

Minutes of Slaley Commemoration Hall Management Committee on Wednesday July 19th 2023 in Slaley Commemoration Hall at 7.30 p.m.

1. Members & apologies Chairman, Debra Taylor, Stella Douglas. Carol Ferguson, Christine Johnston, Margaret Rowell, Ian Stevens, & Pat Wilson.

Apologies: Rosaleen Doonan, Helen Brewis-Levie & Philip Cain (who is not getting the emails)

2. Minutes of meeting held on Wednesday May 17th 2023, attached as pages 177 - 179 with appendix 1, page 180 & appendix 2, page 181. The minutes were proposed as a true record by Carol Ferguson and seconded by Christine Johnston, the minutes were then signed and dated by the Chairman.

3. Matters arising.

a) 3d 17/5/23: Gavin Howdon cleaned SCH windows Saturday 10/6/23 and said gutters would be the following week – Paid £60.

b) 8 17/5/23: Decking meeting with Philip Cain was emailed to all SCH members, PW, SD & DT met Philip at 4 p.m. Monday 22/5/23 to discuss size and design. PC got quotes for solid wood from Jackson timber £1003.33 and Dura Composites £2,495.77. This was for the full width of the back section (7350) x 2 m deep. A shorter section of just the width of the doors with steps leading down to the grass was also discussed. PW made an application to the Community Chest for £2894.74 to include 3 x Yaheetech Cast Aluminium Bistro Sets @ £132.99 each. Philip estimated it would take 4 men 5 days to complete the decking and this was costed at £640 each day + 5 x 10 miles of travel £25.00. We should know by July 31 if successful.

c) 16 17/5/23: First Aid plasters purchased for First Aid Box.

d) 16 17/5/23: Splits in the south metal guttering getting worse. RD spoken with T. Forsyth, Roofing, who have quoted for removing the cast iron gutters to south and sides, fitting Ogee, white UPVC gutters. £1,300 + Vat 20% £260. Total £1,560. SD questioned the strength of the Ogee guttering. IS thought that UPVC was much stronger than the white plastic guttering used on the extension. After two days of heavy rain and the pools beneath the damaged guttering it was unanimous that this work goes ahead. What is happening to the old cast iron guttering? there must be a scrap value/salvage revenue to it?

e) 16 17/5/23: Hand rail needs painting – IS has taken the hand rail off the wall to address the wet rot before repainting and rehang. IS, is also repainting the main door, under the several layers of painting Ian has reported that the door is in a “sorry state”. A photograph was taken showing the extent of the preparation work. Damaged wood will be filled followed by rot prevention treatment and then the paint. New paint has been purchased this requires a six-hour drying time when the door needs to be left open. IS has given his time FOC, PW verbally thanked IS on behalf of the management committee.

f) 14 17/5/23: Number of people allowed into the Hall at any one time - confirmed as 120 in main hall + 30 in Community Room – these numbers had previously been recorded on the Entertainment Licence.

4. Correspondence

Emails:

20/5/23: NCC Community Chest applications 2/6/23. 29/9/23 & 12/1/ 2024.

26/5/23: CAN Enews

30/5/23: CAN Tracey Morgan – Depositing at the Archives ZOOM – PW booked onto Wed August 9th session

9/6/23: Liam of Fundraise and Recycle asking about placing an external clothes bank at SCH. Their scheme offers £300.00 payment per tonne of clothing donated. Based in the Northeast the company specialise in the redistribution of second-hand clothing. A full clothes bank totals to £70.00. The only charge to SCH would be a £40 delivery charge for the delivery of the clothes recycling bank. Is this something we would like to do and if so, where would it go? It was agreed that a second charity textile recycling bank was not needed for the parish.

20/6/23: NCC VCS support manager Funding Fair at Tynedale Rugby Club July 13th 1 – 4.30 p.m.

23/6/23: CAN Enews

30/6/23: Northern Gas Networks June 2023 news update about an eco house heated by a hydrogen boiler and retrofitted with a hydrogen hob and oven. If successful conversion of 2,000 properties is expected later this year with

the conversion of the gas network to 100% hydrogen expected to take place by 2025. Do we know enough about this?
The committee needs to find out more details of the decision.

7/7/23: CAN Enews

5. Financial Report – SD. Report attached as appendix 1/190723, page 185.

b) May 24th PAT undertaken with RD in attendance. Everything passed. Invoice taken to SD – paid.

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

The budget figures give a clear picture of where SCH's incomes comes from and what the expenditure is spent on. IS asked if a percentage column could be added.

DT gave a short guide to SCH's Data Protection principles (rescheduled from May meeting). There were no further questions.

7. Bookings Report – SD

a) Ferguson Fitness has opened its own Gym and cancelled the booking of SCH

b) SD asked about storage in Hall for certain weekly groups – Toddler Group want slide and car inside Hall. Art group want space for easels etc. Everyone wanting storage space is a common problem in community buildings. DT explained that some community buildings charge a small weekly storage surcharge of £1. It was decided that once the battery cabinet arrived and the batteries were moved The Den could be a better storage space that trying to cram everything into the main room storage. Moving more outside to The Store was discussed but without a Caretaker to move and clean items back into the Hall when needed this was not considered the correct option. The storage space taken up by the table tennis tables during the summer when the income since April 1st is only £12 is not a good use of internal storage.

c) Many activities stop for the school summer holidays.

