

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday January 15th 2025 will take place in Slaley Commemoration Hall at 7.30 p.m.

Agenda

1. Members & apologies

2. Minutes of meeting held on Wednesday November 20th 2024, attached as pages 253 - 256 with appendix 1, page 257, appendix 2, page 258, appendix 3, page 259 & appendix 4, page 260. ZOOM meeting of SCH Chairman, Treasurer, Secretary & Booking Clerks on Tuesday December 10th 2024 Notes page 261.

3. Matters arising.

- a) 3b 20/11/24; 3b 2/10/24; 3c3e 31/7/24; 13a 15/5/24: Current Holder of a Food Hygiene Certificate.
- b) 3d 20/11/24: 5 2/10/24; Insurance renewal – Change key safe code change for January 1st. Done by Booking Clerk and all user groups informed of new number.
- c) 3e 20/11/24: CAN replied not cost effect to ask an electrician to change lightbulbs in community buildings. Use of a step ladder should be undertaken by two people. SCH Secretary purchased a step ladder, delivered to hall and changed lightbulb. Step ladder is stored in central storage area.
- d) 4a20/11/24; 7/10/24: Former chairman RD volunteered to try for a verbal agreement for non-attendance. This happened 22/11/24 with a negative response as circulated by email to the management committee 26/11/24.
- e) 4b 20/11/24: Roofer known to AJ – T.J. Lincoln of Hexhamshire met SCH Sec at Hall, Sunday 15/12/24. PW emailed a report at 10.31. Tristan didn't feel the need to replace the rotten wooden soffit only a hole in the lead he did however notice the ridge tiles on the main roof were coming loose and needed attention. Tristan emailed Amanda his quote £600 for the lead work and £2,640.00 for the ridge tiles. Circulated to everyone 16/12/24.
- f) 4 20/11/24: ME attended the WNCBC AGM at Matfen on November 21st. **Anything to Report?**
- g) 4c 20/11/24: Booking Clerk completed the TESCO community blue token application.
- h) 4d 20/11/24: Door key missing from key safe explained. – Key taken out and handed over to event taking place in Hallk it was then placed inside the key cupboard in kitchen.
- i) 5a 20/11/24: The 2 x £100 pledged grants received towards the acoustic invoice.
- j) 5b 20/22/24: Trustees to work with treasurer for on-line payments. Mandate forms completed and posted to Barclays 17/12/24. **Is this now working?**
- k) 9a Page 1 20/11/24: PC repaired toilet door.- thanked by email 27/11/24
- l) 5 Page 5 20/11/24: Report of smell – JB & PC cleared a block drain – is this now sorted?
- m) 5Page 7 20/11/24: Freezer in Den cable was crushed so not plugged in over Christmas. Roller cabinet back in entrance with ice melt easy to access. Thank You to Amanda & husband.
- n) 9b 20/22/24: Burncliffe 5 year Electrical Report received 11/12/24 **Insurance needs to be informed.**
- o) 9b 2/10/24: Fire Prevention Officer requested an emergency exit sign on the plaster above the new window at the Community Room entrance door. PW purchased a luminescent sign £2.79 **to be fitted at meeting.**

4. Correspondence

R Doonan tel PW after Snack and Chat 7/1/25 to say bag of Ice Melt all used. Clerk order 2 x 25Kg bags

Emails:

- a) 19/12/24: Supporting Rural Communities webinar 17/12/24, attended by PW. Recording 19/12/24.

5. Financial Report – JB

a) ZOOM discussion 10/12/24: New Gmail account between Booking Clerks and Treasurer implemented to avoid a paper trail.

6. Gas and Electric monitoring – JB to report

Has increasing the temperature to 14 degrees (6a 20/11/24) and the cold spell since Sunday January 5th made a big difference to usage?

7. Bookings Report

a) 5/12/24: Complaint from Toddler Group to Slaley WI re choking hazards left after Wreath Making. Apology received.

b) Request from Slaley School to hire stage 5/12/24: Asked for special price of £25 to hire 5th – 18th. Former booking clerk was consulted. After a negative reply, SCH Chair & Secretary were consulted - Special price of £25 was agreed by Secretary as a good-will gesture to re-establish good relations with the school. School had to collect and return.

c) PW reported to Snack and Chat (RD by telephone 7/1/25) that they had not booked any slots at the Hall

d) Angela Watt (NCC grants) asked for a meeting with RD (Snack and Chat) and SCH secretary. Arranged for 2 p.m. Monday 20th January. (no charge)

8. Cleaner's Report

a) Time to Shine were unable to clean Thursday 21/11/24, they did Tuesday 26/11/24 in place. They also do not clean over Christmas and New Year. Booking Clerk suggest SCH replace with a cheaper cleaner used personally. £34 for 2 hours. **Discuss.**

9. Building maintenance

a) Dishwasher – ZOOM discussion 12/12/24 (f) JB contacted the company, met the repair man, authorised the repair, and paid the invoice £272.58. Dishwasher working again. Jim thanked by email 17/12/24

b) Kitchen cupboard doors – ZOOM discussion 10/12/24 (g)

c) Key to bleed Radiator - ZOOM discussion 10/12/24 (h)

10. Fundraising

a) Beer Festival June 7th parking was discussed at ZOOM meeting 10/12/24 and an agreement for on-street parking was reached.

11. Annual Governance. Review Booking Forms with T&Cs last reviewed January 17th 2024 meeting and attached to those minutes as appendix 1 & 2 /150124, pages ?? &??. **Copies attached for discussion and updating**
Booking Form PW: alter Meeting Room to Community Room

Terms & Conditions PW: NO 4: policies are not on notice board should read policies file in kitchen.

No 5: policies are not on notice board should read policies file in kitchen.

8c: we do not have a Caretaker, we have a Cleaner.

8d: heating is currently at 15 not 10

8j: remove Anne Lishman as key holder.

Amendments made and new text attached as appendix 7/170124, page 213

12. Annual Governance. Review Hire Charges

Last updated January 17th 2024, page 139. **Copy attached for discussion and updating**

New rates from April 1st 2024 will be:

Main Hall: Affiliated Price £12 per hour.

None-Affiliated £17.50 per hour

Community Room: Affiliated price £8 per hour.

None-Affiliated £12.00 per hour

The Den £5 per hour. With a whole building charge of Affiliated £20.00. Non-Affiliated £25.00.

All rooms would have free use of the kitchen unless it was a large catering event when a kitchen surcharge (decided by SD) would be added. Elections rate for whole day £350. Wedding 48 hour booking £350

13. Annual Governance. Review Portable Staging Hire Charges outside of SCH premises.

14. Annual Governance. Review Crockery & Cutlery Hire charges outside of SCH premises.

As reported January 2024: The User Guide was regularly updated by Debra Taylor without any changes being brought into the minutes.

15. Annual Governance. Is decoration needed anywhere? Review Users Guide.

16. Any other business

- a) 11 20/11/24:P Becoming a CIO Charitable incorporated Organisation to absolves Trustees from personal liabilities – No update over December.
- b) 12a 20/11/24: Review Business Plan – no update
- c) 12b 20/11/24: Windows cleaned by Gavin – PW left a voicemail with
- d) 12c 20/11/24: Gutters cleaned by Gavin – PW left voicemail with
- e) 14 20/11/24: Maintenance Log November - black refuse sacks replaced by PW

17. Maintenance Log Book –

18. Dates of 2025 meetings

Wednesday: 15/01/25; 19/03/25; 21/05/25; 16/07/25; 17/09/25; 19/11/25.