

# Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday May 15th 2024 will take place in Slaley Commemoration Hall at 7.30 p.m..

Agenda

## 1. Members & apologies

2. Minutes of meeting held on Wednesday March 20th 2023, attached as pages 215 - 218 with appendix 1, page 219, appendix 2, page 220, appendix 3, page 221.

## 3. Matters arising.

a) (i) Decking completed during April. Thank-you letters sent to Philip Cain and his two helpers, JB & SB.  
(ii) A request was made to the men about building a wooden fence to the east with a wicket. This has been costed and agreed by email. IS has a comment  
(iii) Slaley Shop offered its metal outdoor tables and chairs 28/3/24. These were accepted and have been delivered.

b) 11b 20/3/24: PW contacted Keith Wilson re stonework (wrest pillar and north-ear coping stone), he is so far behind because of the wet winter and spring that he felt unable to help.

c) 13 20/3/24; 4c 17/1/24: CAN Broadband Event at SCH on 28/3/24: This was very well attended, many committee members from the village halls present were very impressed with the facilities at SCH.

d) 14 20/3/24: Annual Governance PAT Testing/Music/Performance/Entertainment Licence payment – all done. PAT record attached as **appendix 1/150524, page ??**

e) **16b 20/3/24:** (i) CEG members provided a plan for planting scheme for north of the new decking. This planting plan was accepted after several questions were answered.

(ii) Taking down the self-seeded Ash trees on North and east walls. Jonny Porteus, a professional arborist, is willing to remove whole trees £350. Quote includes removal of waste and brash. Large timber left on site. Asks that the debris around the base is removed before work begins.

(iii) need a skip -GS Skip Hire, 3 Dukes Way, Prudhoe. (07746 640231) 6 cubic yards £280 + Vat = £336 or 8 cubic yards £300 + Vat = £350. **Who could we get to fill the skip? Put delivery on hold until an answer of who will dig out waste around Ash tree and fill skip is resolved.**

f) 16c 20/3/24: Healey Councillor M. Carlidge request to improve the acoustics at the Hall- PW contacted Nova Acoustics and asked if they could come out and advise. They replied that an assessment would cost £1,200 + Vat,

## 4. Correspondence

### Emails:

Thursday June 27<sup>th</sup> at Humshaugh 12 – 2 p.m. is the WNCBC summer gathering – Debra questioned why we were members – maybe one or more should go?

a) 5/4/24: CAN Tracey Morgan copy of presentation documents Archives 15 pages. Digital Funding 9 pages & Village Hall Hubs 5 pages

b) 26/4/24: SD emailed re Northumbrian Water flushing out a drain at Reason View – seems to have helped the smell in SCH. On May 7<sup>th</sup> DT, PW & RD looked under the floor boards into the foundations of SCH and there was little dampness to cause any smell.

## 5. Financial Report – SD

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

## 7. Bookings Report – SD

## **8. Issues Log – DT**

9/12/22 Square table for Community Room PW emailed details £135.60 each + delivery for orders under £200.

See also acoustics (3f)

## **9. Slaley Commemoration Hall as a Rescue Centre.**

Following on from Colin Washington's presentation. DT reminded the SCH Secretary of the Solar and Battery Report she gave SCH in September 2023. Apart from the size of the Invertor which Debra reported as being 5000w, she did go on to tell us what would and would not work on our Two-Phase System inside the Hall. Armed with this information it should be more straight forward to write a "What to do if the electric goes off and running the Hall from its batteries". **Attached again DT's report from September 2023 which was originally attached as appendix 4/200923, page 195**

## **10. Caretaker's Report**

CD emailed 3/4/24 to say door code left open after badminton numbers not jumbled the side door also unlocked.

## **11. Building maintenance**

- a) PW emailed 23/3/24: Evidence of dampness on wooden floor in Community Room
- b) PW emailed 23/3/24: Simon Band reported blocked guttering, downspout and drains at Community Room causing dampness to the stonework, without a caretaker this type of maintenance gets overlooked. IS replied by email 25/3/24 that he would offer his services for this type of maintenance. Is was thanked for this offer.
- c) 24/4/24: SD reported problems with fridge – broken freezer compartment door + door milk holder broken. Like for like from John Lewis £300 approximately. What to do - Photograph and actual cost + delivery to be reported at meeting.
- d) There is a proposal to keep The Den for storage rather than trying to keep it free for occasional hire.
- e) There is a proposal to replace the sticking door on the outside storage facility with a new door.
- f) There is a proposal to remove the top layer of cover from the **three top** cupboards in the kitchen.

## **12. Fundraising**

- a) PW contacted David Nixon to perform a Murder Mystery late Spring and he suggested September onwards.
- b) Draw the May SCH 200 number.

## **13 Annual Governance.**

Risk Assessment & Policies for coming year: Risk Assessment last done July 19<sup>th</sup> 2023, agenda item14, app3, page 187. Policies last done agenda item 12 on January 25<sup>th</sup> 2023, with Alcohol Policy being confirmed agenda item 3a on March 15<sup>th</sup> 2023, and a copy available for the public on 3b March 15<sup>th</sup> 2023 meeting.

Stocktake of kitchen cupboards: last done May 2023 and attached to May 17<sup>th</sup> 2023 minutes agenda 14, app 2, page 181

Stocktake of tables, chairs and stage sections: last done May 2023 and attached to May 17<sup>th</sup> 2023 minutes, agenda 14, app 2, page 181

## **15. Invitation to join the Management Committee**

Has any other request been sent to user groups?

## **16. Any other business**

## **17. Maintenance Log Book –**

## **18. Date of last 2024 meetings:**

17/7/24 (AGM), 18/9/24, 20/11/24.