

Minutes of Slaley Commemoration Hall Management Committee on Wednesday October 2nd. in Slaley Commemoration Hall.

1.Members & apologies

Present: Rosaleen Doonan, (Chair), Christine Johnston, Margaret Rowell, Carol Ferguson, Jim Bailey, Michael Elphick & Pat Wilson (Secretary). Non-Trustee Lucy Brain.

Apologies. Helen Brewis-Levie Philip Cain & Amanda Dobson

The declaration forms signed at the AGM appear to be mislaid, these were signed again apart from Philip & Amanda.

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

The minutes were proposed as a true record by Carol Ferguson .and seconded by Christine Johnston, the minutes were then signed and dated by the Chairman.

3a matters arising from Annual Meetings held on July 2nd.

- a) Rotate the role of Chairman for each meeting starting with - Jim Bailey for the January 2025 meeting. Lucy said she would be more than happy to chair any meeting although technically the Chair should be a trustee.
- b) Rotate the role of Vice Chair with each meeting- start with Carol Ferguson in November 2024.
- c) Appoint someone as Treasurer – Jim Bailey had kindly taken over for 12 months.
- d) Appoint someone to become a signatory for SCH accounts (cheques) – Michael Elphick volunteered.
- 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. Many of the local groups have realised the hall is short on cleaning hours and without a caretaker therefore have taken on additional reporting of maintenance problems, checking toilets, replacing items from the caretaker's cupboard etc.

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 – to be transferred to Jim Bailey.
- 2. Feasibility Study 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 – Non-trustee Colin Washington has agreed to monitor.
- 5. Batteries and Solar someone who understands – Non-Trustee Colin Washington has agreed to monitor.
- 6. Slaleyh@gmail.com account and shared drive given to Booking Clerks.
- 7. Policies and Procedures – 23 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 who 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. SCH Secretary is in contact with Slaley PC Clerk who has been informed that SCH will probably take over the web site if new people do not come forward to run the Council. This was agreed as a solution. SCH Minutes should monitor progress.

3b matters arising from Emergency Meetings held on May 23rd & 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. The sample Safeguarding Boundary Agreement was generally felt inappropriate and not something SCH could enter into. The Booking Clerk said only one offender was known - there were others who would not be asked to sign as they were generally unknown. She suggested more restricted activities to safeguard the vulnerable.

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.

The sample, colour chart and an explanation of how the panels worked was circulated.

Colour samples – note they cannot be painted over.

Cost Community Room £3,006 Panels bonded.

£4,320 panels suspended – because of the low height the suspension would not be advisable.

Cost Main hall - £6,001 panels bonded

£7,903 panels suspended. Either would be possible. See design sheets.

£9,007 to do both rooms on bonded.

Email sent out to management committee 31/8/24: confirming price after site visit. Asking if user groups could make a donation to the overall cost because BHEF (Healey Parish Council) was willing to give an immediate grant of £3,851 specifically to address the Community Room leaving £845 towards the main room.

Pledged from email:

Slaley Whist £0050 pledged

Slaley History £0100 pledged

Exercise to Music £0100 pledged

Slaley Show

Slaley Shop

Slaley Parent & Toddler

Slaley Badminton

Slaley W.I.

Slaley Leek Club

Slaley Bowls Club

Slaley Film Club

Snack & Chat

Slaley Church PCC

Ladycross Nature Reserve

Member of the public £1000 loan

SCH funds £3000

After discussion it was agreed to have both rooms treated as soon as possible. The Community Room with white panels and the main hall with Glacier. SCH Secretary to send out a second request for financial help to local user groups. Healey trustee suggested asking the BHEF manager if he knew of other funding streams who could help. Committee to consider other grant making bodies. Secretary to order with a copy to Treasurer.

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 emailed information. Slaley WI president asked if the Hall could be used for an on-line training event. FREE on-line training does not suit everyone.

