

# Slaley Commemoration Hall Management Committee

Minutes of Meeting held on Wednesday September 20<sup>th</sup> at 7 p.m.

## 1. Members present & apologies

Rosaleen Doonan, (Chairman), Bobby Johnston, Margaret Rowell, Debra Taylor, Margaret Weatherley (Treasurer) & Pat Wilson (Secretary).

**Apologies:** Michael Elphick,(Vice Chairman), Helen Savage & Ann Wright.,

## 2. Minutes of the meeting held on 19th July 2017

The minutes were proposed as a true record by D. Taylor and seconded by M. Rowell. The minutes were then signed and dated.

## 3. Matters arising

a) Committee to look at Youth Club hut at rear of building now that some goods have been removed. A request was made by separate people for table tennis provision at the Hall in the survey – we do have a full size tennis table it was agreed to contact the person and ask if they are interested in starting a club. RD provided a list of items in the shed and decisions were made for disposing of same. It was agreed that the shed would be kept for general storage and Doug (or David Clark?) be asked if he would repair.

b) The thank you to Pat Goodwin had been sent to both Notes and News editors on June 22<sup>nd</sup> – unfortunately it had been missed in both reports. An apology was requested to the editors on July 22<sup>nd</sup>. This was undertaken and has appeared in the notes and the September issue of Slaley News.

## 4. Correspondence

a) RD received an emailed version of the Maintenance Log Book from Louise Currie  
There are eight areas of maintenance – discuss how these are implemented –

(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. As a group we went through the internal list and found everything in order apart from paint flaking above the large south kitchen window. RD to ask Doug if he could look at this.

This raised the question of what are the caretaker's responsibilities? MW thought there was a Caretaker Job Description and would look it out. Grounds Maintenance Derek Hull uses his own mower and fuel is refunded. Catherine Lincoln looks after the flowers at the ramp and in the tubs and she is refunded for the plants.

b) RD received an email version of the Hallmark (valid until May 2019) – statement of eligibility from Louise C

c) RD received a pdf email Slaley Commemoration Hall Scheme fully regulating from LC.

d) August issue of the West Northumberland Community Buildings Consortium. Includes a Press release about Portable Appliances Testing needing volunteers.

e) CAN Funding Bulletin

f) CAN Enews September

g) NCC Tracey Jennings European Structural Investment Fund

## 5. Financial Report

- a) Report by Margaret Weatherley: Income 21/6/17 – 20/9/17 was £1095.14, however the expenditure was £2673.98 this is a shortfall of £1578.84 mainly made up from Roof repairs £980.00. Caretaker £685.00 & Burncliffe Electrical £377.28
- b) The March 2017 Fire Extinguisher Certificate is now on the board.
- c) Financial Reserves Policy (emailed 19/1/17 & 21/6/17) This was agreed for the current year. The 10% of Hire Income for 2016/17 was £557.19.
- d) DT suggested a high interest Capital Expenditure Fund is established. MW said that the funds were separated in the accounts but were all placed in Virgin Money for a better interest. RD requested an emailed sheet detailing the Hall fund-raising over a five year period. Budgeting for major refurbishment should be looked at in detail.

## **6. Bookings Report**

- a) Booking form – Bouncy Castle rules RD reported that most village halls do not allow Bouncy Castles and it was agreed that Slaley would follow this rule.
- b) Bookings and emergency contact while Booking Clerk on holiday is currently RD and the Caretaker.
- c) Key Safe – committee members asked to source different systems at the July meeting and report back. PW had information from web and favoured Police approved samples by the Key Safe Company. RD requested that the numbers were large. Although there were some reservations it was acknowledged that a key safe was the way forward and MW was asked to proceed and order. Fitting could be by David Stokoe? MW to check.
- d) People do not like to complete the Slaley booking form – examples included Slaley with the paper only + terms and conditions in the three-page booking form.  
Hexhamshire with a simple initial booking request on line.  
Riding Mill Parish Hall (catering for functions up to 200 persons) and Millennium Hall built in 2000 for functions up to 60 persons. Both bookings by telephone only.  
Newbrough Town Hall built in 1876 and modernised in 2000. Main hall with stage, Kitchen. Bar Lounge. Store. Toilets and Gallery and first floor Parish Room and Youth Room. Booking form on line with separate Standard Conditions of Hire and Charges  
Bardon Mill & Henshaw Village Hall – terms and conditions & safeguard policy separate.
- e) Booking form on web site how does this work – need to speak with Melanie who designed the new Slaley web site.
- f) How do the public know the hire charges: AW reported that would-be users telephone her for prices?
- g) Notice Board in Hall grounds - monthly report of “what’s on” – who would do this? - who to contact to make a booking?: AW reported that she gives a monthly booking sheet to Caretaker – last minute alterations are done by telephone. A similar sheet could be placed in a notice board inside the Hall grounds and elsewhere if it was likely to be read. MW requested to ask David Stokoe for a price to make a wooden notice board to go inside the hall car park possibly alongside the wheelie bins but facing the footpath. BJ suggested a metal notice board similar to the blue one recently placed in the first school grounds.
- h) How do you make it visible to the general public when a fund-raising event or club is under way inside the hall?: RD suggested banners, notices flying from the flag pole. The A board can be used on the grass opposite the Hall but must not obstruct the footpath.
- i) In the short-term it was proposed and agreed that a Calendar should be placed on the notice board showing dates booked and dates available for hire.

