

Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee
Wednesday November 21st 2018 at 7.00 p.m.

Rosaleen Doonan, Chairman, introduced Sue Vaughan, Community & Voluntary Sector Consultant, to the meeting. Sue then gave background to her working life and involvement with village halls. Sue had looked at the successful applicants of the Garfield Western Anniversary Fund and said all the North-East finalists were poor and disadvantaged in some way. The committee was then taken into the designated questions.

- Slaley Commemoration Hall, what is its role in the parish? - RD read out the wording from the GW application.
- Do the people of the parish want a community building? – Many “village” people do not support the Hall – support is mainly by parishioners outside the village. The Hall is underused the income does not cover the expenditure.
- If they do what do they want? A RECENT Coffee Morning in memory of a local lady who died of MS raised £1,100 – they will come together if something they believe in.
- The R&C and Community Shop are successful – how and why? What can be learned from this? Community buy-out because people did not want to see the “village” pub close and become a house. Invested money in shares - 15 do not live in Slaley parish. Paid staff. Community Shop ran by Volunteers – they man the shop doing 2-hour stints, deliver papers and collect items from the cash and carry. People were motivated to keep the shop open and they were happy to put in money. Sue told us that we needed to generate the energy which would make people want to keep and use the Hall. To obtain funding we would have to make sure that “**people were in the lead**” with our project. What was our competition? The Community Shop is hoping to open up a coffee shop in what is currently the garage. St. Mary’s Church holds Coffee mornings and has a meeting space. Sue: Biggest attraction with the Hall is its space. Web sites – Four members of the committee reported that none of them use or look at the Village Hall section of the Slaley web site, therefore limited enthusiasm for a self-owned site. RD did request a more interesting first page of the present section - ME to look into replacing. Need to use Social Media - Instagram / Facebook / Twitter asking people to come to Open Weekend (MW to ask her grandson Ben about setting this up). Volunteers in the Shop should be encouraged to ask their customers to come to the Open Weekend in the Hall – Face to face discussion – word of mouth – positive – talk about the Hall all the time – we need to hear what joe-public wants.
- What is needed to encourage more use? Old decoration – upgrade toilets – storage = consider installing a lift to get tables and chairs onto ground floor level. Sue explained that Breamish Hall near Powburn got £25,000 from the Big Lottery however they had raised one-third of the needed funding themselves.
- Gold plated to closing. Sue thought that a new room to the east was too expensive and ambitious. The second alternative was to revert back to the old plans of pulling the north section down and starting with new drains and foundations then building up to ground floor level and fitting new toilets and storage space. £90,000 for flat roof. £110,000 for pitched roof. Consider an ultimatum approach “use it or lose it” type wording. Challenge households to “make a pledge” by donating the costs of two drinks, or “buy a brick” to save the Hall. Promote what you are doing in the Hall Forecourt “Money Mercury Thermometer” (possibly fit to front of Hall - where ‘No HGVs’ sign is?)– Do something with the R&C, or Slaley Hall Hotel & Golf Course the area’s largest employer. Everyone needs to see the Commemoration Hall. Sue to speak with Louise Currie.

Think Rural Isolation – no post office, no banks, no doctors, no transport, care workers for elderly housebound people.

The committee was asked if they wanted to go ahead and try to raise the necessary funding through grants, donations, networking with competitors and fund raising. There was reluctance towards funding a project of this size but the alternative was to provide a simple upgrade without addressing the overriding problem of damaged drains and rising damp.

Final Suggestions – Pull together an Action Plan to work towards what we intend to do and allocate roles / jobs to people in, and outside of, the management committee.

1. Members present & apologies: Rosaleen Doonan, Michael Elphick, Bobby Johnston, Marge Rastall, Margaret Rowell, Margaret Weatherley & Pat Wilson.

Apologies: Brenda Hutchinson, Helen Savage, Debra Taylor & Ann Wright.

2. Minutes of the meeting held on Wednesday September 19th & Extraordinary Meeting on Monday October 29th 2018

The minutes were proposed as a true record by Michael Elphick and seconded by Marge Rastall. The minutes were then signed and dated.

3. Matters arising

a) 4 19/9/18: CAN training through WNCBC – Full-day Food Safety in Hygiene - Pat Wilson did training at Stocksfield £25.00 on Friday October 26th.

a) 2g Extraordinary meeting 29/10/18: ME contacted Sue Vaughan who specialises in identifying relevant grant applications and a sub group met with her on 12/11/18 - Report.

b) 2a – 2f Extraordinary meeting 29/10/18: What to do next

(i) Do nothing? **This was covered in the first part of the meeting**

(ii) Cost of taking down north section of Hall – new foundations with damp proofing, rebuilding and new toilets? **This was covered in the first part of the meeting**

(iii) Continue with fund raising for improvements as identified in February 2018. **This was covered in the first part of the meeting**

c) 4 29/10/18: Open Weekend to showcase Slaley Commemoration Hall and launch Improvement plans on the weekend of January 19th/20th. The Commemoration Hall is very important in this the Armistice year of the First World War.

