

Minutes of Slaley Commemoration Hall Management Committee on Wednesday May 17th 2023 in Slaley Commemoration Hall after the AGM.

1.Members: Chairman, Rosaleen Doonan, Helen Brewis-Levie, Carol Ferguson, Christine Johnston, Margaret Rowell, Ian Stevens, Debra Taylor & Pat Wilson. Stella Douglas by a ZOOM connection.

Apologies: Philip Cain

Public: Catherine Myers

The Chairman welcomed new members Christine Johnston & Helen Brewis-Levie. to their first business meeting.

The Chairman gave thanks to former management committee members who resigned at the AGM; Helen Savage since 2015, Janeen Smith since 2019 and Catherine Myers since 2022.

The Chairman recorded the sad death of former Trustee, Booking Clerk & Key Holder, Ann Wright and asked that PW send a condolence card from SCH to David.

2. Minutes of meeting held on Wednesday March 15th 2023, attached as pages 167 - 170 with appendix 1, page 171. The minutes were proposed as a true record by Carol Ferguson and seconded by Debra Taylor, the minutes were then signed and dated by the Chairman.

3.Matters arising.

a) 6 15/3/23: Bookings report. Clarification from Louise Currie re the Booking Clerk being a trustee of SCH. A volunteer booking clerk would still need to attend meetings a make a report and then leave.

b) 13 15/3/23: Debra Taylor's proposal that modern documents are stored on Google Chrome – this was explained to all Trustees, anyone could be given an access code to the gmail account if they wished to view the documents. The Chairman felt that a hard paper copy would run alongside the google stored documents for a period. This was accepted by those present. DT said she was happy to provide training for anyone who had difficulty gaining access to the storage.

c) 13 15/3/23: Photographs stored on Google Chrome. PW asked Louise Currie who deferred SCH to ACRE Information Sheet. It appeared that permission was still a requirement.

d) 14 f 15/3/23: Fifteen good-management duties added to the yearly planner and circulated by email. This included gutters and windows cleaned by Gavin Howdon – gutters last paid February 2022 and windows May 2021.

e) 14 h 15/3/23: Piece of craftwork to be displayed in the Hall – size and shape 2 x A4 landscape. MR said the hanging position would be somewhere along the corridor wall.

4.Correspondence

Emails:

17/3/23: CAN Enews Evidence reveals clear benefit of unrestricted funding for charities

4/4/23: CAN Heritage Project Newsletter.

14/4/23: CAN Enews Heritage Project second year.

28/4/23: CAN Enews – Vat relief on Energy Saving materials for village halls

5.Financial Report – SD

SD gave a verbal report by ZOOM

The export from the solar panels is generating income of 15p per kw for SCH.

The annual subscription for WNCBC is £25 this came in by email 20/12/22 and has recently been paid as it covers our PAT and gives unlimited access to CAN.

Philip Cain donated his £50 payment for the April, local history talk, towards the SCH decking project.

It was suggested by a member of the public that the instigator of the Spring Fair had not been thanked for the donation made to SCH from the event. **To be checked.**

6. Budget for the coming year - Brought forward from July 2022

a) DT to give a short guide to SCH's Data Protection principles. **This was deferred to a future meeting**

b) A budget template circulated by email 16/5/23 with a YTD of May 14th. This was discussed in detail and members felt it would be a helpful tool in understanding the monthly income strands alongside outgoings.

7. Bookings Report – SD

a). A new weekly Art Group in Community Room will begin in May – storage of art easels in general storage area.

SD reported that the Community Room was very popular with the majority of Hall user groups.

8. Issues Log - DT

Updated Issues log circulated by email 15/5/23. DT went through the log and updated. PW to check if local farmer had tried to move west end stone pillar and failed. SD reported problems finding replacement square table used in Community Room.

Coloured handles for partially sighted people. HB-L suggested coloured tape, which she will obtain.

Decking a sub group needs to meet with Philip Cain and discuss design and size, Before materials can be priced.

9. The year 101 (Business Plan) – DT

DT felt we needed some marketing input and asked about marketing training. PW to check with CAN and WNCBC. HB-L reported her Father having had marketing training with NCC on holiday accommodation.

10. Caretaker's Report

Tap in second toilet is temperamental

Clock in kitchen has been broken

Community Room door handle (from corridor) round surround comes off

Bin in kitchen is often NOT emptied

Box in snug with old caretaker items. Taken out everything of use. Everything left RD will disposed of.

