

## Minutes of Slaley Commemoration Hall Management Committee on Wednesday September 17th 2025 in Slaley Commemoration Hall at 7.30 p.m.

**1.Members & apologies** Andrew Coney (Chairman), Jim Bailey (Treasurer), Pat Wilson (Secretary). Margaret Rowell, Michael Elphick, Karl Beckett, Christine Kerr, Michael Ogle & Keith Dyson. Lucy Brain (Booking Clerk)

**Apologies:** Carol Ferguson, Carys Crowther (Booking Clerk)

### **\* Statement from the Chairman**

SCH Chairman thanked everyone for their individual responses about spending priorities. AC was given the impression that the committee were proud of SCH and that it remained a safe and well cared for community building. The individual concerns were acknowledged; the speed of decision making was too long and general maintenance work needed to improve.

**2. Minutes of meeting held on Wednesday July 16th 2025, attached as pages 295 - 297 with appendix 1, page 298 appendix 2, page 299, appendix 3, page 300, appendix 4, page 301 & appendix 5, page 302.** The minutes were proposed as a true record by Jim Bailey and seconded by Christine Kerr, the minutes were then signed and dated by the Chairman.

### **3. Becoming a CIO Charitable Incorporated Organisation**

a) Confirmation received 28/8/25: new charity number is 1214712. Thanks to Michael Pitkethley for his help with the process.

b) Telephone call to Barclays Bank regarding new charity account number took place on 1/8/25.with Chairman, Treasurer and Secretary. Still ongoing.

c) KB asked about transferring the building and land to the new charity. SCH Secretary confirmed that still needed to be done, however the opening of a new bank account was a priority.

d) SCH Secretary was presented with flowers in recognition of the additional work the CIO application had generated.

e) Chairman reported that he still intended to make a change to the structure of the management committee, giving different groups the day-to-day issues to carry forward and keep the maintenance ticking over. This should speed up decision making. The full committee would still discuss major fundraising. Everyone should not lose the enthusiasm for fundraising and should get behind each event to make sure it was well supported.

### **4. Matters arising.**

a) 'Thank you' letters were emailed to the former Trustees of SCH who did not stand for re-election at the 2025 AGM.

b) September 16<sup>th</sup> was the actual date of the Rose and Crown, community owned inn, annual meeting, not 17th.

### **5.Correspondence**

29/7/25: Geoff Cairns, NCC Local Services Officer email to collect Voting Booths, given the key safe number. Collected without incident.

4/8/25: Northern Powergrid request to former treasurer asking if SCH ready to open as a 'community hub' during or in the aftermath of Storm Floris in light of the grant received from them. SCH Secretary replied with her contact details and a copy of SCH Emergency Plan. This was confirmed by Northern Powergrid at 18.39.

25/8/25: CAN Community Energy Roadshow in Wooler invitation.

27/8/25: Allison Wild from Complete Detection Systems (CDS-NE) offering its business development manager to make a site visit to SCH and discuss its service.

28/8/25: Jan & Mark Snowdon offered SCH their garden furniture prior to their move into Hexham. SCH Secretary accepted on behalf of the management committee, The furniture was collected by JPW and

transported to the Hall placed on the slabs to the north of the decking. A thank you letter was delivered to the Snowdons...LB said she may be able to provide a small pressure washer the committee could use to clean the furniture before covering in teak oil. (*see also agenda 15d during car park tidy*)

1/9/25: CAN Tracey Morgan Volunteering Development Support

14/9/25: CAN offering a FREE workshop on Community Energy Project. 17/11/25.

14/9/25: Northern Powergrid asking if SCH would be made available during the predicted high winds. Secretary replied yes and alerted the management committee. The Emergency Plan to be circulated, placed on the web site and generally referred to on the back page of Slaley News. MO suggested speaking to the website editor and asking if an emergency button could be added which would take people to the Emergency Plan. Recovering any costs has never been established.

## **6. Financial Report – JB**

a) Northfire Invoice £151.69 includes a replacement fire extinguisher. Paperwork was going to former treasurer, SCH secretary gave her details for future correspondence.