A draft plan of the Open Weekend was tabled, a copy sent to the various “event leaders” and a copy to Jim Bailey to keep some space. Anna Bradley, Brian Wilson and Marge confirmed OK.

4. Correspondence

a) Email from Louise Currie - Village Halls Week Tuesday 22nd – Monday 28th January 2019 (Burns Night at R&C when?) Stannington having a history display ME asked PW to provide information. History Group Monday 28th meeting talk is Commemoration Hall.

b) DT emailed everyone on 15/11/18 re Free training workshop to improve confidence in using mobiles, laptops etc. by Northumberland County Council Adult Learning on Thursday January 10th, Thursday January 17th Mon January 21st and Monday January 28th 9.30 – 12.30. DT has placed this information into the parish news.

(i) is the Hall free on these dates and times? - Yes

(ii) is the committee OK with no charge for the first weeks? Yes

(iii) any volunteers to help with refreshments? PW

(iv) any attendees for the workshops?? RD

There is a follow-on 6-week course which, if there is interest, is chargeable and could include a charge for hall use.

5. Financial Report by Margaret Weatherley

- a) Payments made since last meeting: £1,957.29 + £298.71 = £2,256.00
- b) Income since last meeting: £1,416.50

6. Bookings Report

Diary not to hand

7. Wedding/Party Plan

Latest sample from DT tabled for comments and further information.
Marge R to provide marquee information

8. Commemoration Hall notice board

A Black Friday wall mounted notice board was considered, however, after discussion it was agreed that a notice board should be adjacent to the footpath and not on the Hall wall. Feather Flags were considered to be an acceptable alternative at £50 each or £92 if printed both sides. The cost of the base was not to hand. **It was agreed that one be purchased and it should be moved around the village** – sometimes at Townhead, sometimes Townfoot, inside the Commemoration hall car park and possibly at the School, the Rose and Crown, the Church and at Parks Side that way people would notice it. We also talked about it being flown from the flag pole if the eyelets were positioned correctly. RD also suggested a banner type flat to go across the front of the building. **RD was tasked with ordering the Feather Flag – everyone to think of special wording and email by the weekend.**

9. Building maintenance

Leak in kitchen caused by damaged flashing on the roof – mended by DC – no charge.

10. Policies: (Alcohol Policy & Fire Policy Agreed July 18th 2018)

The policies were last agreed July 2017 and need to be agreed for 2018.

1. Safeguarding & Vulnerable Persons Policy attached as appendix 1/211118
2. Health and Safety Policy attached as appendix 2/211118
3. Hall Risk Assessment attached as appendix 3/211118
4. Reserves Policy (not agreed in July 2017 – MW apologies), appendix 4/211118
5. NEW Environmental Policy attached as appendix 5/211118
6. NEW Equalities Policy attached as appendix 6/211118.

All agreed and signed

11. Fundraising ideas

Fundraising totals for 2017/8

October 13 th 2017	Early Christmas Fayre (MR)	565.70	
October 24 th , 25 th & 29 th 2017	Village Quiz with Café	100.00	
January 27 th 2018	Gourmet Taster Buffet with Storytelling	842.47	
April 8 th 2018	Afternoon tea/flower arranging by Gwen Foster	540.44	£2048.61
Sunday July 15 th 2018	Teddy Bears Picnic	£36.53	
Friday September 28 th 2018	Gaby Sutton Fashion Show	£224.40	
Friday November 2 nd 2018	Bobby Johnston Slide Show	£440.00	£2749.54
Friday November 23 rd 2018	Music by the Doonan Family currently 54 tickets sold - PW volunteered to take money and sell raffle tickets & organise float. RD getting bar stock and float.		

Fundraising ideas for 2019 -

David Nixon 's, Sherlock Holmes Murder Mystery, called "A Case of Old Relics" cost £60. It was felt that with the Open Weekend during January this event would need to be in February. Food – WI could do Pie and Peas - pies from Cranstons followed by cheese cake from Costco. MW to check dates in

diary and Mg R to check pie costs then an entrance charge can be established. This will need to be advertised during January.

RD suggested an Easter Day Afternoon Tea

RD also suggested a JAZZ evening

PW suggested a cake icing demonstration with a camera showing the small details onto the screen. ME to check if this is possible.

Brought forward from 2018: MR suggested a Table Top Sale

RD John Holmes Director Kielder Observatory talk

Medieval Banquet with entertainment (Alex Jobson magician) or Comedian ?

12. Any other business

Empty and clean the Children's toys in the Hall cupboard – This was done and some items were discarded.

13. 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.

14. Date of next meeting: Wednesday January 16th 2019