

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday September 20th 2023 will take place in Slaley Commemoration Hall at 7.30 p.m.

Agenda

1. Members & apologies

2. Minutes of meeting held on Wednesday July 19th 2023, attached as pages 182 - 184 with appendix 1, page 185, appendix 2, page 186 & appendix 3, page 187.

3. Matters arising.

- a) 3b 19/7/23; 8 17/5/23: Decking funding application to the Community Chest was awarded £1,000 with the shortfall made up with the SCH 200 third year annual fund raising. Work will hopefully start ??
- b) 3d 19/7/23; 16 17/5/23: Splits in the south metal guttering. T. Forsyth, Roofing, quote accepted £1,300 + Vat 20% £260. Total £1,560. **Has a date been given for work to be done**
- c) 3e 19/7/23; 16 17/5/23: Hand rail painting and refitted by IS the main door is also completed.
- d) 4 19/7/23: ZOOM meeting Depositing with the Archives 9/8/23 attended by PW. No paper clips, no staples (both go rusty over time, no plastic wallets. Paper and cardboard storage preferred. Data Protection can be overcome by a designated time span e.g. 50 years, 75 years, 100 years. PW to talk again after the summer holidays when all staff back at work.
- e) 10 19/7/23: Paper blinds missing & damage in Community Room. DT to look at permanent alternatives by September. DT, SD & MR met with Hilary's Blinds on Friday 25/8/23 quoted for blackout roller blinds for south facing window and north facing French Doors. Complete with fitting the cost is reduced from £675 to £600 and will be fitted September 12th. The Roller Blinds recommend fitting with a child safety device.
- f) 11c 19/7/23; 15 d 17/5/23: Outside Key Safe code has been changed.
- g) 11d 19/7/23; 15e 17/5/23: Change the welcome plaque wording to include the 100-year refurbishment. PW contacted Topsigns, Hexham - New plaque – Present size 70cm height x 105 cm wide x 2mm deep. **Erected by Charles S Hunting and Agnes Mona Hunting in gratitude for the safe return of their children from the war. Restored in the 1980's. Modernised for Centenary 2022.**
- h) 11 e 19/7/23; 11c 17/5/23, 10j 15/3/23: Quote from Ali Stobbs for repainting the water damaged walls. £560.00 + boiler room which had been severely damaged by water when looked at and would need to dry out before assessing the full damage and work necessary. Confirmation that the work was booked after our May meeting. He needs a free Friday, Saturday Sunday or a Saturday, Sunday, Monday to do the work. We will need to take down the Hunting portraits before painting and Midnight Express has a hydraulic lift – DT to get a price.
- i) 13 19/7/23: Goodbye to Helen & Olwen Savage event Sunday October 22nd – arrangement meeting held by ZOOM on 14/8/23 with updates circulated on 25.8.23 & 5/9/23.
- k) 14 19/7/23: Annual Risk Assessment no concerns have been reported therefore the Updated Risk Assessment is adopted.

4. Correspondence

Emails:

21/7/23: CAN Enews

4/8/23: CAN Enews

9/8/23: Message from Mayor Driscoll – crowdfund north of Tyne Online Workshop

22/8/23: NALC Enews

1/9/23: CAN Enews

5. Financial Report – SD

6. Budget for the coming year – Year to date presented by DT

7. Bookings Report – SD

8. Issues Log – DT

9. The year 101 (Business Plan) – DT

a) DT & SD offered everyone the opportunity 28/7/23 to attend an organised SWOT marketing meeting on August 1st 2023. RD CF & PW attended.

DT sent round a three-page report **attached as appendix 1/200923, page ???** together with a request for the August 2017 questionnaire which Michael Elphick circulated before the committee embarked on its improvement programme. Pat emailed the questionnaire 14/8/23 and a copy of the 12-page summary of the replies some three hours later.

b) PW contacted CAN & WNCBC and thanked for their help detailing marketing training but SCH undertaken a DIY marketing meeting.

10. Caretaker's Report

11. Building maintenance

a) Funding WiFi after March 2024 when the Slaley Parish Council grant runs out

b) Keys for the building – how and where they are kept.

12. Fundraising

Fourth year SCH 200 draw the September winning number was 25

b) CF mentioned the wind-up-horse Race night as a possible fundraiser. Details of a set of these winding horses are owned by Hexhamshire Leek Club. Letter sent 31/8/23 and acknowledged

13. Insurance Renewal in November.

Does the wording cover our present insurance needs?

14. Review Wedding & Party Hire Brochure by DT

Would anyone like to review the document?

15. Review advert/article News/ Business Directory

a) **Slaley news:** July & August – none. June – None. May – An invitation to the Commemoration Hall date of AGM. April – SCH 200 winning number, date of Whist + Fire & Dough in car park.

March – article water coming in to the roof faced with a bill of £4,500 for repairs. RD + SCH winner & Whist

February – article 100th birthday RD + Table Tennis + monthly lottery & whist. CF's Coffee morning advert.

b) **Business Directory** September 2022 advert below: Is the Business Directory continuing with the new PC?

Slaley Commemoration Hall

The Hall offers a large function room with portable staging, fully equipped kitchen, free Wi-Fi and modern Audiovisual equipment.

The Hall underwent Phase-one of a major refurbishment in 2020 providing five new toilets in a light and airy entrance foyer. Phase-two during 2022 provided a new second meeting room to the east, complete with self-generating power by solar panels.

A modern gas boiler provides central heating throughout and there is disabled access from the car park. Grassed area to west is perfect for additional marquee space if required.

Fully redecorated in 2020, the refurbished Hall is an ideal venue for weddings and parties, dancing, drumming and film shows, lectures, badminton or table tennis. A bar can be accommodated in The Den, accessed downstairs but this also has disabled access from the west lawn.

- Hire hourly charges: Main Hall £15. Affiliated £12
Meeting room £12. Affiliated £8
Den £5
Whole building £25. Affiliated £20
- Large catering event using cooker/dishwasher – kitchen surcharge £15 Affiliated £12

- Half-day/Evening event (7-hour booking): £70
- Full day (15-hour booking): £150
- Wedding (48-hour booking) £400
- Event alcohol license is £15.

All these prices will be regularly reviewed during the year.

For other time combinations contact:

Booking Clerk: Stella Douglas – 01434 673001

To look at Hall facilities and check availability visit:

www.slaley.org.uk/page/village-hall/.

c) Website: view and report any suggestions

d) Other On-line advert: CAN – Village Halls & Community Buildings – Northumberland Village halls Portal – Slaley Commemoration Hall – Visit website – latest news new extension builders in. Upcoming events – There are no items to display. Terms and Conditions. Privacy Policy. Login. Facilities. Booking. Regular activities. Latest news: New extension.

e) Facebook managed by Catherine Lincoln

16. Any other business

17. Maintenance Log Book –

18. Date of last 2023 meeting:

Wednesday November 15th