Minutes of Slaley Commemoration Hall Management Committee on Wednesday September 20th 2023

in Slaley Commemoration Hall at 7.30 p.m.

**1. Members & apologies:** Chairman, Rosaleen Doonan, Debra Taylor, Stella Douglas, Margaret Rowell, Ian Stevens, Philip Cain & Pat Wilson.

**Apologies:** Carol Ferguson, Helen Brewis-Levie & Christine Johnston

**2. Minutes of meeting held on Wednesday July 19th 2023, attached as pages 182 - 184 with appendix 1, page 185, appendix 2, page 186 & appendix 3, page 187.** The minutes were proposed as a true record by Ian Stevens and seconded by Stella Douglas the minutes were then signed and dated by the Chairman.

**3. Matters arising.**

a) 3b 19/7/23; 8 17/5/23: Decking funding application to the Community Chest was awarded £1,000 with the shortfall made up with the SCH 200 third year annual fund-raising total of £1650.82 and the £50 donated by PC for his history talk = £2,700.82. The work will hopefully start as soon the materials are delivered and a dry spell is expected to secure foundation posts. PC to order materials.

b) 3d 19/7/23; 16 17/5/23: Splits in the south metal guttering. T. Forsyth, Roofing, quote accepted £1,300 + Vat 20% £260. Total £1,560. Work was undertaken today, September 20th.

c) 3e 19/7/23; 16 17/5/23: Hand rail painted and refitted 15/8/23 by IS. The main door is also completed. Email dated 16/8/23 received from IS explaining the work and the type of paint used “Weathershield”, IS is offering to recoat the door each year and has said that the door-frame will require some repairs in the next couple of years. IS was given the go-ahead to paint as offered.

d) 4 19/7/23: ZOOM meeting Depositing with the Archives 9/8/23 attended by PW. No paper clips, no staples (both go rusty over time), no plastic wallets. Paper and cardboard storage preferred. Data Protection can be overcome by a designated time span e.g. 50 years, 75 years, 100 years. PW to talk again after the summer holidays when all staff back at work.

e) 10 19/7/23: Paper blinds missing & damaged in Community Room. DT to look at permanent alternatives by September. DT, SD & MR met with Hilary’s Blinds on Friday 25/8/23 quoted for blackout roller blinds for south facing window and north facing French Doors. Complete with fitting the cost is reduced from £675 to £600 and were fitted September 12th. The Roller Blinds recommend fitting with a child safety device. Safety leaflet circulated. PW to telephone the fitter and ask about this. Is a breakaway chain sufficient or should safety hook be used especially on the large blinds. However, the Safety Information says the two should NOT be used together.

f) 11c 19/7/23; 15 d 17/5/23: Outside Key Safe code has been changed.

g) 11d 19/7/23: 15e 17/5/23: Change the welcome plaque wording to include the 100-year refurbishment. PW contacted Topsigns, Hexham – New plaque – Present size 70cm heigh x 105 cm wide x 2mm deep. ***Erected by Charles S Hunting and Agnes Mona Hunting in gratitude for the safe return of their children from the war. Restored in the 1980’s. Modernised for Centenary 2022.*** Unable to remove screws. IS will assist with removal.

h) 11 e 19/7/23; 11c 17/5/23, 10j 15/3/23: Quote from Ali Stobbs for repainting the water damaged walls. £560.00 + boiler room which had been severely damaged by water when looked at and would need to dry out before assessing the full damage and work necessary. Confirmation that the work was booked after our May meeting. He needs a free Friday, Saturday Sunday or a Saturday, Sunday, Monday to do the work. We will need to take down the Hunting portraits before painting and Midnight Express has a hydraulic lift – DT to get a price. Work confirmed for Friday November 10th, Saturday November 11th and Sunday November 12th. Main hall blocked off from any bookings.

i) 13 19/7/23: Goodbye to Helen & Olwen Savage event Sunday October 22nd – arrangement meeting held by ZOOM on 14/8/23 with updates circulated on 25.8.23 & 5/9/23.

k) 14 19/7/23: Annual Risk Assessment DT emailed some amendments on September 16th.  Everyone was happy with the amendments therefore the Updated Risk Assessment is adopted.

**4.Correspondence Emails:**

21/7/23: CAN Enews. 4/8/23: CAN Enews.

 9/8/23: Message from Mayor Driscoll – crowdfund north of Tyne Online Workshop

 22/8/23: NALC Enews. 1/9/23: CAN Enews.

15/9/23: CAN Enews: PW alerted committee to the safeguarding ZOOM training on 17/10/23. IS has volunteered to replace Helen Savage as the Hall’s second Safeguarding Officer and join the ZOOM training.

