

Slaley Commemoration Hall Management Committee

Minutes of the Meeting of Slaley Commemoration Hall Management Committee on
Wednesday September 23rd 2020 at 7.30 **via Zoom**

1. Members on-line & apologies- Chairman, Rosaleen Doonan, Debra Taylor, Stella Douglas, Michael Elphick, Carol Ferguson, Catherine Lincoln, Janeen Smith & Pat Wilson. Apologies from Helen Savage, & Margaret Rowell.

Marge Rastall tendered her resignation from the Management Committee on August 17th she informed the Secretary she would be replaced by Catherine Lincoln

2. Minutes of meeting held on Wednesday July 15th 2020, attached as pages 44 - 47 with appendix 1, page 48, appendix 2, page 49 and appendix 3 page 50. The minutes were proposed as a true record by Carol Ferguson and seconded by Michael Elphick the minutes were then signed and dated by the Secretary.

3. Matters arising

a) 1 15/7/20: Retirement of BJ - ME & DT made a special Thank you /Retirement card for Bobby This was acknowledged by a thank you card to the committee + a cheque.

b) There has been a spate of long-serving trustees tending their retirement recently. How does the committee wish to record this? In the past a gift has been made to the retiring person, the cost of which has been taken from the accounts. Is this the correct thing to do? People fund raise and give donations to the Hall should we be using funds in this way? Do we put a cap on a retirement gift regardless of the time a person has served as a Trustee? E.g. maximum £5 gift voucher from Hollybush Nursery? Should the remaining Trustees all give a £1/ 50p donation towards the retirement gift? This needs to be established now. After discussion it was agreed that from today a thank you letter or card to the retiring person would suffice. PW to send a thank you letter to M. Rastall. CL suggested an engraved Vase for MW.

c) 3c 15/7/20; 13c 20/5/20: Environmental Products for Hall (see November 2019 minutes), we have a list of products currently used and will be replace as and when needed. We have NOT been told the best type of floor cleaner for our newly treated entrance floor. RD to ask the contractor what he recommends.

4. Correspondence

22/7/20: Sarah Hallberg WNCBC bulletin

19/8/20: Sarah Hallberg, WNCBC ACRE CPOVID-19 information sheet

21/8/20: CAN Discretionary grant available for previously ineligible Community Facilities

August & September regular COVID 19 updates as Government legislation changed – lots of changes sometimes daily. DT remarked that as Trustees we rely upon the user groups to adhere to the local restrictions and guidelines.

5. Financial Report by Stella Douglas

a) Financial Statement September 2020 was not available for comment however SD did report that the finances would survive a further six-months of COVID restrictions because of the grant. SD and the internal auditor had carried out a six-month audit. Reserves were currently at £5,173

b) SD has produced a 4-page document on charitable annexes and Zero VAT rating. RD thought we should relook at this in January 2021. SD reported that it would be prudent to have HMRC out to look at the Hall before attempting the annex. DT thought we should assume we needed a further £103,000.00

c) Funds in COIF - grants group are asking permission to cash this fund in if the values begin to reduce. – It was agreed that the Trustees watch this fund and if the market crumbles because of the prolonged COVID restrictions money in the fund could be withdrawn.

6. Bookings Report

a) Enquiries have been made from a group of young musicians who wanted space to practice – the acoustics were all wrong in the Hall. An enquiry was made for the use of The Den for beauty treatments – we

suggested £5 per hour but this was rejected as the space would be shared for other uses. However, the public have asked about chiropody. Barbara can do a Pedicure but not chiropody. £25 for painted nails, £20 without. Could we offer the treatment for £30 & £25 per hour and pay Barbara for doing the service? The Trustees felt this was unsafe during the present COVID restrictions. SD reported a group of Dancing ladies had made a booking and the Wooley Wanderers were interested in returning to Slaley.

