

Minutes of Slaley Commemoration Hall Management Committee
Wednesday May 15th 2024 in Slaley Commemoration Hall.

1. Members & apologies

Present: Chairman, Rosaleen Doonan, Paula Darrington, Stella Douglas, Carol Ferguson, Margaret Rowell & Pat Wilson.

Apologies: Debra Taylor, Helen Brewis-Levie, Philip Cain, Christine Johnston, Ian Stevens.

2. Minutes of meeting held on Wednesday March 20th 2023, attached as pages 215 - 218 with appendix 1, page 219, appendix 2, page 220, appendix 3, page 221.

The minutes were proposed as a true record by Carol Ferguson and seconded by Stella Douglas the minutes were then signed and dated by the Chairman.

3. Matters arising.

a) (i) Decking completed during April. Thank-you letters sent to Philip Cain and his two helpers, JB & SB.
(ii) A request was made to the men about building a wooden fence to the east with a wicket. This has been costed and agreed by email. IS made the comment to make sure the gate was child protected. The fence is built and the gate should arrive in the coming week.

(iii) Slaley Shop offered its metal outdoor tables and chairs 28/3/24. These were accepted and have been delivered. They are placed on the decking and have been photographed for the grant application completion. PW to send a thank you to Shop committee.

b) 11b 20/3/24: PW contacted Keith Wilson re stonework (west pillar and north-east coping stone), Keith is so far behind because of the wet winter and spring that he felt unable to help.

c) 13 20/3/24; 4c 17/1/24: CAN Broadband Event at SCH on 28/3/24: This was very well attended, many committee members from the village halls who attended were very impressed with the facilities at SCH. PW has a copy of the Powerpoint presentations if anyone wishes to see.

d) 14 20/3/24: Annual Governance PAT Testing/Music/Performance/Entertainment Licence payment – all done. PAT record attached as **appendix 1/150524, page 226**

e) 16b 20/3/24: (i) CEG members provided a plan for planting scheme at north of the new decking. This planting plan was accepted after several questions were answered.

(ii) Taking down the self-seeded Ash trees on north and east walls. Jonny Porteus, a professional arborist, is willing to remove whole trees £350. Quote includes removal of waste and brash. Large timber left on site. Asks that the debris around the base is removed before work begins. This resulted in a lengthy discussion with emailed comments from members unable to attend. The final decision was to leave until after the August 10th wedding.

(iii) need a skip - GS Skip Hire, 3 Dukes Way, Prudhoe. (07746 640231) 6 cubic yards £280 + Vat = £336 or 8 cubic yards £300 + Vat = £350. Who could we get to fill the skip? Put delivery on hold until an answer of who will dig out waste around Ash tree and fill skip is resolved. IS offered to remove the debris around the Ash tree and fill a skip. Ordering a skip is now on hold until after August 10th.

f) 16c 20/3/24: Healey Councillor, M. Cartlidge, request to improve the acoustics at the Hall- PW contacted Nova Acoustics and asked if they could come out and advise. They replied that an assessment would cost £1,200 + Vat. The general feeling is that addressing the acoustics is very important; RD thought KD had contact details of a second firm who could help.

4. Correspondence

Emails:

a) Thursday June 27th at Humshaugh 12 – 2 p.m. is the WNCBC summer gathering – Debra questioned why we were members – maybe one or more should go? CF & PW looking into

b) 5/4/24: CAN Tracey Morgan copy of presentation documents Archives 15 pages. Digital Funding 9 pages & Village Hall Hubs 5 pages

c) 26/4/24: SD emailed re Northumbrian Water flushing out a drain at Reaston View – seems to have helped the smell in SCH. On May 7th DT, PW & RD looked under the floor boards into the foundations of SCH and there were little patches of dampness but not causing any smell.

5. Financial Report – SD produced a year-end balance sheet with a carried forward of £16,768.66. Payments in April totalled £5097.43, income in April £965.94, giving a balance of £12,637.17 carried forward to May. The 2023/24 accounts will be presented for adoption at the AGM in July. PW to send a thank you to external auditor Richard Bridges. Balance Sheet attached **as appendix 2/150524, page 227**

6. Budget for the coming year – Year to date presented by DT not available

7. Bookings Report – SD

Bookings are strong, 2 summer weddings (June and August), conferences etc. SD is looking into grant bodies for a replacement kitchen.

8. Issues Log – DT

a) 9/12/22 Square table for Community Room PW emailed details £135.60 each + delivery for orders under £200. MR suggested that weddings would need extra tables in the CR to set up a bar etc. After discussion it was agreed to order 3 tables for the Community Room.

b) See also acoustics (3f)

c) Smoke Alarm in The Den – SD has a replacement ordered.

See also all of agenda item 11 and Maintenance Log for new issues.

9. Slaley Commemoration Hall as a Rescue Centre.

Following on from Colin Washington's presentation. DT reminded the SCH Secretary of the Solar and Battery Report she gave SCH in September 2023. Apart from the size of the Invertor which Debra reported as being 5000w, she did go on to tell us what would and would not work on our Two-Phase System inside the Hall. Armed with this information it should be more straight forward to write a "What to do if the electric goes off and running the Hall from its batteries". **Attached again DT's report from September 2023 which was originally attached as appendix 4/200923, page 195.** There is still confusion about what will, and what will not, work. Ask DT to make a presentation at the July AGM.

10. Caretaker's Report

CD emailed 3/4/24 to say door code left open after badminton, numbers not jumbled, the side door also unlocked. It is possible that two groups using the Hall each thinks that the other will lock up when finished.