## **7. Survey distribution and collection of information**

a) Returns were given to ME and he produced a report. It was decided that time was needed to go through the responses and these would go towards A BUSINESS PLAN. RD had photographs of different halls she had visited and how they utilised their space. DT spoke of the hall at Snods Edge, in Shotley parish and how they used their three different rooms and also the successful Sunday teas where 200 people were the norm.

## **9. Laminated brochure Update by M Rowell & DT**

A first draft was emailed by DT and hard copies were available at the meeting. MR was currently drawing maps for inclusion and initial comments from the meeting further enhanced the brochure.

## **10. Building maintenance**

- a) Watson Builders update: MW report that Stephen had not forgotten the work
- b) Drains survey update: holidays have got in the way of the survey - Maurice Brooks from Powerjet - 01661 844123 mobile 07889 702672 – coming Monday September 25<sup>th</sup> at 8.30 a.m.
- c) Michael Elphick / Debra Taylor - Broadband connection: DT to check on this.
- d) Electrical Installation Report of April 2014 (every 5 years) recommended certain things were done under C3. RD to report carried out by Burncliffe £377.28 (*see 5a above*).
- e) Pat met Doug Friday July 21<sup>st</sup>, expensive compound needed to complete the rotten sections of the front fascia - Doug to check on availability. Fascia board at the rear of the Hall - scaffolding was discussed. Internal plasterer needed before any decoration of Main Hall or Committee Room. RD to update: Doug has cut out all the rotten wood and decorated the flashing. Broken downspout on west is being welded by BJ's son.
- f) Doug broken roof tiles this needs to be reported to David Clark - PW asked by answerphone on mobile.
- g) Central air vent (looks like a bee hive) on the roof – Doug unable to work safely on this, reported that one side is rotten and needs replacing. MW to ask David Clark to investigate when he repairs slates and report if dangerous. MW also to ask David Stokoe for a price to replace the rotten section. Scaffolding will be needed for this work to proceed.

## **11. Microphone Demonstration**

How to use and where it is kept. PW to ask ME for a demonstration.

## **12. Brain Storming exercise.** PW tabled a rough sketch of her brainstorming idea.

Carried forward to November meeting.

## **13. Fundraising ideas**

- a) Margaret Rowell report on progress with the Friday October 13<sup>th</sup> Christmas Craft Fair. Help / advertising / refreshments / raffle etc. The stall holders will pay £10 and the public entrance will be Free. A request to be made for cakes for the cake stall and refreshments, raffle prizes and help with serving refreshments. PW to design poster and flyers & circulate for distribution. Hard copies printed for MR.
- b) Progress with the 12-hour Storytelling event. PW to report: Reduced from 12 hours to just over three hours with 15-minute intervals between speakers. Possibly a date in January from: 6 x 20 minute slots: (1) 7 – 7.20 p.m. **Interval 7.20 – 7.35** (2) 7.35 – 7.55 p.m. **Interval**

7.55 – 8.10 (3) 8.10 – 8.30p.m. Interval 8.30 – 8.45 (4) 8.45 – 9.05p.m. Interval 9.05 – 9.20 (5) 9.20 – 9.40 p.m. Interval 9.40 – 9.55 (6) 9.55 – 10.15p.m.

c) RD asked PW about the Screwfix Foundation for a grant application. PW replied that the committee has currently no agreed repairs and or prices for an application. RD had attended a funding meeting on the morning on 20/9/17 where capital funding was in decline.

d) RD proposed that the Hall should hold fundraising events at least every second month, this was generally agreed.

e) DT suggested that a “think tank exercise” might be beneficial where a business plan for increasing general use of the Hall and a business plan for the future of the Hall be held. The first meeting of this group would take place at the home of RD on Tuesday October 10<sup>th</sup> at 7.30 p.m.

f) PW proposed a weekly catering event for visitors passing through, very simple - soup and scones. Who would do the catering? Who would serve 11 a.m. – 1 .30 p.m.? DT suggested maybe different groups could do a month each.

**14.Any other business:** None

**15. Emergency Exit Lights Check** – carried out earlier in meeting (*see agenda item 4a*)

**16.Date of next meeting:** Wednesday November 15<sup>th</sup> 2017.

There being no further business the meeting ended at 9.40 p.m.