

# Slaley Commemoration Hall Management Committee

**Minutes of Rescheduled Meeting of Slaley Commemoration Hall Management Committee held on Wednesday October 5th 2022 in Slaley Commemoration Hall at 7.30 p.m.**

**1.Members & apologies** – Chairman, Rosaleen Doonan, Stella Douglas, Carol Ferguson, Ian Stevens, Debra Taylor & Pat Wilson.

**Apologies**, Helen Savage, Catherine Myers, Margaret Rowell, Janeen Smith

**2. Minutes of meeting held on Wednesday July 20th 2022, attached as pages 130 - 133 with appendix 1, page 134, appendix 2, page 135, appendix 3, page 136, appendix 4 page 137 & appendix 5, page 138.**

**Also the minutes of Special Meeting on Tuesday 16<sup>th</sup> August 2022 to discuss hire charges, attached as page 139.**

The minutes were proposed as a true record by Stella Douglas and seconded by Ian Stevens, the minutes were then signed and dated by the Chairman.

### **3.Matters arising.**

a) Meeting to discuss hire charges (see page 139).

(i) The 48-hour wedding fee was left at £250. DT proposes a new charge of £400. After discussion it was agreed at £350.

(ii) The 16-hour election rate was increased to £250. DT proposed the non-affiliated rate of £25 per hour = £400. After discussion it was agreed at £350.

(iii) Affiliated organisations: DT suggested that to qualify for the affiliated rate each organisation should hold at least one fund raising event for the Hall each year. Email received 5/10/22 from CM suggesting that an affiliated user is a user with six or more bookings a year. After discussion it was agreed that an Affiliated user was identified as: “These are longstanding, regular users of the Hall. The reason they book the Hall serves to enrich our community life. Organisations who qualify for these rates are solely at the discretion of the Hall Trustees”.

b) 4 20/7/22: Queen’s Hall Arts Centre Illuminated Sheep Art Trail – update on the arrival of our sheep at Slaley IS report time-line and venues where the sheep could reside. ZOOM meeting organised on 7/10/22 at 17.00. to discuss further - RD invited. IS thought a good time for the sheep to spend at SCH could be the Sunday of the Christmas Craft Fair – IS to speak with CM regarding this suggestion.

c) 15c Fire & Dough monthly trading spot on SCH car park. RD confirmed she had not spoken about the mobile Pizza van changing its slot. DT asked if they paid a £10 donation to SCH for using the car park- they did when asked at the quarterly market.

### **4.Correspondence**

#### **Emails:**

21/7/22: CAN Enews – Village halls across England asked about the impact of rising energy prices.

5/8/22: CAN Enews – New NALC Chief Officer takes up the role.

18/8/22: WNCBC Bulletin – Free table tennis table – RD contacted.

19/8/22: CAN Enews.

27/8/22: Email from David Baynes suggesting that a diesel generator would be cheaper than solar panels and batteries. DT replied that we were eligible for “green energy” grants.

1/9/22: Allied Westminster. The Village Halls Podcast – Wonderful Villages Awards 2022. SD has an application almost ready.

2/9/22: CAN Enews – mapping exercise underway to identify Northumberland Warm Spaces open this winter – SD registered interest in the warm hub initiative reported this to committee by email 3/9/22

6/9/22: Builders reported Jane Whitelaw from NCC (Visiting Officer Business Rates) called in at SCH and asked when the work was likely to be finished as that may affect the rateable value. SCD contacted Ms Whitelaw and said we would tell her when the work was completed but did not pay business rates.

15/9/22: Liz Gray Update on Solar Village halls – Feasibility Studies.

27/9/22: CAN Autumn Newsletter Offer to learn how to dress a presentation board.

### **5. Financial Report – SCD**

- a) Report of income and expenditure from April 1 – Sept 21st (**attached as appendix 1/051022**), page 144.
- b) **A Financial Forecast for 2022/23** was introduced at the July meeting how are the actual finances comparing to the forecast? This was not available to the meeting.
- c) HE Servicing Ltd Final invoice received for 9 solar panels supplied and fitted. £3,973.95 (Zero rated Vat)
- d) Octopus Energy for Business email 30/9/22: Because out agreement was signed before 1/4/22 we do not meet the Government's conditions to be eligible for the Energy Bill Relief Scheme therefore there will not be a subsidy to our unit price.
- e) RD requested that the possible loan from CAN be cancelled as soon as all invoices are paid and there is sufficient money in the fund to cover expenditure.

### **6. Bookings Report – SCD**

Yoga and Ferguson Fitness are considering additional sessions.

SCD asking around providers for children/young adult fitness groups. RD suggested contacting Rob West & CF suggested someone her granddaughter goes to at Whitley Chapel.