**5.Financial Report –** SD

**Attached as appendix 1a/200923, page 192.**

**6. Budget for the coming year – Year to date presented by DT**

**Attached as appendix 2/200923, page 193.** PW questioned how we had so much disposable income,

**7. Bookings Report –** SD

**Attached as appendix 1b/200923, page 192.**

**8. Issues Log – DT**

The outstanding issue were gone through and updated

**9. The year 101 (Business Plan) – DT**

**a**) DT & SD offered everyone the opportunity 28/7/23 to attend an organised SWOT marketing meeting on August 1st 2023. RD CF & PW attended.

DT sent round a three-page report **attached as appendix 3/200923, page 194** together with a request for the August 2017 questionnaire which Michael Elphick circulated before the committee embarked on its improvement programme. Pat emailed the questionnaire 14/8/23 and a copy of the 12-page summary of the replies some three hours later.

a(i) DT circulated a mock up marketing leaflet. PC asked for a more modern (possibly wedding) photograph to be shown at the bottom right of the leaflet. DT said the print run would be small as information changes so quickly.

**b)** PW contacted CAN & WNCBC and thanked for their help detailing marketing training but SCH undertaken a DIY marketing meeting.

**10. Caretaker’s Report**

Charlotte is concerned about children and the CR Blind chains. Also, the key safe left open after the September Film Club. Film Screen left down after Tuesday 19/9/23 booking (only those with a audio cabinet key could get to the remote to lower). Lost property is being placed inside Foyer metal cabinet.

 **11. Building maintenance**

a) Funding WiFi after March 2024 when the Slaley Parish Council grant runs out. RD to apply.

b) Keys for the building – how and where they are kept. The list was gone through. Spare keys for everything are hanging in the internal key safe which does not lock.

c) DT emailed 13/9/23 a summary report of the now operational Solar & Battery Project. DT explained to everyone’s understanding and said they could have the app downloaded to their mobile if they wished.. **Report attached as appendix 4/200923, page 195.**

d) Margaret Rowell reported only 70 + tea spoons - had more been ordered? *Note MR reported that 110 tea spoons were missing at agenda item 14g on March 15th 2023 meeting. Also, at the full inventory undertaken by DT & MR on May 8th 2023 only 79 tea spoons were recorded – full inventory list was presented under agenda item 14 at May 17th 2023 meeting).* It appeared that no additional tea spoons had been ordered.

e) The top screw of the inner front door is damaged and causing the door problems.

f) The dampness on the internal entrance wall still indicates a problem, this had been an agenda item since at least September 23rd 2020 (three years) it seems certain that the contractor asked to point the ramp stonework is not interested.

g) MR reported water gushing out of the taped-up plastic downspout which fell off the south Community Room extension (reported by SD agenda 11f on July 19th meeting).

h) RD had a meeting with regard to SCH being a Rescue Centre in the event of an incident. A pack containing blanket, wind-up torch etc is part of the package. Northern Power will provide a FOC generator to SCH if power is not restored after three days. A connection for the generator to work with SCH’s electricity will be needed. RD was also told to work with the PC’s who should have a system of contacting the vulnerable in their parishes. Similar to the Pyramid of Care that was established during the COVID outbreak. ***PW has looked back and Healey Parish Council discussed at its meeting on December 1st 2021, agenda item 15, page 614. This was followed by Slaley Parish Council at its meeting on December 13th 2021 agenda item 7 and telephone call under agenda item 8, both on page 1580. SCH discussed both PC’s response at its meeting on January 19th 2022 agenda item 7, page 106 and again on March 16th 2022 agenda item 7, page 113. It was at the March meeting that RD suggested the PC’s needed to establish a Tree of Help.*** Will copies of these minutes be sufficient to show PC involvement and support?

i) RD reported that several of the kitchen unit doors are in need of replacement. There are companies who specialise in replacement doors. RD to contact and arrange a visit.

**12. Fundraising**

**a) Fundraising attachment as appendix 5/200923, page 196.**

b) Fourth year SCH 200 draw the September winning number was 25

c) At the July meeting CF mentioned the wind-up-horse Race Night as a possible fundraiser. Details of a set of these winding horses are owned by Hexhamshire Leek Club. Letter sent 31/8/23 and acknowledged but not replied. MR thought Slaley Leek Club ran something similar several years ago and would check.

d) Catherine Myers emailed a poster for the 5/11/23 Christmas Craft Fair, asking the committee to circulate for maximum distribution. MR had some notes from her daughter which basically were that MC had thought the funds raised from the 2022 Christmas Fair were going towards the main hall replacement blinds only to be told that the money had been spend on blinds for the Community Room. If the £700 raised in 2022 was not going towards funds raised in 2023 then the event would not go ahead organised by CM. Help was needed from the committee both in setting up, delivering the event and tidying at the end. With donations towards the refreshments and raffle also needed. Most of the committee were able to commit to help. Poster to be sent to Catherine Lincoln for the Facebook

e) PC’s idea of a wedding photograph in the marketing leaflet raised a mock wedding as a possible fund raiser, this was described in some detail on 18/2/2019. PW to recirculate.

**13. Insurance Renewal in November.**

Emailed to committee 13/9/23 with meeting agenda. Does the wording cover our present insurance needs?