11. Building maintenance

a) Dampness getting into main hall & former toilets on north. Repaired by Tomas Forsyth, Roofer. Paid.

b) Problems with heating continued. At a meeting on Wednesday April 19th the officials decided to leave the heating on at a constant 17 degrees to try and overcome the problems.

c). Quote from Ali Stobbs to place a dampness paint on damaged walls he warned there may be discolouration between these walls and the untreated walls. He asked that ventilation be as often as possible to allow the walls to dry out before application.

d). After discussions by DT & SD with the Fire Service and HS it has been decided to place the batteries in locked, waterproof cabinets to the west of the kitchen window. Before this can happen, Ian Stevens and Jon Storey have been asked to concrete an area for the battery cabinets to stand. DT also said that the batteries were ready for delivery but the cabinet was not. If SCH did not spend the grant before May 31st, we would lose the funds. DT asked if the batteries could be stored in The Den until the cabinet arrived. This was agreed and IS offered to provide a secure lock to the Den door to keep the valuable batteries safe until the cabinet arrived. These arrangements were agreed by all those present.

e) The plug hole in the corridor opposite the toilets (where the former radiator pipe came through the wooden floor) has fallen through the floor into the void beneath. Until this hole is re-plugged the piano has been placed over the top.

12. Fundraising schedule attached as appendix 1/170523, page 180.

April SCH 200 winner was number 40

May SCH 200 winner was number 55

Catherine Myers said she has booked the Hall for a Christmas Fair on November 5th.

A discussion about a duo of Folk Singers resulted in the committee suggesting the couple were contacted to assess their needs with performing in SCH.

13. Hallmark Accreditation

Officials met on Wednesday April 19th & Wednesday May 10th to check everything in place for the Hallmark inspection. A new laminated site plan with all the fire extinguishers and emergency exits was in situ.

14. Inventory List attached as appendix 2/170523, page 181.

A full Inventory was undertaken by DT & MR on May 8th 2023. This was circulated by email. The number of people allowed in the hall at any one time was disputed this to be established and the number provided somewhere on a wall.

15. Any other business

- a) At the meeting of SCH officials on April 19th it was agreed to write to members of individual hall user groups to try and encourage some younger blood onto the management committee. Snack and Chat – RD would speak with Helen Brewis-Levie, who had joined. CEG. Carpet Bowls. Film Club. Leek Club. Whist. Ferguson Fitness – PW wrote to Gordon Foster. All remain without a representative on the management committee. It was agreed that the new Toddler Group and the new Art Group need to settle in for a few weeks before we ask them. A general invitation to join the management committee was recorded in the May issue of Slaley News and by Posters on village notice boards.
- b) PW suggested covering the area between the present car park and the new paved area with tarmac because vehicles have been used to reversing onto the former grassed area. This idea was not liked by RD, SD & DT who would prefer the area to be kept as grass - maybe with matting to allow the grass to grow through. RD has since reseeded the area.
- c) We have been asked by Healey PC to join with them in a celebration before Reverend Helen Savage and Olwen leave Slaley. PW to send a further email to St. Mary's churchwardens and arrange a meeting of all interested parties.
- d) Change the key safe code SD suggested July 1st for the new date to change. Providing the batteries were secure this was deemed OK.
- e) Change the welcome plaque wording to include the 100-year refurbishment. The need to see if the current plaque can be reused was suggested. PW to contact Topsigns who do the school signs. Replacement wording will be suggested by email before any work is undertaken.
- f) IS thanked SCH for the use of its Bunting at the R&C for May 6th Coronation of King Charles 111
- g) The chairman thanked IS for flying the union jack and decorating SCH for the Coronation weekend.
- h) MR asked if Slaley Show could borrow the Hall bunting in August. This was agreed.
- i) Storage of the bunting which was currently in an open cardboard box in The Den. A covered plastic box was suggested.
- j) RD reported that the surplus wheelie bins stored at the north of the building were being used. They would need to be brought to the front and emptied.
- k) RD reported that valuable surplus building material was stored to the North these need a permanent home.

16. Maintenance Log Book – checking the smoke alarms has been included as from this meeting.

IS checked the smoke alarms and all working.

First Aid Box – new plasters needed all out of date. PW to purchase

Old projector working well with an older laptop (PW has one)

Splits in the Gutters at the south of main building are getting worse,

Handrail on south ramp needs painting

Drain at north of main hall and west end at kitchen wall are both blocked with what looks like builders-rubble. PW suspects it is from the gable end roof work by the Roofing company. Both need to be emptied.

This is an important part of the meeting and it appears that not everyone takes part by doing a sheet each.

17. Date of 2023 meetings:

Wednesday July 19th

Wednesday September 20th

Wednesday November 15th

There being no further business the meeting ended at 9.20 p.m.