### **7. Emergency Welfare Hub (also known as Emergency Rest Centres, Resilience Centres & Warm Hubs).**

- a) Assessment of Village Halls for possible generator connection in emergencies – Nigel Fisher, Civil Contingencies Officer, came out to SCH on Tuesday 13/9/22 at 2 p.m.
- b) Northern Powergrid/Guy Opperman Resilience Hub Meeting 26/9/22 at Hexham Mart. SD attended.
- c) NCC Warm Spaces £500 initiative SD & PW met Angela Watt 21/9/22 at 2 p.m. SD applied for grant to fund the snack and chat events this includes Coffee Flasks.
- d) NCC Community Chest grant includes Soup Flasks
- e) Funding: Slaley Parish Council agreed 10% of total £1,600. CEG agreed to a £100 grant  
SD explained that a grant for £18,400 has been made this will cover the batteries, improvements to the former gents-toilet block, a generator (LPG is preferred by funders rather than diesel). All different streams of funding - the providers are not joined up. Guy Opperman has taken on board Slaley's water problems and is contacting Northumbria Water. The removal of copper phone lines has been stopped. SD said we had to make sure SCH was ready. Not everything needed to be on site providing there was a list of where the several items could be quickly provided e.g. no candles to be used in an emergency wind up torches and battery candles would be required.

### **8. Phase Two of Centenary Improvements**

- a) Work commenced on Monday June 6th thereafter progress meetings every 14 days (Minimum)
- b) Site meeting No 4 on 27/7/22 at 1 p.m.  
Site meeting No 5 on 10/8/22 at 1 p.m.  
Site meeting No 6 on 24/8/22 at 1 p.m.  
Site meeting No 7 delayed by one week to 14/9/22 at 1 p.m.  
RD suggested that we needed another meeting – date to be agreed.
- c) PW emailed joiner David Stokoe (24/8/22 & again on 12/9/22) to ask for a price for the decking. No reply. DT asked Stevens & Storey at the PC meeting if this was something they could do? Ian Stevens has spoken with a joiner who has done some work for him. A copy of the planning application has been provided and a site meeting suggested for mid-October between Kevin Doonan, IS & the joiner.
- d) The latest adjusted contract sum from Ryton Construction is £98,188.70 + Vat £19,637.74 = £117,826.44
- e) The new door was originally going to be an emergency fire door. The building inspector has passed it as a self-opening door.

### **9. Caretakers Report – ICS**

Ian will be away during January 2023 the role of Caretaker will be covered by Charlotte and paid by his normal monthly income.

During several contractors on site at once the front door has been left open. The toilet and kitchen area has been exceptionally messy.

Area above the carpet bowls mat and cupboards looks scuffed and dirty, from blocking up the two east windows – will need decorating. Area around the west wall also needs repainting.

Front door is in need of painting and possibly a new lock tumbler.

An email of comments from a SB, resident was emailed at 18.24 today and discussed as follows.

(i) A Hall user group arrived without entry details and eventually while cruising the village found (Mrs B) who having a Hall key was able to let the group into the Hall and lock afterwards. (This came about when the usual person did not pass the key code details to the person opening up that day and they did not use the emergency details on the window display).

(ii) Front door lock is stiff to operate (The lock tumblers, because of their age are a little bit temperamental requiring the door sometimes be pulled forward or pushed away to release them and for the key to turn easily. The door is to be repainted and overhauled early next year at which time we may look to replace the lock).

(iii) Heating – Hall is cold on arrival (we are advising groups to turn up the heating 30 mins before they want to use the building. Most of the day currently the Hall doors are open as the builders come and go)

(iv) the main light switch in the kitchen flicks back off (An electrician has been asked to look at the switch).

(v) the switch for the extractor fan and the hatch shutter is out of reach (The hatch shutter switch and the extractor fan are powered from the same fused switch. Currently the on/off switch for the extractor fan pull-cord is broken in the on position, hence the fuse switch being turned off so that the fan isn't constantly running. We are in the process of looking to isolate the fan so that the fuse switch can be left for the sole operation of the hatch shutter until a more permanent repair can be effected).

(vi) Maintenance Book where staff are encouraged to enter maintenance needs (Every two months the committee completes the Maintenance Log – a seven-page document which covers outside and inside. The Caretaker also identifies maintenance problems on a regular basis. On a window sill in the Kitchen is a 'Hall User Guide' where there are pages to report breakages and incidents. There are also report forms inside the crockery cupboard. A dedicated report book like you suggest is a further possibility.

## 10. Building maintenance

a) A large crack was discovered 19/8/22 on the north wall – Ryton Construction will be asked to repoint. Photographs have been taken and the area will be monitored.

b) Octopus fitted a smart meter

c) The information plaque of the Hunting portraits during restoration showing the full-length version to be hung in the Hall below the clock. (restoration covered by a Carroll Savage Fund grant). The existing plaque of Queen Elizabeth 11 Coronation of 1953 to be taken down and put into storage. The plaque commemorating former Caretaker & Bowls Club Member, Reg Rock, to be placed on the history wall. PW to write to his family and ask if they would like to provide a photograph or write a short article about Reg to accompany the plaque.

d) Table Tennis Table delivered 22/9/22 (paid by Wakeham Trust grant). They are coming back to erect.

e) 16/9/22 heating not working for Yoga a.m. Caretaker found OK then not again p.m for Film Club. IS went to Hall 17/9/22 at 8.30 a.m. – power outage at 6p.m. on Sep 16<sup>th</sup> which knocked out controls. IS to write simple reset instructions in boiler room and leave with a new key on key rack in broom cupboard. The reset button was shown to members of the committee at the meeting.

