

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday March 19th 2025 will take place in Slaley Commemoration Hall at 7.30 p.m.

Agenda

1. Members & apologies

Chairman to welcome Fran Pugh representing Slaley Badminton & Karl Beckett representing Slaley Bowls Club

2. Minutes of meeting held on Wednesday January 15th 2025, attached as pages 262 - 265 with appendix 1, page 266, appendix 2, page 267, appendix 3, page 268, appendix 4, page 269 & appendix 5, page 270.

3. Matters arising.

a) 3a 15/1/25; 3b 20/11/24; 3b 2/10/24; 3c 3e 31/7/24; 13a 15/5/24: Current Holder of a Food Hygiene Certificate.

b) 3j 15/12/25; 5b 20/22/24: Finally, Chairman & Secretary are approved by Barclays for on-line payments.

c) 7d 15/1/25; Angela Watt (NCC grants) met with RD (Snack and Chat) and SCH Secretary on Monday 20th January.

d) 11 15/1/25: **Review Booking Forms with T&Cs + Booking Form**

Carys checked our suggestions and proposed as emailed 17/2/25

e) **12 15/1/25: Review Hire Charges**

- Lucy suggested that a £20 surcharge should be made for sole use of kitchen
- Lucy was concerned about local charges when user groups questioned their rate
- Correspondence sent to all local user groups asking them to qualify for the affiliated hire charge they host an annual fund-raising event for the Hall funds – Replies as per the attached **appendix 1/190325, page ??**

f) **14 15/1/25: Review Portable Furniture Crockery & Cutlery Hire charges outside of SCH premises.**

Carys checked our suggestions and proposed as emailed 17/2/25

g) 14 14/1/25: the cost of 8 pint tea post was checked on line and £25 each is favourable.

4. Correspondence

a) 20/1/25: Tracey Morgan CAN reported that RD's name appears on Slaley entry of the Village Hall's Portal – Carrie was Asked to change the details on our behalf.

b) 23/1/25: family of the late Ann Mitchell, of North Lodge, Slaley Hall wish to have a memorial tree planted in village. After various items of correspondence, the family decided to donate to memorial nest boxes to Ladycross Nature Reserve and plant a tree where they live,

c) 25/1/25: Angela Watt emailed asking which community resilience hubs self-activated today and how many residents were using the hubs? SCH replied that the Hall continued with its booking and the power returned to the village at 12.30 p.m.

d) 28/1/25: Sandra Innes: Confirmed that when the electricity went off Saturday 25th January the Hall lights flickered and then all was OK whilst the village all went off proving that our system automatically kicks in. Sandra suggested this should be made public for people needing somewhere warm. A kettle for the gas stove for use when electricity goes off is still to be purchased. An Emergency Plan is still to be written.

e) 20/2/25: Tracey Morgan CAN & Diana Linnett WNCBC, Free on-line training – both CF & PW completed the application form (Food hygiene details also emailed to Slaley WI). Email reply 26/2/25 to say sorry training now fully committed.

f) 24/2/25: Diana Linnett (WNCBC), Northumberland Village Halls week 19/3/25 Stannington 9.30 – 1 p.m

g) 11/3/25: Jake Delacey has joined CAN as their new Community Buildings Energy Adviser. His mobile is 07450 866874 and email: jakedelacey@ca-north.org.uk

12/3/25: Diana Linnett WNCBC, celebrate our Village Hall Volunteers by shining a spotlight on them by producing a poster for ACRE Action with Communities in Rural England of their online volunteers gallery. ME was looking into this.

h) 16/3/25: WNCBC are short of volunteers, not only do they need A Secretary, A Subscription Secretary, people to train as PAT testers. It also gives an A4 page of RISKS to Volunteer PAT testers and what we need to do when the tester is coming to SCH - we all need to read this - one of us will be expected to be there with the PAT tester. There is also a section on training which states the consortium has funds if any hall needs face to face training - they need feedback.

5. Financial Report – JB

6. Gas and Electric monitoring – JB to report

Octopus Energy sent an email to Slaleych@gmail.com dated 12/3/25 with correspondence to Stella asking for a photograph of the export reading. This was copied onto an earlier email of 30/12/24 apologising for not sending an invoice. **Correspondence is needed.**

7. Bookings Report

a) PW had an emergency HPC meeting in what she thought was an empty Hall – PW reported the Bowls had an unbooked session on Tuesday 11/3/25. **Question what should PW do** in a situation like this? check with Booking Clerks, contact the group and ask why they are not on the diary? Reminder to everyone if you are not on the diary then emergency events booked within 24 hours can happen.

b) Clarification on a full refund for a Friday evening event cancelled with 36 hour notice? Do we have a policy for late cancellation

c) People complain that SCH booking form is poor and they are unable to use it so Booking Clerks have to make the booking for them. **Why is it poor? What can be done to make this easier?**

d) Booking Clerks and PW had a telephone discussion about sole kitchen surcharge, they both agreed that this should be made legal by adding it to our hall charges template.

8. Cleaner's Report

a) Time to Shine – lovely clean smell on Thursday March 13th

9. Building maintenance

a) Email from CF re hand wash tap loose 18/2/25 – PC kindly mended.

b) Email from CF having to put out litter and sweep floors after a weekend party on 16/2/25 - Booking Clerks contacted party who said everything had been done.

c) Ron Robinson telephoned he was going to look at Hall roof

Chairman, Secretary and Treasurer 5/3/25 met with Julie Oakley from J N Bentley in SCH to discuss Northumbria Water /JN Bentley community grants: Roof work, Kitchen unit door/draw covers. Sanding the main hall floor were all discussed.

Chairman, Secretary and Treasurer 11/3/25 met with lady from Howden kitchens re Northumbria Water /JN Bentley community grants.

10. Fundraising

a) Beer Festival June 7th parking agreement for on-street parking was reached. Raffle prizes update

b) Exercise to Music fund raiser – Afternoon tea May 10th

c) Slaley W.I. & Slaley Show fund raiser – Christmas Fayre on Sunday November 2nd 10 a.m. – 2 p.m. would like to set the hall up on the Saturday evening. (booked with booking clerks) with profit going towards replacement Hall curtains.

d) History, Whist & LXNR fund raiser – A ride in the countryside with clues – Easter Monday April 28th

e) Healey Parish Council – looking into First Aid Training

11. Community Web Site: 3p 15/1/25; 3c 20/11/24; 3a* 8- 2/20/24:

a) notes from joint meeting on Monday February 24th attached as appendix 2/190325, page ??

- b) notes from meeting with Samantha Dalglish 12/3/25, **attached as appendix 3/190325, page ??**
- c) SCH letter going out to user groups with updated details of our website future.

12. Annual Governance. Portable appliance testing

Record of 2024 testing carried out 30/4/2024 by J. Henderson, attached to May 2024 minutes as page 226
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13. Annual Governance. Gas Safety Check.

Report No 46C 3106352 received from J&A Moody Boiler Maintenance, gas safety check carried out March 11th 2025. **attached as appendix 3/190325, page ??**

14. Annual Governance. Music/performance/Entertainment Licence payment due April

Treasurer received two emails – Review invoice is £95.02. the second email reports that no declaration was made based upon the year end 2023 accounts. SCH Secretary completed the declaration of 2023 accounts.

15. Invitation to join the management Committee

Make a Poster for the AGM on May 21st and invite community to join the management committee

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 & Users Guide – no update
- c) 12b 20/11/24: Windows cleaned by Gavin – PW left a voicemail with James Hooker 07773 910450
- 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: 21/05/25; 16/07/25; 17/09/25; 19/11/25.