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 1/ 021024, page 250.**

4. Correspondence

Emails:

a) 2/8/24: Email from CAN -Marc Johnson re on-line training. Circulated 7/8/24

b) 9/8/24: Email from SCH Secretary re NCVO webinar for incorporated buildings 22/8/24. *See agenda 11*

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

d) 23/8/24: Email from WI President re state of Hall after three-day wedding and no local cleaner *see agenda 9c* – SCH secretary asked all of the committee to look out for a local cleaner who may be able to cover additional hours.

- e) 30/8/24: Email from W.I. representative with several complaints, Reply from SCH Secretary *see 9d*
- f) 2/9/24: Jacci Burton, NCC Civil Contingencies Team, Community Resilience Forum Monday 23rd September at Hexham Mart – Secretary attended report was circulated. *See also agenda item 7.* Report attached as **appendix 2/021024, page 251.**
- g) 9/9/24: CAN Tracey Morgan on-line training information.
- h) 11/9/24: Email from Carpet Bowls re stained mat & leaking radiator. *See agenda 9e*
- i) 11/9/24: Email from Young mum Trustee unable to proceed with change over to CIO - NCVO training “Changing your organisations structure” webinar 10 – 11.30 a.m. on August 22nd SCH Secretary & Trustee CF attended. *See agenda item 11 below*
- j) 13/9/24: Email from Nigel Fisher re update the Rest Centre Registration. SCH secretary to complete. *See also appendix 2 from 4 f*
- k) 25/9/24: CAN newsletter.

5. Financial Report – Treasurer was still unable to access all SCH accounts.

SCH insurance policy is due in November and a draft should have been received by the former Treasurer this should be circulated asap as some trustees wish to know of any protection the policy affords to current Trustees. Secretary to request the insurance be emailed

6. Bookings Report –

- a) SCH secretary sent an email 20/8/24 detailing the changes to booking SCH. All bookings now through: slaleych@gmail.com.
- b) Booking Clerk reported that the system she and Carys have in place is now working well although people needed to be reminded that an enquiry will be answered in 24 hours not 24 minutes. A monthly report of bookings given to the Treasurer has been established. Invoicing agreed between the Booking Clerks and the Treasurer. Autumn bookings have resumed with one or two new ones e.g. B4RN local Broadband provision. The question was asked about when the affiliated rate was allowable? Generally, it is a local community event. What rate did the MacMillian Coffee morning come under? It was decided that such a good cause could have the affiliated rate. Jim Bailey remarked that hire charges had not risen for many years, these may need looking at once we have a workable budget in place.
- c) Refundable Damage Surcharge – £200 first suggested by Chair for weddings. Secretary proposed caution as the actual cause of mat stain was not established and was not recorded in the incident book. *See agenda 9e.* After discussion the Booking Clerk suggested some of the more important T&C’s given out with booking enquiries and confirmations. No-one, she said, reads the T&Cs
- d) The Booking Clerks are suggesting have regular posts in local on-line groups to try and generate more bookings. This was agreed.

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 Warm Spaces, Warm Hubs, Community Response Hubs, Emergency Rest Centres all types of ‘**Assistance Centres**’ Funding and none-funding for the different types. As per agenda 4f above **appendix 2/021024, page 251.** The Chair recommended that Slaley do its own ‘Assistance Centre’ template.

8. Cleaner’s Report

- a) Meeting with Time to Shine on Thursday 1st August was successful, the cleaning company 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 two no answer. A third reply, received from a retired couple saying they are willing to help

with an ad-hoc arrangement because they frequently go away. A second letter to user groups dated 18/8/24 was circulated informing them of duties carried out by caretakers as opposed to cleaners, this correspondence was also a reminder that without a voluntary Treasurer a paid Treasurer would need to be employed and this would have repercussions for hire charges.

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 feed-back.

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

e) Offers of help with caretaking duties at Macmillian Coffee Morning on Friday September 27th resulted in an inventory of the caretaker's cupboard and a shopping list. This was circulated by email 28/9/24 and is attached as **appendix 3/021024, page 252**. it will also become a new page on the Maintenance Log. A trustee asked if a copy of the list could be placed inside the cupboard so groups could record when they used something and supplies were getting short.

f) Where the paper hand towels are ordered needs to be established.