8. Issues Log – DT

PW contacted the local farmer again re trying to replace the stone pillar on west – busy doing silage when asked. Did what he could Wednesday 12th July.

HB-L dropped of the tape for the white door handles with RD May 24th who intended to deliver to SD this does not appear to have happened.

SD will purchase a new kitchen clock.

IS needs a Hall key as he is one of the main key holders. RD to collect the key from former key holder.

SD found a single “white topped” table for the Community Room. CJ recommended using the Tynedale Selling Page through Facebook to see if there were any with a wood patterned top.

9. The year 101 (Business Plan) – DT

Marketing Needs – PW contacted CAN & WNCBC – lots of emails from Tracey & Louise (CAN) and Sarah Hallberg (WNCBC) between May 18th – June 12th including a 32-page ACRE document entitled “Marketing your village hall”, Information Sheet 19. CAN also recommended a Communications Consultant, Carrie Brookes, we received details of her 2-hour workshop delivered either face to face or via ZOOM. Costs are - £300 training preparation + £150 delivery per session + any travelling if face to face. CAN training is normally free to members through WNCBC unless an outside trainer is brought in. New training courses are being discussed for this Autumn.

HB-L emailed NCC for any training they offer.

DT and SD meanwhile are proposing to start a DIY Marketing workshop.

10. Caretaker's Report

Email 23/6/23 from CD door and key code been left open on more than one occasion. SD offered to make notices. CD reported no further instances after notices were displayed.

Toilet Sanitisers stay or get rid? PW & MR both voted for replacement bottles to be provided, other members thought COVID prevention was no longer needed.

Hand into the top of letter box – decided this was not a problem no important financial mail posted to box. Paper Blinds in Community Room one went missing and the other taped up. After discussion it was agreed

that a vertical type blind be looked into for this room PW suggested Plumbs and MR said Hilarys were also delivering free advertising leaflets. DT to carry forward before Art Group returns in September.

11. Building maintenance

- a) 11d 17/5/23: Ian Stevens and Jon Storey have concreted an area 3x4 metres for the battery cabinets to stand. Secretary asked to send a thank you email to both. IS offered to move the two dumpy bags around to the north for use with the building of the decking. IS will remove the dressed stone to Winter House.
- b) 11 c 17/5/23: IS fitted locks to the Den door keeping the batteries safe.
- c) 15 d 17/5/23: Change the key safe code on July 1st – this has not been done. Now programmed for August 1st
- d) 15e 17/5/23: Change the welcome plaque wording to include the 100-year refurbishment quote PW contacted Topsisigns, Hexham. Need a new plaque – size and wording to be agreed. Present size 68cm high (27.25”), 103 cm wide (41.25”) x 5mm deep (.5 cm). After discussion it was agreed that the old plaque and the wooden section behind be taken down, then the wall replastered. PW to take the plaque to Topsisigns and ask for a price in the same or similar material in a smaller size to Read. *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.*
- e) 11c 17/5/23, 10j 15/3/23: Quote from Ali Stobbs for repainting the water damaged walls. The cost of the work was not to hand and several members of the management committee felt that the work was not really necessary at this time until it was confirmed that the work undertaken on the roof had stopped the water running down the walls. PW felt the work had already been booked.
- f) SD reported some of the new white plastic guttering and downspout fell off the south of the Community Room. SD taped it up as an interim measure. It was agreed that SD contact Ryton Construction and request that this is made good.

12. Fundraising Report attached as appendix 2/190723, page 186.

June SCH 200 winner No 24. July SCH 200 winner No 20. August SCH 200 winner was drawn at meeting No 13. The August 2023 draw completed the first three full years of the SCH 200 Club. Since its conception we have raised £10,205.00, have given out 36 prizes totalling £2,667.00. Have given £753.93 towards general running costs. The remaining £6,784.07 has been allocated to fund raising. £240.00 of prize money was returned to SCH general funds. However, participation which at its highest was 67 has dropped to 42. Consequently, the prize money increased from 25% of total income to 28% and in December to 30%. Do we continue for a fourth year? the SCH 200 is a unique fund-raising activity because there are no overheads whatsoever – no Hall hire, no heating or electricity, no catering, every pound goes to SCH 200. It was agreed to continue with improved Marketing.

13. Goodbye to Helen & Olwen Savage event Sunday October 22nd – Memories Book for member of the committee to inset a photograph or leave a message. PW provided press notices and a photograph for the SCH page.

14. Annual Risk Assessment (Yearly Planner & Hallmark) attached as appendix 3/190723, page 187.

This had previously been circulated by email but not everyone had read the assessment, all members of the management committee were asked to do so and report any concerns by the September meeting when it could be adopted. SD thought that the Hall Cleaner put all the wheelie bins for emptying and returned them to the car park, including the garden waste.

15. Any other business

- a) Members were asked to water the herb plants in the Barrels when at their various Hall activities.
- b) MR said a serious trip-hazard was the height difference between the wooden floor and the carpet area entrance into the Community Room. Someone needs to take action.

16. Maintenance Log Book –

The Den locked so no checks undertaken in there. – pages 1, 4 & 7)

Page 3: Did Stuart Bell ever undertake the repointing on south ramp?

Page 4: Sanitisers gone from 4 & 5 toilets

Page 8: Outside guttering and downspout smashed as reported 11f above

17. Date of 2023 meetings:

Wednesday September 20th

Wednesday November 15th