- Howden Kitchens quote (4d 21/5/25; 9219/3/25) replacement kitchen door fronts and draw fronts £914.05. Fitting £800. Total cost £1,714.05
- A Coffee Station for the Community Room £899.21. Fitting £700. Total cost £1,599.21 – there were Health and Safety concerns about this in the Community Room.

Roof repair quotes as follows

- T Forsyth & Sons £12,840
- T.J. Lincoln lead-valley gutter repair £600 + ridge tile repair £2,640.
- Third quote Ron Robinson ?
- Roofer at Colpitts Sean Dart – replace sections of lead box gutter with new lead. £635.00 (no VAT)
- Michael Young Sand and varnish floor in main room £6,014.40
- Mobile Bar (9e 19/3/25) – the bar in the main hall at the beer festival showed how versatile a mobile would be. Nisbets Cambro Portable CamBar £2,999.98.
- Repaint main door – IS thinks there may be some paint left – check in outside store?
- W.I. want its Christmas Fayre fundraising to be specifically for replacement curtains in Main Hall (see March 2025 minutes: 2022 CF raised £710.51 used for blinds in Community Room. 2023 CF raised £622.70 restricted for curtains in general income. No CF in 2024. 2025 CF is booked for November 2<sup>nd</sup>).
- PW sent an email 17/5/24 regarding a Nisbet heavy duty garment rail tested up to 260 Kg model GK910. Cost £251.98 inc Vat. Is replied that the model with attached hangers might be referable. No further comments made.

b) Chairman reported that clarification is vital on what does need to be done with the roof and suggested we ask an independent building surveyor – this was agreed. Chairman asked for 2 more quotes for the floor. KB & LB both thought they had a contact. Northumbria Water will be approached for help with one or both. Chairman also proposed we go ahead immediately with painting the main hall door he will either find the remaining paint or purchase a new tin. Doug Smith has agreed to paint the door. The kitchen cupboards were also given the go ahead.

c) The Chairman then discussed the desirable items – mobile bar and a small kitchenette for Community Room – taking advice from several contacts in the hotel trade. Curtains – MR was asked to come up with a SPECK of what was wanted/needed and an idea of costs. The Treasurer at this point asked that fundraisers do not put restrictions on their efforts.

c) Current account balance stands at £13,162.40, other small accounts give a total of approximately £15,000 this amount is mainly achieved through the wonderful fundraising this year.

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

Octopus are finally charging SCH a monthly DD. They have projected a gas spend of £1,252. Power from the solar panels is to keep the batteries between 80% - 100%, if the power does go off in the parish, SCH needs the power in the batteries to keep operating. The surplus from the solar panels since April has been £85. LB brought up the use of HIVE which could be attached to two mobile phones and could monitor the

heating remotely. The HIVE programme currently costs £119, however an electrician would need to connect to the gas boiler system. It was agreed to look into this. Secretary to contact Albert Scott the electrician.

## **8. Bookings Report**

a) 28/7/25: Sarah Allen – Good Sports Summer Holiday Activities 2025. Due to lack of numbers the booking for Tuesday 29<sup>th</sup> of July was cancelled and Sarah asked for a one-day refund. The 4-day booking had not been advertised in the previous way – Slaley notes, Slaley news, Posters, School newsletter, web site etc.

b) Mother and Toddler group will be closing as many of the children are starting nursery, this will result in a loss of approximately £480 per annum. However, talks are in progress with a group to restart the table tennis sessions.

**9. Cleaner's Report** nothing to report apart from excessive use of paper hand towels from the caretakers cupboard (*see agenda 16*).

## **10. Building maintenance**

a) Did the maintenance defects identified at the July meeting get rectified? If not authorise

Page 1: MO showed CF & PW where and how to use the “fishtail” check keys.

MO recorded one of three ceiling light bulbs out in toilet 4

MO recorded the Emergency Exit housing cracked – main hall to foyer area outside toilets.

Page 2 CF reported Disabled toilet long flush not working

Page 3 JB reported the front door needs painting before winter

Page 7 ME reported old film club amplifier not in The Den

Page 8 Outside gutting etc not done at meeting undertaken during heavy rainfall on 15/9/25 downpipe south of Community Room door blocked no water coming through to drain. Guttering blocked somewhere water pouring.