b) Corbridge Health Centre have booked the Hall for September 24th 8.30 – 12.30 for Vaccinations

c) New COVID-19 North East Restrictions and the impact on Hall Bookings. ME asked about future film shows. For the September film only 6 couples and 1 single had booked and they would lose money with these numbers. ME reported the Film Club would continue with the normal monthly shows from September in addition ME has discussed with the Queen's Hall the possibility of screening live or recorded events from Queen's Hall in the future. There may be a trial of this sometime soon.

d) DT ordered the Contact Tracing Poster and has placed it in the Hall – visitors can scan with their phone to register if they have the COVID-19 app installed (comes into force 24/9/20. If visitor do NOT have their mobile or the app the paper version will apply.

7. Phase One of Improvements

a) The building work was completed in time for Sarah Allen to run the children's sport club on August 17-20th.

b) A trolley was purchased for the long tables. Flooring for The Den was purchased and fitted by Floorscope Ltd of Prudhoe. Leek Club reported favourably to RD on the new storage system.

c) An invitation to view the completion of Phase one was made for Friday August 21st 4 – 9 p.m. and Saturday August 22nd 9 a.m. – 6 p.m. A report is attached **as appendix 1/230920, page 55**

d) Entrance floor was sanded, repaired, stained and varnished week commencing September 14th.

e) A new Piano and stool were donated to the Hall by Margaret Ward. A thank you letter sent from the committee to be sent. The old Piano and stool have been collected by Anne Livesey.

f) Several items from the storage were put outside for disposal. Someone got the highchair and gave £10. Pippa Wilson took two damaged agility mats. Ken Bates took the old table tennis table for its steel, Carol Ferguson took one steel cabinet and gave £50. Three men Kevin Weatherley, Clive Jewitt & one other moved the second steel cabinet down into the Den where the Hall records are now stored.

g) There are still small problems – emergency door sign removal left a hole, Electrician working in the Hall used a toilet and found the toilet seat would NOT STAY UP

h) Main sanitiser in the entrance has been taken down and serviced at Hexham – if it causes problems again RD recommended it was replaced with a simple hand bottle

i) SD met with members of Fire Service - Fire extinguishers repositioned and smoke alarms refitted as per the new layout. Firemen will visit mid-October because it is the first village hall to make COVID alterations. SD asked for an updated internal plan of the hall to mark the fire extinguishers. RD to implement.

j) The WI artwork and the history photographs will be displayed in the foyer on the wall opposite the five new toilets. The photographs are currently at Hexham being framed.

8. Reports from:

a) **Grants sub-committee** – DT has taken photographs throughout Phase One building work and is sending them to the grant bodies to show how their grant money has been spent.

b) **Heritage grant to repair roof lantern and renovate the paintings of Charles Samuel & Agnes Mona Hunting.** Anna from Tyne & Wear Archives and Museums looked at the paintings on Thursday 10th September with DT & PW. DT reported that the advice was to replace the glass with none-reflective, refurbish the frame and make any repairs necessary. Cost in the region of £1,500, she did not know who the artist was and we would need to get the paintings delivered to her by hiring a vehicle like Double Glazing vehicles where window sections are transported safely. DT was looking at alternative funding from Newcastle University Fine Arts Fund. RD meanwhile suggested the TV programme “The Repair Shop” which specialised in historical repairs – this has an on-line application.

c) DT won a grant of £1,685 from the Coronavirus Community Support Fund towards the toilet refurbishment.

- d) RD had had a conversation with HS about a soup and sandwich club for older, isolated residents, possibly on the lines of Lent and Advent lunches, when there would also be some 'food for thought' available to stimulate discussion. DT kindly drafted an application for funding from NFU Mutual to support this: **The Slaley Scrummi Soup and a Sarni Club**, if it could take the form of home deliveries during the current restrictions on meeting. HS greatly welcomed the idea but suggested we need to find evidence of a need before applying for funding and pointed out that NFU Mutual will not fund anything with a religious dimension which would preclude the food for thought element.
- e) The committee wanted to record its thanks to Sue Vaughan who helped with Phase one funding applications and was continuing to help with Phase two.

