

# Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday October 2nd 2024 will take place at 7.30 p.m. in Slaley Commemoration Hall.

Agenda

## 1. Members & apologies

**The declaration forms signed at the AGM appear to be mislaid, these may need to be resigned again.**

## 2. Minutes of meeting held on Wednesday July 31st 2024, attached as pages 239 – 243, appendix 1, page 244.

### 3a matters arising from Annual Meetings held on July 2<sup>nd</sup>.

- a) Rotate the role of Chairman for each meeting starting with - no decision was made
- b) Rotate the role of Vice Chair with each meeting- no decision was made
- c) Appoint someone as Treasurer – Jim Bailey had kindly taken over for 12 months.
- d) Appoint someone to become a signatory for SCH accounts - no decision was made
- e) Appoint someone to take over as Secretary – because of the many changes the Secretary volunteered to remain.
- f) Appoint someone to take over the role of Safeguarding Officer – the secretary to remain with Lucy Brain as assistant
- g) Appoint someone to take over the role of Booking Clerk – this was taken over on August 19th
- h) Response from user groups to the call for help running the Hall – ongoing calls for help

### 3a\* matters arising from the resignation of Vice Chair & the disbanded Slaley Parish Council,

1. New contract for the BT account currently in DTs name - no decision was made
2. Feasibility Study – someone to take forward this has been postponed indefinitely
3. Payment authorisation for payment of SCH on-line accounts - Lucy Brain volunteered for on-line payment
4. Gas and electric monitoring - no decision was made
5. Batteries and Solar someone who understands - no decision was made
6. [Slaleych@gmail.com](mailto:Slaleych@gmail.com) account and shared drive given to Booking Clerks
7. Policies and Procedures – stored on the Slaley ch shared drive.
8. The web site owned by Slaley Parish Council which contain SCH booking form and diary. Chairman emailed SCH Chairman and said the website was paid up to March 2025. SCH secretary is an editor and the Parish Council Clerk is another. SCH may have to take over after March 2025 unless a new parish Council is up and running by then.

### 3b matters arising from Emergency Meetings held on May 23<sup>rd</sup> & June 18th.

- a) EM 23/5/24 & EM 18/6/24: Additions to the Safeguarding Policy and introduction of a new Safeguarding Behaviour Risk Assessment – ongoing talks with 31-8 and NVCO on-line training.

### 3c. Matters arising from previous business meeting on July 31st.

- a) 3c3f 31/7/24; f 15/5/24; 16c 20/3/24: Importance of addressing the acoustics in SCH – Sound Reduction contacted the chairman and offered solutions, quotations received and a site meeting to establish an on-site inspection Wednesday 28/8/24 1 – 2 p.m. All SCH Trustees invited by email 24/8/24. UPDATE & sample
- b) 3c3e 31/7/24; 13 a 15/5/24 The need for a current holder of a Food Hygiene Certificate at catering events in **SCH - Marc Johnson of CAN email information?**
- c) 3c3f 31/7/24; 13b 15/5/24: Policies re checked with all the recent changes + updated and amended the Safeguarding Policy in light of Special Meetings in May & June 2024. Updated and amended the Risk Assessment in light of Special Meetings in May & June 2024.

d) 3c 3g 31/7/24; 13c 15/5/24: Stocktake of kitchen cupboards: hand written attachment emailed to Secretary who transferred to typed list – remainder undertaken by chair & secretary 28/8/24. Attached as **appendix ? 021024, page ??**

#### **4. Correspondence**

##### **Emails:**

8/8/24: Email from CAN -Marc Johnson re on-line training

17/8/24: Draft letter circulated for distribution throughout user groups detailing the lack of a caretaker and asking all groups to help.

28/8/24: Email from WI President re state of Hall after three day wedding and no local cleaner *see agenda 9c*

30/8/24: Email from W.I. representative with several complaints, Reply from SCVH Secretary

2/9/24: Jacqui Burton, NCC Civil Contingencies Team, Community Resilience Forum Monday 23<sup>rd</sup>

September at Hexham Mart – Secretary attended report will follow.

