

# Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee will take place on  
Wednesday July 18th 2018 at 7.00 p.m.

Agenda

## **1. Members present & apologies**

## **2. Minutes of the meeting held on May 2018**

## **3. Matters arising**

- a) 3e 16/5/18: 14 b 28/3/18: The north-east cupboard in the main hall missing keys three extra keys cut one to booking Clerk, one to HS and one to PW
- b) 3g 16/5/18: 14e 28/3/18: AV equipment a list of items to be sold – ME to update.
- c) 11 16/5/18: Julie Humes, Youth Worker, Open Meeting on Tuesday June 19<sup>th</sup> – no young people attended. Parents of three very young people did looking for activities for much younger children. They talked with Sarah Allan *see agenda 6 below*

## **4. Correspondence**

CAN circulated by email  
WNCBC circulated by email

## **5. Financial Report** by Margaret Weatherley

- a) Payments made or cheques to be signed
- b) Income since last meeting

## **6. Bookings Report**

- a) 2 x 4 day sessions - 6-9 Aug & 20-23 Aug – Summer Holiday Childcare for 4 – 11 year olds with Good Sports @ Tyne, Rede & Coquet.

## **7. Wedding/Party Plan**

## **8. Replacement Chairs - People to borrow and bring a sample of their preferred choice if possible.**

## **9. Building maintenance**

- a) Debra Taylor to report on WiFi Broadband useage (both PC's using
- b) ME to Report on new Audi equipment. Unable to use with Youth Open Meeting.
- c) Strip light behind film screen mended?
- d) The shed roof

## **10. Inspection by The Licensing Enforcement Team**

The need to amend our Booking Form

Young people requesting Alcohol should produce a photo ID before being served – do people at private functions know this.

Does our license cover alcohol consumed outside (wedding/parties)? – being checked Alcohol purchased inside the CH can not be then taken home if not consumed.

An Alcohol Policy is required. The inspector, Vicki Fox, is sending an information pack

## **11. Fire alarm / Fire Policy**

How are people alerted to the risk of there being a fire on the premises?

## **12. Fundraising ideas**

a) Fundraising ideas for 2018 -

Report from the Teddy Bears Picnic on Sunday July 15th

A September fashion show with Gabby Sutton is back on our programme Mrs Sutton's husband has made a recovery. A meeting with Mrs Sutton, Ann Holmes and PW is imminent.

M Rowell suggested a Table Top Sale – when in 2019?

Friday November 2<sup>nd</sup> - Bobby Johnston slide show of his many photographs.

## **13. Grant applications**

Garfield Western Foundation – Weston Anniversary Fund

Planning application approved – Building work estimates sought

Support funding by Slaley Parish Council. Barley Hill Endowment Fund & Healey Parish Council. County Councillor Colin Horncastle. Matthew Charlton (Jewson) material in kind. Letters sent to the Hunting family and Mr. Livesey, director at Egger.

## **14. Business Plan**

a) Final Version on parish web page. We should update this every year.

## **15. Any other business**

## **16. 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.

## **17 Date of next meeting: Wednesday September 19th 2018**