Page 10 PW Caretaker Cupboard - Method Wood Cleaner needed. Toilet bin liners needed. PW purchased & delivered to Hall. Paper hand Towels gone from 16 x 200 packs to 7 packs yet the bottles of handwash not been used and the handwash inside toilets was marked as OK on page 4.

## **11. Fundraising**

a) Open Garden on Saturday August 30<sup>th</sup> at O'Dunain raised £916.00. Chairman to write a thank you to the Doonans.

b) Slaley W.I. fund raiser – Christmas Fayre on Sunday November 2<sup>nd</sup> 10 a.m. – 2 p.m. Chairman asked if any help was needed. MR reported none. Secretary asked for a Poster as a matter of urgency, the event was only six-weeks away and so far there had been no marketing/advertising of the Fayre.

c) Healey Parish Council – First Aid Training – no date established yet, still waiting for funding confirmation.

d) Chairman thanked LB personally (not present at July meeting) for the beer festival and its donation to the Hall.

**12. Annual Governance: Consider Insurance (renewal November)** Q does SCH becoming a CIO alter the insurance? Not arrived yet. KB asked that the policy is checked about Trustee cover.

## **13. Annual Governance: Review Wedding & Party Hire brochure**

KB volunteered to look and make recommendations

## **14. Annual Governance: Review advert/article News /Directory**

a) Lucy watches Hexham Matters for opportunities to advertise SCH she will write an article for Slaley News.

- b) Secretary to forward ME the link to the Northumberland village halls portal. **On-line advert: CAN – Village Halls & Community Buildings – Northumberland Village halls Portal – Slaley Commemoration Hall** view the entry on <https://northumberlandvillagehalls.org.uk/slaley-commemoration-hall>
- c) Advertising was generally discussed with the need to market SCH as widely as possible.

## **15. Any other business**

- a) Chairman intended to concentrate on Grants completing applications – Research different streams of funding. Different fundraising ideas.
- b) Chairman continued “Thinking of money and finance we need to be looking for a treasurer, JB has said he would like to hand over at the end of the current financial year. Accounting programme were briefly discussed.
- c) LB asked about storage of the art easels. After a previous request the group held one session at SCH. It was agreed to ask for 50p per easel per week therefore £20 per month for each month that no booking is made.
- d) **Car Park Tidy** – who and when, Planters – are the herbs being used by the community they look untidy? Proposal that they be emptied and planted with spring bulbs – maybe placed to the north until spring. Who empties? When? Who moves. Who buys bulbs? Daffodils and or Tulips? Chairman to arrange a date for a clean up (this may include pressure wash the outside furniture). JB remarked on the poor display of flowers this year at the south ramp. Secretary asked how many of the committee had watered them. None had apart from her. That is the reason, if we want them to look nice; we need to have a watering rota, like that organised for the Parks Side planters. The new shrubs at the north also need annual plant food and water.

## **16. Maintenance Log Book –**

Pg 1 MO-Bulb out in toilet 2

Pg 3 JB – flag stones need weeding - work in hand.

Pg 5 CK – no accidents reported therefore nothing broken or needs renewing

Pg 8 PW – blockage in guttering or drain at south of Community Room to be looked at

Weeds growing out of drains at north of decking

White Plastic guttering and drains outside community Room is filthy

Pg 9 KB – Teak outside furniture to be pressure washed and treated with teak oil

Caretakers cupboard PW – paper hand towels only 5 packs left order 15 x 200 sheets

Toilet bin liners only half roll left

Disinfectant half bottle left

Handwash only 1 500ml left

Method wood floor cleaner another bottle needed.

A discussion took place about disposable paper hand towels v electric hand driers – Secretary to speak to Albert Scott about costs.

## **17. Dates of 2025 meeting:**

Wednesday: 19/11/25.

There being no further business the meeting ended at 8.30 p.m.

Note left in the kitchen from Northfire was a safety report which under Engineer's

Comments/Recommendations:

Failed lights Disabled Toilet.

1 x Emergency light hanging off wall in Hall

Recommend external new emergency light from hall exit

Recommend 2 x lights in Hall as over seven years BS

Recommend 2 x lights in new part internal and external.