

Minutes of Meeting of Slaley Commemoration Hall Management Committee on **Wednesday December 7th 2022** in Slaley Commemoration Hall at **1.30 p.m.**

This is a continuation of the meeting held on Wednesday 16<sup>th</sup> November

**1.Members & apologies** – Chairman, Rosaleen Doonan, Stella Douglas, Catherine Myers, Margaret Rowell, Helen Savage, Janeen Smith & Pat Wilson.

**Apologies** Carol Ferguson, Ian Stevens, Debra Taylor

**2. Minutes of meeting held on Wednesday November 16th 2022, attached as pages 146 - 149 with appendix 1, page 150, appendix 2, page 151, appendix 3, page 152, appendix 4, page 153 & appendix 5, page 154. Attached for reference.**

**3. Statement by the Chairman.**

a) **Firstly**, it appears from reading the minutes of November 16<sup>th</sup> that there is an assumption that the new room on the east is a replacement committee room, I have even heard it referred to as a supper room. I would like to propose that we give it a name to reflect its true purpose and that is a **community room** therefore, I propose that we call the room the Community Room. DT had seconded this proposal by email and it was further supported by a show of hands at the meeting. There were no further proposals. New blinds for the Community Room and replacement window coverings for the main hall has been passed to MR & CM, they were asked to get approval from the full committee before ordering. With regard to the facilities suggested by the written report. There has never been an agreement for a permanent bar or a fitted kitchen in the new second room. A mobile bar on wheels has always been the preferred alternative. Similarly, a small Preparation Cupboard with a small sink, kettle and a quantity of drinking cups and or glasses for small-scale refreshments.

b) **Secondly**, from reports passed to me as chairman I have been led to understand that the Hall is not always being left in a clean and tidy condition. It is a requirement of the Hall that all rooms, especially the kitchen are cleaned after use. The Cooker was professionally cleaned in May 2022 (**Minutes May 18<sup>th</sup> agenda 4 (c) 5.4.22: email from RD catch up – Oven cleaned found pitted holes suggested an oven liner.**) and yet I have been told that after a large event on October 28<sup>th</sup> a trustee spent considerable time cleaning the oven before it could be used again. It is the responsibility of the person hiring the Hall, who signs the booking form having read the Terms and Conditions that accepts responsibility for leaving the facilities in a condition in which they themselves would wish to begin their booking. I therefore propose that an additional cleaning surcharge should be added to the booking fee if conditions are breached and this in turn is passed to our cleaner. A discussion about clearing up v cleaning after an event when it was agreed that hirers do not expect to actually clean after the event. SD to make a simple check list for the kitchen window. MR stated that the event on October 28<sup>th</sup> did not use the cooker therefore any mess must have been prior to October 28<sup>th</sup>. There was no agreement for a £20 surcharge to be made at the time of booking which could be returned if the whole building was not clean.

**c) Thirdly**, just to recap **Village Hall Celebration of 100 years**

Friday December 30<sup>th</sup> the committee will welcome the community between 4 – 6 p.m. to a 100-year-old party with drinks and a birthday cake.

Ann Holmes is making birthday cake.

Richard & Celia Bridges daughter is a singer – we ask for a twenty-minute slot.

Piano player would be a good idea but felt that it was the wrong event for any WW1 Memorabilia.

An invitation to go out to all the fundraisers – DT has made an invitation advertisement for the December Slaley News. Trustees asked to make a list of helpers who have worked alongside them raising funds. DT to make a list of funders and invite.

The event was a free thank you to everyone who has made the alterations possible, although donation jars would be available for people to make a contribution.

What are we drinking? Tea/ Coffee? Mulled Wine (Tesco very good offer) Purchase of soft drinks sparkling apple juice etc SD to purchase.

Who is available to help between 4 – 6 p.m.- not HS, JS or CM others yes (CF or IS ?)

Suggestion that RD makes a toast at some point.