Page 2 of 2 Statement of Fact fifth box – Is the hall currently undergoing renovation or construction work, or will be in the next 3 years? Answered NO. SD confirmed that the decking will be included in the November update.

**14. Review Wedding & Party Hire Brochure by DT**

Would anyone like to review the document?

**15. Review advert/article News/ Business Directory**

a) **Slaley news:** July & August – none. June – None. May – An invitation to the Commemoration Hall date of AGM. April – SCH 200 winning number, date of Whist + Fire & Dough in car park.

March – article water coming in to the roof faced with a bill of £4,500 for repairs. RD + SCH winner & Whist

February – article 100th birthday RD + Table Tennis + monthly lottery & whist. CF’s Coffee morning advert. PW suggested a standing advert each month advising people to view the booking diary for their event through the web site – this was generally agreed & PW to action.

**b) Business Directory** September 2022 advert below: Is the Business Directory continuing with the new PC?

Slaley Commemoration Hall

The Hall offers a large function room with portable staging, fully equipped kitchen, free Wi-Fi and modern Audiovisual equipment.

The Hall underwent Phase-one of a major refurbishment in 2020 providing five new toilets in a light and airy entrance foyer. Phase-two during 2022 provided a new second meeting room to the east, complete with self-generating power by solar panels.

A modern gas boiler provides central heating throughout and there is disabled access from the car park. Grassed area to west is perfect for additional marquee space if required.

Fully redecorated in 2020, the refurbished Hall is an ideal venue for weddings and parties, dancing, drumming and film shows, lectures, badminton or table tennis. A bar can be accommodated in The Den, accessed downstairs but this also has disabled access from the west lawn.

* Hire hourly charges: Main Hall £15. Affiliated £12

Meeting room £12. Affiliated £8

Den £5

Whole building £25. Affiliated £20

* Large catering event using cooker/dishwasher – kitchen surcharge £15 Affiliated £12
* Half-day/Evening event (7-hour booking): £70
* Full day (15-hour booking): £150
* Wedding (48-hour booking) £400
* Event alcohol license is £15.

*All these prices will be regularly reviewed during the year.*

For other time combinations contact:

Booking Clerk: Stella Douglas – 01434 673001

To look at Hall facilities and check availability visit:

[www.slaley.org.uk/page/village-hall/](http://www.slaley.org.uk/page/village-hall/).

The current Parish Council have an updated Directory on hold

**c) Website:** view and report any suggestions – there were no suggested improvements or comments.

**d) Other On-line advert: CAN –** Village Halls & Community Buildings – Northumberland Village halls Portal – Slaley Commemoration Hall – Visit website – latest news new extension builders in. Upcoming events – There are no items to display. Terms and Conditions. Privacy Policy. Login. Facilities. Booking. Regular activities. Latest news: New extension. DT looked at this and updated the whole entry, she feels it should be reviewed every 6-moths and not 12 months. DT suggests everyone view the entry on https;//northumberlandvillagehalls.org.uk/slaley-commemoration-hall

**e) Facebook managed by Catherine Lincoln –** is this something more people should be aware of? PW to speak with Catherine Lincoln.

**16. Any other business**

a) NEAS has contacted the former parish clerk alerting her to the fact that 12 delegates who achieved their three-year Emergency First Aid at Work Certificate in November 2020 will cease to be covered as from 9/11/2023. This notification has been forwarded to the delegates. Is this something SCH would like to organise in future? The present Slaley Parish Council will discuss at its next meeting.

b) The Chairman RD reported her resignation from the committee from the AGM in May 2025. SCH Secretary PW would also depart at that time. The committee has twenty-months to find some younger members to join them

**17. Maintenance Log Book –**

a) As per DT’s Solar and Battery Project report the outside cabinet should be checked each meeting for any damage and to make sure it is securely locked (see 11c above), added to page 3.

Reported at the meeting:

Page 2: Disabled toilet 3 toilet not flushing. Tap still off in toilet 5

Page 3: Car park Pillar at west needs pointing at the base

 Inside of south ramp there is still dampness on wall.

Page 7: The Den evidence of mice – 2 new Market Stall Gazebos lying on the ground.

 Water Boiler – is it working?

Page 8: Boundary wall corner of north and east top coping stone fallen off – needs immediate repair.

 Spare bins at north still got rubbish inside

 Rubble stored under and around tree at north

 Community Room south plastic guttering taped back by SD (July report) MR saying water gushing out

 when raining.

 Downpipe south-east of Community Room black stain on 2nd joint – does this indicate a problem?

 Long metal drain south of Community Room entrance full of debris young trees starting to grow out.

 Old guttering on west and south replaced with new UVPC today (20/9/23) and the old metal downspouts no

 longer fit into the new square cowl. Need to replace these to match the new gutters.

 Building materials are stored outside the emergency door on the north west who and why are these here?

**18. Date of last 2023 meeting:**

Wednesday November 15th