9. Building maintenance

a) from maintenance log of July 31st

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 in a locked boiler room – Fire Prevention Officer said it was a fire hazard and should be removed. “WHERE to ? – It stores the watering cans now in entrance window sill and on floor also the lost property, the ice treatment for winter. Note also the report from Resilience Forum the ‘Orange Emergency Bag’ should be easily accessible not hidden away somewhere (currently in The Den). It was agreed that this is returned to the entrance.

Private freezer in entrance. Do We want this? Is yes where should it stand? It was agreed to defrost this and remove to The Den. The chair to defrost and let the committee know when help was needed to move.

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

b) Chairman met Fire Prevention Officer on Wednesday August 14th 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 9/10/11th. 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 16th 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 complaint 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. Regular users seem to keep the dishwasher clean. It is large, one-off, catering events that appear to cause the problem. Booking Clerk suggested further dishwasher use instructions provided with these types of bookings

e) Smell and stain on entrance mat. Was replaced on Friday September 27th 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. Stain on entrance mat was first reported by Stella Douglas on 4/7/24 (election day) - well before the three-day wedding of 9-11 August. Looking back to pre July 4th apart from the weekly groups there was a private booking on Sunday June 23rd at 6 p.m. and Saturday June 22nd

was a wedding. Booking Clerk thought a reminder to report accidents on the confirmation email would be the best opportunity to make a further charge for damage.

10.Fundraising

There is no current fundraising organised or suggested other than a very limited income from 12 people supporting SCH through easyfundraising.

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. Copy of webinar presentation received 29/8/24, this was forwarded to Chair and the Trustee who attended the webinar. A recording of the event is available to view on NCVO's YouTube channel if anyone wishes receive instructions. Who is now going to take this forward? See 4i above. The current Chair and Secretary will look at this and report back in November.

12. Any other business

- a) Charity Commission – SCH secretary to take this over.
- b) Film Club Trustee reminded the committee about the new MPLC Umbrella license scheme (reported as correspondence received 19/6/.24, agenda item 4, page 241, July 31st minutes). The Trustee will do a report explaining the benefits for people in the next Slaley News.
- c) SCH chairman was especially concerned, since Slaley Parish Council ceased operating, about the Community Defibrillator not being checked weekly, and any out-of-date pads replaced. She volunteered to speak with the Rose and Crown manager to offer any help and asked SCH committee if they would cover any replacement costs. This was agreed
- d) A welcome pack from thirtyone:eight was received by SCH Chairman. The covering letter suggested that a former email would have provided log in details for the members area. This was not to hand. SCH Secretary to contact thirtyone:eight and ask for it to be resent. The pack was shown to the SECOND Safeguarding officer.

13. Maintenance Log Book – contains a new page 'Caretakers Cupboard'.

Page 1: One bulb off on round light main, room lights - adjacent to serving hatch – where is step-ladder?

Toilet 5 door will not close and the top is now broken – **needs immediate attention**

Page 2 Easel storage of art club equipment has moved from Toilet 5 to The Den.

Page 3 West pillar still dislodged.

Page 4 Trustee is concerned that as more people undertake the caretaker duties the key safe in the broom cupboard may have its opening numbers muddled and we do not have a record of the opening number.

Page 5 Incident Book in kitchen – report 11/9/24 drain smell.

Page 7 Freezer replaced Roller cabinet in entrance – this to be reversed.

Page 8 (outside undertaken 3/10) Emergency door at west. The wooden lintel needs painting.

Leaves beginning to gather in drains.

Coping stone at north east corner is still missing. Pat to ask Ray Dryden for help.

Page 9 (outside undertaken 3/10) Concrete under the first step up to decking is cracking

Page 10 There was no window cleaner – should we be providing? Mr Muscle window and glass spray?

14. Date of last 2024 meetings:

20/11/24.

The Chairman thanked everyone for their attendance at a very long meeting. There being no further business the meeting ended at 9.30 p.m.