**d) Fourthly**, you will have received an email (25/11/22) from SCH Treasurer requesting that no unauthorised purchases are made. RD confirmed that we are £2,000 short of covering outgoings and fundraising, alongside increased use of the Hall through bookings would need to continue.

**e) Fifthly**, SCH has appeared on television receiving a cheque for a resilience hub, we are recorded on NCCs web site as a warm space. I think most of us and possibly the public will be confused.

My understanding is – Our Warm Space is available to the residents of Slaley & Healey parish only

It is not open 24/7 but only open when the Snack and Chat events take place – which is every fortnight on a Tuesday between 12 noon and 2 p.m. There is a small charge for the food and hot drinks provided. PW

asked What happens if residents need a warm space outside of Snack and Chat. **There is confusion about what and when we tell people that the Hall can be used if people find themselves without power. HS recommended that nothing is said until such time as concrete plans are in place. RD asked SD & DT to report back at the January meeting.**

The Resilience Hub at SCH is in its early stages, we have the solar panels on the roof, currently feeding power into the grid, for which we are being paid. We have special radiators in the community room which can, with the flick on a switch, run off electricity (the power generated by the solar panels). The cheque you saw being presented on TV will pay for batteries and it is these batteries which will store power directly from the solar panels and be able to give limited power (3.5 days) into SCH, this will enable parishioners from Slaley and Healey to use the Hall in an emergency when their own home has no power. My understanding is that there is a three-month waiting list for these batteries therefore we will not be fully functional as a Resilience Hub until March 2023.

**f) Sixthly**, the position of Caretaker/ Cleaner. There was one suggestion at the meeting and PW will contact the person.

11b) **Rescheduled** Open Day to be part of Village Halls week 23-29 January 2023. **When? What? Who does What? Deferred from November 16<sup>th</sup>. After discussion it agreed to abandon the Open Day idea and use the 100<sup>th</sup> party event on December 30<sup>th</sup> as an Open Event to showcase the Hall and its updated facilities.**

#### 14. Hallmark Accreditation

- 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?

**Deferred from November 16<sup>th</sup>** DT produced a print out of the 25 policies each has an owner and a support lead to look through and update where necessary for presentation at the January meeting. The committee was asked to let DT know if they were interested in helping with this work. **Attached as appendix 1/071222, page 158.**

#### 16. Maintenance Log Book –

What do we put in the ML to reflect the maintenance of the new Community Room?

**Deferred from November 16<sup>th</sup>. The maintenance log was completed and there are several maintenance problems identified as follows:**

Pg 1: Emergency Door outside The Den - jammed won't open

Pg 1: Main Door – needs painting

Pg 4: Chain & Pillars on south boundary – western pillar displaced – PW to contact farmer

Pg 4: Crack on north/east corner wall of main building crack, first noticed August 22. No further crack.

Pg 6: Fire extinguisher east wall toilet area – not attached to the wall

Pg 8: old Projector etc – need to check that still working and if OK for use in community room.

Pg 9: Guttering on front – dripping in three places – repairs by D Smith & I Stevens undone

Pg 9: Drains – many have leaves – need to return with old cloths and rubber gloves to remove

Pg 9: Downpipe & drain at storage area (north east) – completely overgrown with weeds.

**Additional:** Keys for French Doors identified – RD to get a name tag. Keys for storage area identified - RD to get a name tag. Keys for new door to Community Room identified - RD to get a name tag.

## **AOB**

**The year 101 a document for discussion in January 2023. Attached as appendix 2/071222, page 159.**

A proposal of four areas of focus for year 101:

- Working towards the hall becoming a self-funding business
- Consolidating the work to date and resolving outstanding issues
- Maintaining the physical building to a high standard
- Governance – Ensuring our business practices and policies are of a high standard

All attendees were given a copy of this document and the proposed issues log for the trustees to consider over the holiday period and report ideas directly to Debra.

Date of next meeting Wednesday January 18<sup>th</sup> 2023.