board fitted and key hanging on the inside of the brush cupboard in kitchen

b) Front door refurbished with new fascia board by Doug Smith.

c) Marge R has requested a stacking chair carrier. PW downloaded examples ranging from £47.00 35kg to £206 for a heavy-duty chair carrier truck 300kg capacity. PW likes the AJ padded stable carrier for £99 – less likely to be tipped by a small lady. It was agreed for this purchase. MW to take away peruse and order best suitable for Hall and its users.

d) The heavy arm chairs in Committee Room – Caretaker has asked if they can be removed, heavy to move and keep clean because of light material covering. CF reported that several are needed for the seated Keep Fit sessions on a Monday morning – therefore it was agreed to keep 2 or 3.

- e) The Leek Club are finding it heavy going moving additional tables to the Hall for the annual Leek Show. RD suggested we look at additional tables before next October.
- f) Some people have difficulty with the key lock. It was agreed that a more substantial key lock be looked into. DT volunteered to do this.
- g) Opening the Hall by a key via the key lock during darkness is almost impossible. It was agreed that a new sensor light should be fitted adjacent to the lock and be activated as people attempt to access the key lock. Mg W to speak to electrician, Albert Scott, and have the work carried out.

#### **10. GoFundMe account update from DT**

DT reported no further donations to the account since the walk.

#### **11. Fundraising (see appendix 1, page 21 for updated total)**

- a) A further £20 has been received towards the sponsored walk bringing the total (including gift aid) to £2,929.75.
- b) Mg W confirmed that the present total of fundraising, including the Barbour grant is £39,419.11
- c) David Nixon forwarded the details of his 2019/20 Murder Mystery. It was decided because of The Snow Queen performance in January the Hall Committee would have difficulty selling more theatre tickets.
- d) RD discussed *Highlights Arts & Culture* events for future fundraising, she has made an initial contact to see what is available for 2020 – the downside is that a guarantee of £200 for every performance has to be agreed.
- e) Continuing with the Sunday afternoon teas was discussed. It appears that the Secretary's letter to the various user groups was considered too brusque and many felt that the anticipation of them putting on a tea once a year was unacceptable due to aging group membership and being involved with more than one group. The Chairman and the Vice Chair agreed to write a more friendly letter asking if the groups were interested in continuing the Sunday Afternoon fund raising Teas on the fourth Sunday of the month. Marge R said that the monthly Friday lunch club at Hexhamshire has raised over £3,000 for Whitley village hall and once established these monthly events were successful. The January 26<sup>th</sup> 2020 date will be the Open Day, the February 23<sup>rd</sup> date will be hosted by the History Club and the March date 29<sup>th</sup> has already been agreed by Slaley Carpet Bowls. No further dates were booked in the diary.
- f) The November fundraising attachment was updated by the extra on the sponsored walk. An extra £1 on the Grand Summer raffle and a further £314.50 being added to the early Christmas Shopping event giving a final total of £578.50 – Mg Rowell confirmed that the W.I. had been paid £100 for the food and given a £100 donation towards its funds for providing the refreshment at the event. Mg Rowell also said that they had been short of space – more people wanted to eat than there was room for in the Committee Room. Marge R meanwhile said delivering hot soup between the kitchen and the committee room was not ideal.

**12. To be discussed further at this meeting:** The committee were asked to consider what actions and plans we need to put in place should the National Lottery bid be successful. E.g. using the storage area as a bar or purchasing a mobile bar. Also, whether an additional meeting room was needed and if so, could an outside temporary structure be considered? **It was decided that this agenda item be deferred to the January meeting when the outcome of several grant applications would be known.**

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

Lighting LED or CFL bulbs

Recycled paper loo rolls & kitchen roll

Cleaning products

Recycling bin in kitchen

Outside: Cycle parking area. Electric charging point.

DT explained that she had asked for this to be placed on the agenda and enlarged on her ideas. Mg W reported that she purchased the cleaning products, light bulbs, loo and kitchen rolls from the cash and carry when the R&C purchased its supplies. The purchases were determined by price rather than environmental considerations. Concern was expressed about a vehicle charging at an electric point while a function was

underway at the Hall and the loss of a possible parking space. The site of such a point against a building wall was queried – more information was needed. Two small bins in the kitchen as opposed to a large bin could assist recycling waste as against all going into landfill – this was generally considered a good idea although Mg W reported that occasionally members of the public contaminate the Hall’s recycling bin by adding general waste, despite warning signs on the bins themselves. RD compromised by suggesting that if possible, changes should be made with consideration to the environment.

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

- a) 2020 meeting dates circulated by email January 15<sup>th</sup>; March 18<sup>th</sup>; May 20<sup>th</sup>; July 15<sup>th</sup>; September 16<sup>th</sup>; November 18<sup>th</sup> – hard copy given to MR & BJ.
- b) ME sent an email asking for some background on why the Hall Committee needed £100K – DT provided a copy of the ‘*Appeal Statement*’ which had written as a result of the Open Weekend in January 2019. RD said she would provide a simple update of where we were in the overall appeal.
- c) Ex 2017 Hall Chairman, Keith Robson, still holds some Hall documents he has suggested that these should be looked through and either given to the County Records Office or destroyed it was agreed that the Trustees should look through these at the same time as looking through Ann’s diaries. As many members as wish to be present can attend when a date is fixed for this.
- d) Bobby Johnston has asked that the padlock be removed from the wooden hut and then one of his sons will be able to knock down and remove. RD removed padlock.
- e) A copy of the original Deed for the Hall is proving elusive. There is a very poor photocopied version in the steel cabinet an old typed version and a more modern retyped version (the latter used for PW’s book in 2002). The Charity Commission provided RD with a blanked-out version of the first typed copy. A retired Solicitor friend of RD’s suggested that she contact ‘Evisheds’ where documents from old Solicitor firms are now stored.

#### **15. Maintenance Log Book**

- 1) External doors. (2) Emergency lighting. (3) Water supply. (4) rainwater fittings. (5) Visual check exterior. (6) Visual check interior. (7) Signs. (8) Metre readings.
- b) Breakages report:** PW 1 x big blue chair at Whist 15/8/19 disposed of. PW Afternoon teas 29/9/19 - 1 x broken tea cup disposed of. RD disposed of trolley in entrance after a leg broke off. November 2019. It has been replaced with a wall mounted wire rack which contains the Hall’s Vulnerable Persons Policy and a copy of the Inventory.

#### **16. Date of next meeting:** Wednesday January 15<sup>th</sup> 2020

There being no further business the meeting concluded at 9.30 p.m.