

Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee
Wednesday September 18th 2019 at 7 p.m.

1.Members present & apologies-

Present: Rosaleen Doonan, Michael Elphick, Carol Ferguson, Bobby Johnston, Margaret Rowell, Janeen Smith, Debra Taylor taking the minutes and Margaret Weatherley.
Apologies, Helen Savage, Marge Rastall, Ann Wright & Pat Wilson

New Trustee Susan Allan was welcomed to the meeting. The Scheme for Slaley Commemoration Hall has been emailed to Sue. The Trustees declaration will be signed at the next meeting.

2.Minutes of the meetings held on Wednesday July 17th

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

3.Matters arising

a) 3a 17/7/19; 3c 15/5/19; 3f 20/3/19: Slaley Show 2019 cancelled due to waterlogged field. The Hall will provide two meetings f.o.c. for the show committee in the coming year in support of the show and to thank them for the Hall booking on the day of the show.

b) 3b 17/7/19; 3f 15/5/19; 3i 20/3/19: Hallmark 1 renewed and certificate displayed. Hallmark 2 application meeting with Louise Currie to be confirmed.

In preparation for Hallmark 2 and as good business practice, the Caretaker's contract has now been updated and signed. The contract is for Dorothy Urwin and includes reference to Reg, her husband, as a volunteer.

c) 4c 17/7/19: Northumberland Theatre Company *The Snow Queen* booked for 4 p.m. on Friday 3rd January 2020. Tickets to go on sale for Christmas presents – advertise. The actors will arrive at the venue approximately three and a half hours before the curtain up time and they would like tea and coffee making facilities and some sandwiches. They would like two complimentary tickets for the use of NTC. The cost of tickets £10 adults £5 children under 16 years. Family ticket of 2 adults and 3 children £25 (saving £10) was agreed. Publicity for the event will start asap.

Confirmation is required regarding the curtains and stage requirements (PW)

d) 6b 17/7/19: Slaley Parish Council is considering funding a First Aid Course participants pay £50 each and the PC covers the shortfall and cost of Hall. A Thursday in early November. Noted

4.Correspondence

a) Stage company has been taken new contact details in RD's file

b) WNCBC Free kitchen equipment

5.Financial Report by Margaret Weatherley

a) Insurance value of hall – confirmed that the insurance is correct for the Hall.

b) Contract of Employment – completed. See above

c) Payments made and Income since last meeting

Income/expenditure statement provided (attached)

d) claiming gift aid MW & DT. Gofundme gift aid is included automatically, though it takes several weeks to come through. Gift aid from other donations will be applied for via HMRC

6.Bookings Report

a) After a quiet August, all the usual bookings are back including Bowls until the end of March 2020. A new Pilates class starts 4th October. On the 27th Sept there is the Macmillan Coffee morning and 13th October has the Harvest festival supper.

7. Wedding/Party Plan

Ongoing. RD is having a meeting with R&C manager.

8. Reports from:

a) Grants sub-committee - report

(i) Rosaleen Doonan sent an email to everyone on 2/9/19 alerting them to The Lottery Fund £30,000 grant which would only be available if we completed the project within a 12-month period. The question was asked if everyone agreed to the first phase being the toilets and the north section rather than the new room. This was approved 10 in favour, 1 against and 1 abstention.

We now progress to the next stage of the application which will be throughout the Autumn. The grants committee will be meeting on the 24th October to progress the application.

(ii) If we are successful then temporary provision for bar and storage of equipment currently in the committee room (Hall records and minutes).

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. To be discussed further at the next meeting.

(iii) The sub-committee have applied to the following organisations for grants. To date we have not had any responses except for additional clarification questions.

Northumberland Villages Trust, Barbour Foundation, Leslie and Lilian Manning Trust, Rothley Trust, Sir James Knott Trust, Hedley Denton Trust, The Joicey Trust, Waitrose, WA Handley Trust.

b) Update Business Plan & include Action Plan

Currently working on new finances

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 will soon be improved by Doug Smith. Agreed that the door should be repaired (new foot board and filled).

Doug has also highlighted issues in the ladies and gents toilets regarding the damp reappearing. This is to be investigated further.

10. GoFundMe account update from DT

Total sponsor money for the 100km walk	£765.00
Confirmed Gift aid	£52.50
Pending Giftaid (value not confirmed)	£146.50
gofundme charges	£20.53

The webpage has now been changed back from featuring the sponsored walk to the standard £100k for 100 years appeal

11. Fundraising attached as appendix 1, page 15

a) The Bowls Club were unable to find sufficient people to host the September afternoon teas – PW volunteered to cover this. The Grand Summer Raffle will be drawn at that event. Many of the committee have sold tickets and the total so far is over £500 raised. There will be a final push on ticket sales leading up to the draw on the 29th.

b) It was agreed that we should continue with the afternoon teas into 2020 and try and increase awareness and possible advertising.

c) Concern was raised about the A-boards advertising the teas as they could be a hazard. It was agreed that the one at Townhead would remain and be made secure. The one originally at Townfoot would be put within the curtilage of the Hall and if possible a poster fixed on a lamppost at Townfoot.

d) October's afternoon tea will coincide with the Craft Fair organised by the WI (M Rowell). Posters and social media advertising will start in the coming week (DT). A volunteer for the raffle is required (DT/PW will cover if needed). The fair will showcase 17 local craft stalls. SA agreed to approach the Hexham Courant regarding a possible article and advertising space.

12. Health and Safety notice for Hallmark 2

Review the Policies - forwarded as a pdf by DT - previously agreed at the July meeting – amended slightly for presentation with the grant applications. Unless there are any objections these will be signed off at the meeting.

Practices & Procedures for hiring the Commemoration Hall

Health & Safety Policy July 2019

Fire Safety & Evacuation Plans Policy July 2019

Equalities Policy

Environmental Policy

Alcohol Policy

Reserves Policy

Finance Policy

Use of Audio & Visual Equipment Policy

Internet use Policy

Hire of Crockery & Portable Stage Policy

Booking Form with Terms and Conditions

Access Policy

Hall Risk Assessment

These were all agreed. The number of fire extinguishers in the policy will be corrected.

13. Any other business

The school has some panels and story bags made by the children several years ago which need a new home. RD suggested that the story bags could be used for messy church and ME will obtain images of the panels to see if they would be suitable for use in the Hall.

14. 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.

The maintenance logs were not available, but the committee made general checks of the site and no issues were reported.

15. Date of next meeting: Wednesday November 20th