9/8/24: CAN Tracey Morgan on-line training information.

11/9/14: Email from Carpet Bowls re stained mat & leaking radiator. *See agenda 9e*

11/9/24: Email from Young mum representative unable to proceed with change over to CIO.

13/9/24: Email from Nigel Fisher re update the Rest Centre Registration. SCH secretary to complete

25/9/24: CAN newsletter.

#### **5. Financial Report –**

#### **6. Bookings Report –**

#### **7. Slaley Commemoration Hall as a Rescue Centre.**

Wark representative has not been contacted yet for a presentation at Slaley. Secretary spoken to Nigel Fisher and he has offered to attend a meeting to explain

#### **8. Cleaner's Report**

a) Meeting with Time to Shine on Thursday 1<sup>st</sup> August was successful, the firm agreed to provide two cleaners for 1 hour each on a Thursday after they finished at Riding Mill. This information was emailed to the Trustees on 1/8/24 at 18.06 and acknowledged by some. (*see 9c below re complaint from WI*)

b) The duties of a Caretaker were identified v those of the cleaning ladies and a request was made to neighbours of the hall (4 couples and 1 man) asking if they would consider the role, job sharing of 1 or 2 days each week, one week per month, or one month per year to cover the duties. Two negative replies received and three no answer.

c) SCH Chairman received a text asking what the payment was for the SCH cleaner. The chairman replied and the Secretary left a message – there has been no feedback.

d) The cleaners requested a toilet brush and a Henry Vacuum Cleaner – Chairman purchased these items

#### **9. Building maintenance**

a) from maintenance log of July 31<sup>st</sup>

Pg 3: RD felt the south-west stone pillar was still dislodged.

Pg 5: Comments book in Kitchen - Toilet brush needed. – Chairman purchased one

Pg 7: Gazebos missing, they were rented out at the May meeting for a private party. – Hiding behind table tennis tables.

Roller cabinet locked in boiler room – Fire Prevention Officer said it was a fire hazard and should be removed. **“WHERE to ?**

Private freezer in entrance.

Pg 8: North-east boundary wall coping stone still missing from corner.

b) Chairman met Fire Prevention Officer on Wednesday August 14<sup>th</sup> at Hall. All Policies, new Risk Assessment and Safeguarding Policy to be in a soft file in the entrance notice rack not in the kitchen file.

An emergency exit sign on the plaster above the new window at the Community Room entrance door. Electrician called out to look at this. Instead of breaking through the new plaster he is looking into a reflectable sign

- c) Complain from Slaley W.I. about the state of SCH after the wedding of August 9/10/11. Secretary had already been in and removed rubbish to outside bins, washed tea towels, purchased toilet rolls and filled toilet holders. W.I. felt SCH dishwasher was filthy and after cleaning was not working and also made a formal complaint about the cleaning arrangements inadequate for a mid-week booking. The complaint included the poster placed inside the WI notice board on Friday August 16<sup>th</sup> informing the reader that Hall prices would be raised if the roles could not be filled and there was no mention of a cleaner being needed. SCH Secretary replied to the WI President explaining the actions taken to address the ongoing staffing problems and the reason for the poster was as a last resort before an emergency meeting was needed.
- d) Further complain from W.I. 30/8/24 concerning dishwasher a health risk. Secretary emailed the trustees asking them to find cost of a new unit, guarantee, cost of delivery of new and take away old, plus installation charges.
- e) Smell and stain on entrance mat. Will be replaced on Friday September 27<sup>th</sup> after the Macmillan Coffee morning. £125 + £50 fitting. Chairman wondered about charging a £200 refundable cover charge? This would give additional work for the Treasurer.

## **10. Fundraising**

**11. Becoming a CIO Charitable Incorporated Organisation to absolve trustees from personal liabilities.** The Secretary and one Trustee took part in the NCVO on-line CIO training 22/8/24 between 10a.m. – 11.30 a.m,

## **12. Any other business**

**Charity Commission – SCH secretary to take this over.**

## **13. Maintenance Log Book –**

### **14. Date of last 2024 meetings:**

20/11/24.