

# Slaley Commemoration Hall Management Committee

Minutes of Meeting of Slaley Commemoration Hall Management Committee on  
Wednesday May 15th 2019 immediately after the Meeting to Elect the Officers.

## 1. Members present & apologies- Special welcome to new members

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

## 2. Minutes of the meeting held on Wednesday March 20<sup>th</sup>.

Michael Elphick proposed the minutes as a true record, seconded by Margaret Rowell, the minutes were then signed and dated

## 3. Matters arising

- a) 3a 20/3/19: Evening Badminton trial report – Stopped until the autumn.
- b) 3e 20/3/19: Sunday Afternoon Teas report – Pat (see appendix 1, page 6 ) The February tea raised £175.00, the March £93 and the April £100 - whilst not a vast amount it is £368.00 additional income. The Hexham Courant of May 9<sup>th</sup> had a substantial advertisement for Snods Edge Sunday Teas – Come and try our Delicious Home Made Famous Snods Edge Teas. Every Sunday 1.30 – 4.30. Jim Bailey has made us two advertising boards for the teas – where should they be kept? Insurance for placing them on the public grass verges – MW has checked our insurance and there is a £1,000 public liability covering them.
- c) 3f 20/3/19: Slaley Show field report – marquee prices from Covered Events at Matfen - very expensive. Coconuts – price by local fruit supplier. MR thought the YFC had a coconut shy – will ask to borrow. DT is looking into costumes.
- d) 3g 20/3/19: Quotes from public for Grant applications – RD from public viewing of plans – Mark Snowdon request a Statement of Intent, Debra Taylor drafted a Brief Summary of what we are doing and why – should go with grant applications and on Slaley Showfield in marquee alongside plans.
- e) 3h 20/3/19: Update Business Plan & include Action Plan – Sandra Innes will help
- f) 3i 20/3/19: Renew Hallmark 1 and consider Hallmark 2 – shows Good Management. Inventory needed – DT & MR offered to do the kitchen inventory + the glasses inside the bar.
- g) 4a 20/3/19: CAN Northumberland Village Halls Heritage Project update – Louise Currie will give a start date.
- h) 13 20/3/19: Maintenance Log PW purchased new plasters. MW - Fire Extinguishers have been checked – new certificate on notice board.

## 4. Correspondence

Email 15/4/19: WNCBC Bulletin June 2018 (is this a misprint?) contains info on National Lottery Community Funding events + Village Hall Improvement Grant Fund.  
Email 15/4/19: CAN Spring Conference details.

## 5. Financial Report by Margaret Weatherley

- a) Payments made since last meeting or cheques to be signed – not available
- b) Income since last meeting – not available
- c) Claiming gift aid MW & DT – meeting May 22<sup>nd</sup> at 6.30 p.m. with PW.

## 6. Bookings Report

Ann Wright – 2 elections. Thursday May (Mayor) and May 23<sup>rd</sup> (EU)  
Pilates Class cancelled, insufficient numbers given as the reason. DT to investigate an Autumn replacement.  
Digital Awareness six-week course DT looking at Thursday mornings from May 30<sup>th</sup>- July 4th

## 7. Wedding/Party Plan

The Covered Events Team from Matfen advertised in the Hexham Courant in February 2019.  
Alex Williams (age 16) of Hexham – magician – will perform at The Vault in Hexham on June 22nd

### **8. Reports from:**

- a) **April Slaley News Insert** – a double sided A4 insert was delivered with the Slaley News – we asked if people who were tax payers could gift aid their donations. This will prove very beneficial. One Gift Aid form completed for £500 with no cheque – this was to be a bank transfer. DT tabled a draft Thank You letter for the donations received through the Insert – RD said that some donators did not want a thank you.
- b) **Public viewing of plans (27/4/19)** 15 people came throughout the afternoon, a further 5 looked at the afternoon teas on 28<sup>th</sup> and a further 10 on 29<sup>th</sup> at the history meeting. Comments were 95% positive
- c) **Grants sub committee** -HS meeting with Sue Vaughan - ACRE talked to funders - hopeful of a £30k-£40k grant – this will be a powerful tool for other applications.
- d) Kevin Doonan made a pre application to the War Memorials Commission.  
Kevin Doonan also made an enquiry to the Housing Developers Fund (106 agreement)  
Kevin Doonan provided a pdf of plans for grant applications.
- e) Rosaleen Doonan tabled a draft Business Letter funding request – Anvil builders currently in village were suggested. Hexham Courant Directory of Local Businesses was also suggested.

### **9. Building maintenance / Commemoration Hall notice board**

- a) Cement is missing from the ridge tiles on the north toilet block.
- b) signs of leaking on the south guttering.
- c) Front door sticking – paint peeling – Doug Smith has volunteered to repaint when dry.
- d) RD looking at repair of central air vent outside of the 100 year work.
- e) PW had no further information on a notice board for the Hall wall.

### **10. GoFundMe account update from DT**

£7, + (S/don £5,000; H/ing £2,000; Open W/end £50, Film C/b £100, RC £200; Anonymous £200 , NB £10)  
= £7,630 less charges + gift aid.

### **11. Fundraising (see appendix 2, page 7)**

- a) The Nearly New Clothing sale on Saturday May 11<sup>th</sup> raised £750.32. Which brings the total fundraising to £13,277.32 RD reported she had £5 to go into this fund so that made £755.32 = £13,282.32.
- b) DT said that a friend had asked about food hygiene associated with the Afternoon Teas especially with food being brought into the hall from private homes. Allergies (nuts, dog/cat hairs etc) PW explained that she always displayed a nut warning when her foods had been made at home. Jean Elphick & Margaret Rowell's food hygiene certificate was now out of date. PW renewed hers on Friday October 26<sup>th</sup> 2018 at Stocksfield for the Hall Committee. PW gave some examples of NOT good practice of people helping in the kitchen serving food – difficult with volunteers. RD through that this needed to be checked with Louise Currie.
- c) John Dalton (flower arranger) telephone number MR had and lost. A good following

### **12. Any other business** None.

### **13. 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. Only 9 large tables – Cain family got 4 – where are the other 2?

### **14. Date of next meeting:** Wednesday July 17<sup>th</sup>

There being no further business the meeting ended at 8,45 p.m.