## 11. Fundraising Phase Two (attached as appendix 2/051022, page 145)

a) SCH treasurer and SCH200 organiser got together to reclaim the Gift Aid from the donations only to discover that it is illegal to do so, these types of gambling type clubs are exempt

b) From September the SCH first prize is 28% of income (this is due to dwindling participants) the donation to running costs reduced to 10% of the remaining 72% and towards fund raising 90% of the remaining 72%.

c) Corbridge Apple Juice email PW and asked if they could have a stall at our October Artisan market

d) Open Day because of the rescheduled meeting a decision had to be taken for inclusion into the October Slaley News. Therefore, Sunday October 9<sup>th</sup> from 11 a.m. – 6.30 p.m. was chosen. It is an event to showcase the new meeting room, the new table tennis table, the 100-year celebration event (needs an injection of enthusiasm). New members for the SCH 200 club. New ideas for events and groups.

Refreshments. Whist from 4.30 p.m. Help Who does What?

Chess board before 4 p.m. PW. Whist from 4.30 – PW

Table tennis/ Piano – RD

Refreshments – food – what - who makes? Who serves? Where new room until 4 p.m.

New members SCH 200 Club - PW

Posters display – forthcoming events history meeting/Christmas fayre/CEG’s Winter Solstice event

Map of hall with proposed decking at north – someone able to discuss.

Warm Hub – discuss how and what we have/can achieve - DT

Illuminated Sheep – Ian Stevens

Hire charges and availability – SD – **This has now been cancelled. Cancellation notices to be sent out.**

**It was suggested that the Rescheduled Open Day be part of Village Halls Week 23 – 29<sup>th</sup> January 2023**

e) CM emailed three different adverts for the Christmas Craft Fair 6/11/22 for people to distribute. Email received 5/10/22 from CM asking for more tables for the new room from which to serve refreshments –

Suggest she asks marge to borrow some Slaley Show tables or failing that possibly Whitley Chapel or Snods Edge village halls. Profit from this event is earmarked for curtains or blinds – RD to forward the previous quotations to the organisers and asks that they confirm their final choice with the whole committee before ordering.

## **12. Village Hall Heritage Project & celebration of 100 years**

Denis Lumley meeting Thursday 8/9/22. It was suggested that the heritage event join with a Ceili (now booked on Friday November 25<sup>th</sup>) with sketches and singing between dances – three people have been contacted for sketch No 1. After discussion it was decided that because of lack of volunteers the heritage project be cancelled. PW to thank Denis and the three “sketch 1” volunteers for their interest. RD to thank the Ceili band members and the lady who had agreed to sing. IS meanwhile felt the event should be celebrated in some way. Therefore, on Friday December 30<sup>th</sup> the committee would welcome the community between 4 – 6 p.m. to a 100-year-old party with drinks and a birthday cake. SD suggested 100 buns made into a tower which could be frozen if not eaten. PW meanwhile suggested asking our local cake decorators to make and ice a large birthday cake. Maybe a rooted fir tree in a tub decorated by battery operated decorations would make a nice “green” outside attraction with the tree being planted somewhere after the event. Details can be agreed at the November meeting.

## **13. How can the Hall be more environmentally aware / climate friendly?**

a) Solar Panels RESET (inserted into the roof timbers rather than fixed onto the roof tiles are now fitted onto the roof. *See agenda item 7 above with solar power and battery storage.*

b) Slaley PC has declared a Parish Climate Emergency.

## **14. Hallmark Accreditation**

Details received from Louise Currie who is trying to catch up after two years of COVID. New from April 2022 is an Environmental & Energy Audit. Hallmark 1, Hallmark 2 and Environmental & Energy Audit are all downloaded. DT reminded the meeting that all the Policies would need to be updated (to include the new facilities) before we had any Hallmark check – possibly the January meeting?

## **15. Any other business**

a) Vulnerable Persons Police Safeguarding Children and Vulnerable Adults: Policy was due for renewal September 2021. Updated copy emailed to committee. Louise Currie of CAN emailed to ask if further training has been organised. Last training session was July 1<sup>st</sup> 2019 at Stanning Village Hall ran by the Northumberland Strategic Safeguarding Partnership – No imminent meetings on its web page. CAN provides ACRE safeguarding information and a free online training video on <http://ca-north.org.uk/empowering-organisations/safeguarding>. This should be viewed by all the Trustees. The Chairman signed the Policy.

b) Diana Linnet of Humshaugh Village Hall contained SCH Chair and asked for information about SCH’s application for the Resilience Hub funding. SD asked for contact to be made directly to her.

c) DT asked about “good filter coffee provision” at the Hall rather than “instant from a jar”.

**16. Maintenance Log Book** – the internal sections were completed – outside to be done during daylight hours.

**17. Date of 2022 meetings:** November 16th 2022

There being no further business the meeting ended at 9.30 p.m.