

Slaley Commemoration Hall Management Committee

Minutes of Slaley Commemoration Hall Management Committee
Wednesday May 16th 2018 (following the AGM) at 7.16 p.m.

1. Members present & apologies

Rosaleen Doonan, Michael Elphick, Bobby Johnston, Marge Rastall, Margaret Rowell, Helen Savage, Debra Taylor, Margaret Weatherley, Pat Wilson, Ann Wright.

PW asked to check on BH

2. Minutes of the meeting held on 28th March 2018

The minutes were proposed as a true record by Debra Taylor and seconded by Margaret Weatherley. The minutes were then signed and dated.

3. Matters arising

- a) 1 28/3/18: get well card sent to Marge Rastall.
- b) 6a 28/3/18: £20 a day for the out of school club was considered too expensive. Marge R, as Chair of Governors explained that it had been thought that there would be no charge for the summer club. She offered to talk to the school about this.
- c) 8 28/3/18: Emergency doors sticking action taken- Reg Urwin & Keith Robson plained the doors.
- d) 8 28/3/18: New plasters purchased and placed in First Aid cupboard.
- e) 14 b 28/3/18: The 2nd north-east cupboard(Toys) in the main hall missing keys – Lucy Irish said the keys were returned to Booking Clerk. RD has the only keys and she will have two new copies made – one for AW and one for HS
- e) 14c 28/3/18: Microwave not working - RD to get prices. On check RD & DT discovered it did work so gave it a clean.
- f) 14d 28/3/18: Fire Extinguishers have they been serviced? Yes, and working fine.
- g) 14e 28/3/18: AV equipment a list of items to be sold – ME to provide. ME is going to discuss with providers of new equipment on value of old.

4. Correspondence

- a) Pensions Regulator re Caretaker's Pension. Confirmation that the necessary information has been recorded.
- b) Venues4hire contact the Booking Clerk and asked if Slaley Commemoration Hall wanted to upgrade our FREE advert with them or make a support donation. There has been no bookings from this FREE advert in living memory so no action was taken.

5. Financial Report by Margaret Weatherley

a) Payments made or cheques to be signed:

Boiler service & small repair £90.33. Fire Extinguisher Inspection £30.50

Cleaning products & plasters £56.52. Caretaker £160.00. Electrician £50.00.

Southern Electric £90.90 = £478.25 + Universal AV audio equipment £6,747.96

b) Income since last meeting £7,127.44 (inc grants for new audio-visual equipment)

6. Bookings Report

a) New Pilates booking, Tuesday evening 6 – 7 p.m. In September Bowls restart, so a different day could be needed. After discussion it was agreed to offer the provider the start up offer for new activities. AW needs different form.

7. Wedding/Party Plan

The content of the file was looked at and suggestions were made to include local B&B accommodation, Hotels, Holiday Cottage, Flowers (Harriet Warde-Aldam), Priest in Charge for all the Moorland group of churches. Wedding Cakes made and iced Margaret Ogle & Ann Holmes

8. 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.

The main hall side lights were all off and MW realised the trip switch had triggered.

9. Building maintenance

a) Debra Taylor to report on WiFi Broadband connection. DT explained the initial problems getting the WiFi to work. BT guest goes off at midnight and recommences at 8 a.m. Signal gets weaker towards the Ladies WCs. Notices around the Hall. DT to ask Melanie Cant to put something into the News section of the web & Jim Bailey for the Parish News. ME to mention in the Consortium newsletter and HS to publicise through Slaley Notes.

b) ME to Report on Audio-visual equipment grant applications – all applications successful and funds paid into account and new equipment ordered for delivery on May 31st June 1st. ME will provide training on its use at the July meeting.

c) Strip light behind film screen mended. The committee room 6-foot light was replaced earlier in the year in error – this charge the Treasurer is questioning. The 8-foot light was finally replaced, however, it was reported that this size strip light is almost obsolete and that we should be considered changing the lighting to something more modern

d) The shed roof – unfortunately Clive Jewitt who had said he would repair the roof now says he does not have time. Need alternative arrangements. MW offered to ask David Clark if he had time to do the work. Shed key will be needed. RD & PW have copies.

10. Business Plan

a) Version five in circulation. The BP was adopted for the grant application. DT said it was important that the BP is looked at and updated at least every 12 months.

11. Julie Humes, Youth Worker, Open Meeting on Tuesday June 19th

Because the school is now running the before and after school club community access onto the school field has been withdrawn until 6 p.m. during term time. This has resulted in middle school children having no where to meet on arriving back at Slaley 3.55 p.m. from the school bus. Would the management committee consider a picnic table on the Hall's grassed area? After discussion it was thought that children would be unlikely to come down to the Hall after getting off the school bus, but they did consider that a picnic table on the west grassed area would be an asset to the Hall.

12. GDPR and how we contact people to let them know about events

Each member of the MC was given a Data Protection questionnaire to complete.

13. Fundraising ideas

a) Fundraising ideas for 2018 -

May - ME showing a special film from Norway with bought in food. **CANCELLED**
'One night in Slaley' with music by Kevin Doonan and friends, provisionally booked for Friday May 25th or Saturday May 26th. **CANCELLED**

b) NEW IDEA for a Sunday afternoon – Teddy Bears Picnic – BBQ with a Bear exhibition followed by a showing of Paddington Bear 2 – this idea suggested to Lucy Irish who liked the idea and circulated to friends all would like to attend. **Sunday July 8th was suggested** with half the film shown then stop for BBQ and finish with the last half of the film. M. Rastall asked how we could incorporate Honey (all bears like honey) and Marmalade (because Paddington likes marmalade sandwiches). RD wondered if we could have an exhibition for the oldest bear, the best dressed bear, the cleanest bear etc. PW to get the DVD and ME will sort out the licence. Film lasts 103 minutes. Start film at 3p.m. stop for BBQ at 3.50 p.m. Restart film at 4.30 p.m. – Film end at 5.23 p.m. Price for a large Bear from Costco? Could be a Raffle prize

c) AWs suggestion of a fashion show was Gabby Sutton who raises money for Children's liver diseases Mrs Sutton's husband ill and **all shows on hold for the foreseeable future.**

M Rowell suggested a Table Top Sale – possibly September?

Friday November 2nd – 7 p.m. Bobby Johnston slide show of his many photographs.

13. Grant applications

Garfield Western Foundation – Weston Anniversary Fund

Planning application currently being considered – Parish Council have supported the application. However, questions were asked about a Mobile Bar and also the Carpet Bowls mat on wheels – this is something we need to cost into the application.

New stacking chairs suggested design RD provide three actual samples and many further designs on line. Members were asked to sit on as many Banqueting and Conference chairs as possible during the next two months ready to make an informed decision at the July meeting.

14. Any other business

a) Grass cutting had previously been taken away. It was decided to order a brown bin and see if this is sufficient. MW to implement.

b) Paint is flaking off the front door. Doug thinks this is because the door was wet when painted.

c) Gutter above the front door is leaking where Doug did fibreglass repairs.

15 Date of next meeting: Wednesday July 18th 2018

There being no further business the meeting ended at 9. 20 p.m.