9. Building maintenance

- a) RD, PW, DT & SD met on 19/9/20 to complete the Maintenance Log – the front door and the emergency door outside The Den are both sticking since being repainted. Doug Smith will look. Pointing is needed at the south drains near the main door, along the ramp on the south dampness is causing blistering on the inside of this wall. Other smaller section of pointing need doing. SD to see who did work in 2019.
- b) New heating control outside new boiler room door (north wall of main hall). The former east wall control has been removed by a former Chairman.
- c) Colour of paint for main hall is bottom Grey Steel 2 and top Ash White, these two colours were the popular choice at the Open Event on August 21st/22nd.
- d) COVID Box provided by WNCBC is inside the Toilet set aside for suspected COVID isolation.
- e) New internal notice/information board will be fitted on the right wall of the foyer above the emergency light switch.
- f) Internal keys – bowls cupboard, emergency lights, outside storage (where voting booths are kept) + the outside notice board SD to purchase a key rack for the inside of Caretaker's broom cupboard.
- g. Information and prices for a portable bar
- h) Information and prices for a preparation kitchen

10. Hire documents on web site

- a) Amended Booking Form.
- b) Amended Hire charges
- c) T&C amended to remove Committee room reference.
- d) Additional Conditions of Hire reflect the changing COVID-19 conditions of hire.

11. Launch of Phase Two Improvements

- a) DT & SV are looking into grants from Tesco, NCC Community Chest, Tynedale Rotary Club, Joyce Trust, Muckle Fund, NFU Mutual Fund, Barley Hill Fund (via Healey PC), the Bernard Sunley Foundation and PW had recorded that DT had made an expression of interest for rural funding from ACRE – this latter to be checked.

12. Fundraising (attached as appendix 2/230920) Page 56

- a) Easyfundraising currently stands £69.25 (22/9/20)
- b) SCH200 Club - The September draw had a prize of £61.25 it was drawn on 19/9/20 & won by number 37.
- c) A request for Christmas cribs has gone out to several organisations. Cribs from Around the World news release has gone out to the Hexham Courant and The Northumbrian. HS has volunteered to produce an information leaflet about the exhibition and will record Christmas Carols from around the world to play during the exhibition.
- d) The Cribs from around the World will take place on Friday Nov 26th 4-9 p.m. Saturday Nov 27th 10 a.m. – 4 p.m. Sunday Nov 28th 2 - 6 p.m.
- e) PW has organised a Car Rally for Sunday October 25th. CF recorded her misgivings about using vehicles on today's busy roads. PW said she had kept the route on our own country roads and would make sure that the Clue Sheet included a Risk Assessment type warning to Take Care. The word 'rally' was discouraged and 'treasure' was suggested. On rewording the posters PW decided to call the event a Car Clue Decoding Hunt. That should confuse people sufficiently to want to find out what it actually is.

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

- a) Slaley PC has funded the additional costs of environmentally friendly toilet furnishing, lighting etc, taps that switch off, two flush toilets, toilet cubicle lights that switch off etc.
- b) During Phase 1 of building work an outside cold-water tap has been installed for walkers and cyclists who wish to refill their water bottles. During Phase 2 work we will look at solar panels – we should watch for environmental funds we can tap into.

14. Any other business None

15. Maintenance Log Book –Reworded to incorporate Phase One improvements. *See agenda item 9a*

16. Date of next meeting: Wednesday November 18th. The AGM will also need to be held once we feel people are happy to attend meetings. CL asked about having the AGM shown on the Film Club screen in the main Hall for people who are unable to attend ZOOM meetings. PW explained that both Parish Councils have postponed indefinitely their Annual Parish meetings. RD to speak with LC at CAN.

There being no further business everyone was thanked for attending and the meeting ended at 8.58 p.m.