11. Building maintenance

a) PW emailed 23/3/24: Evidence of dampness on wooden floor (where boards meet) in Community Room. SD to write a statement for the CR easel asking not to use water to mop up spills etc.

b) PW emailed 23/3/24: Simon Band reported blocked guttering, downspout and drains at Community Room causing dampness to the stonework, without a caretaker this type of maintenance gets overlooked. IS replied by email 25/3/24 that he would offer his services for this type of maintenance. IS was thanked for this offer. PW has highlighted some outside problems and will email IS for help. RD explained that the gutters had not been cleaned out this winter because of Gavin's ill health. PD offered to provide alternative details.

c) 24/4/24: SD reported problems with fridge – broken freezer compartment door + door milk holder broken. Like for like from John Lewis £299 with FREE delivery + £25 to take old fridge away. Currys £199 + £30 delivery + £25 to take old one away. Neither would need to be PAT and both have a two-year guarantee. What to do – Web site details emailed. Debra will order through easyfundraising and we will get a little donation. **It was agreed to ask DT to order the Currys model at £199 + delivery. IS has offered to remove the old model and take to the Civic Amenity Site in Hexham.**

d) There is a proposal to keep The Den for storage rather than trying to keep it free for occasional hire. This was agreed, however CF asked how people would know what was stored down there? Items like the book shelves, the carousel for cards, books, gift bags etc. SD volunteered to make an inventory list for the outer door.

e) There is a proposal to replace the sticking door on the outside storage facility with a new door. RD reported that the bottom of the present door is warped and is a thin composite layer, soaking up dampness. SD to contact Garry Hall, Consett for advice on the best solution for this entrance.

f) There is a proposal to remove the top layer of cover from the **three top** cupboards in the kitchen. SD to remove asap.

g) The old voting booths stored in the outside storage are no longer used. NCC deliver modern voting booths to SCH in boxes and collect them again after use. Do the old booths go back to NCC or can they be disposed of? *Note this comes up in the Risk Assessment 13 a below.* MR reported that these old booths are used in performances to hide the actors before coming onto the stage. It was therefore agreed to keep them for that purpose.

h) Loose cables in the main hall from the WiFi connection. SD looking into making these more secure.

i) Unused stone lintels stored to north of Hall, will need to be moved before shrubs are planted against this wall. It was agreed to post them on The Trading Post site and offer them free for a donation to the Hall. SD to take a photograph and post onto The Trading Post.

12. Fundraising report attached as appendix 3/150524, page 228

a) PW contacted David Nixon to perform a Murder Mystery late Spring and he suggested September onwards.

b) Draw the May SCH 200 number. No 23 was the winning number

13 Annual Governance.

a) Risk Assessment & Policies for coming year: Risk Assessment last done July 19th 2023, agenda item 14, app 3, page 187. Policies last done agenda item 12 on January 25th 2023, with Alcohol Policy being confirmed agenda item 3a on March 15th 2023, and a copy available for the public on 3b March 15th 2023 meeting. PW made some suggested alterations, these were accepted. The need for a current holder of a Food Hygiene Certificate at SCH was discussed. SD said these courses were now done on line, she suggested that a session with several people who prepare food at SCH (Snack and Chat / Slaley W.I. etc) have a joint training session at SCH. **2024 RA attached as appendix 4/150524, page 229**

b) The Policies are all in a file in the kitchen can one person be allocated to read and offer any suggestions for alteration? PW to read and make suggestion then give to PD as a fresh pair of eyes.

c) Stocktake of kitchen cupboards: last done May 2023 and attached to May 17th 2023 minutes agenda 14, app 2, page 181. Is this something someone would like to do outside of the meeting? SD & MR to do this at a date convenient to them.

d) Stocktake of tables, chairs and stage sections: last done May 2023 and attached to May 17th 2023 minutes, agenda 14, app 2, page 181 Is this something someone would like to do outside of the meeting? RD & CF to do this at a date convenient to them.

15. Invitation to join the Management Committee

Has any other request been sent to user groups?

RD reported that Slaley Bowls Club were looking into someone representing the group.

PW provided the Chair with a breakdown of attendance over the last 12 meetings (2 years) this gave an indication of the problems facing a committee of volunteers and the continual commitment. CF said it was difficult to recall Hall business between meetings and even worse when meetings were missed. SD said lack of interest was a general trend.

16. Any other business

a) PW purchased USB storage keys and given one to former chairman Keith Robson to download his records ready to go to the County Records Office. RD & PW to see Keith and go through these.

17. Maintenance Log Book – RD explained this to PD

Issues for issues log:

Page 1: Emergency light next to storage area door not working (ask IS to look at)

Page 3: Flag stones south of CR – weeds growing through cracks.

Page 4: Kitchen First Aid Box – Antiseptic wipes needed.

Page 8: Outside - West outside Emergency door, wooden lintel needs attention

West above Emergency door cracks in pointing above and to the left – monitor

East – outside Store Room - drain – full of leaves

South – Community Room Door – downpipe has no seal at last joint

South-east & north-east of CR east wall – both downpipes showing black blockage (running water) at first joint (close to eaves) – gutters all need cleaning out.

South grill drain running along CR needs cleaning out weeds growing.

South - Main Door - drain to right of door, blocked with black gunge.

Boundary wall – north east corner, coping stone still missing.

18. Date of last 2024 meetings:

17/7/24 (AGM), 18/9/24, 20/11/24.

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