

Slaley Commemoration Hall Management Committee

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A Meeting of Slaley Commemoration Hall Management Committee on Wednesday November 20th 2024 will take place at 7.30 p.m. in Slaley Commemoration Hall.

Agenda

1. Members & apologies

2. Minutes of meeting held on Wednesday October 2nd 2024, attached as pages 245 – 249, appendix 1, page 250, appendix 2, page 251 & appendix 3, page 252.

3. Matters arising from previous business meeting on October 2nd.

- a) 3c (a) 2/10/24; 3c(3f) 31/7/24; f 15/5/24; 16c 20/3/24: Addressing the acoustics in SCH – Order placed with Sound Reduction October 7th. Fitted November 4th/5th. Feedback.
- b) 2/10/24; 3c3e 31/7/24; 13 a 15/5/24 The need for a current holder of a Food Hygiene Certificate at catering events in SCH Update.
- c) 3a*8 2/10/24: www.slaley.org.uk Slaley web site – further updates.
- d) 5 2/10/24: Insurance renewal – November schedule emailed to management committee October 3rd asking for any additional trustee protection to be requested asap.

4. Correspondence

Emails:

- a) 7/10/24: Thirtyone: eight log on details
16/10/24: CAN request that any Lithium-ion batteries stored on the premises village halls should contact Martin Kammeier at Northumberland Fire Service. SCH Secretary cc CW asking if our batteries fell into this category. Chairman confirmed that the fire officer had inspected the cabinet and had been Ok with our arrangements. A copy of our Solar and Battery Project September 2023 report, appendix 4/200923, page 195 was also circulated. Attached from CAN was a warning that a company supposedly with support from CAN was offering business opportunities to village halls.
12/11/24: Tracey Morgan CAN asking for an update.
12/11/24: WNCBC AGM 21/11/24 at Matfen 12 noon with a light lunch
- b) Telephone call to SCH Secretary 8/10/24 **reporting water coming through kitchen ceiling**. Reported by email 9/10/24 to management committee. Philip Cain had a roofer working on his property who assessed the problem on Friday 11/10/24. Water running down the lead lined valley gutter from the north ridge and getting below broken slates and a hole plus rotten wooden soffit board – suggest getting our normal roofer. SCH Secretary emailed T. Forsyth 13/210/24 and asked to make watertight then assess what needs to be done in the long term. Emergency repair carried out – **invoice received?** Estimate received for suggested work 4/11/24 and circulated to management committee £10,700 + Vat = £12,840. Architect Kevin Doonan is recommending another local roofer for a price. **Anyone have suggestions of grant bodies for this work?**

5. Financial Report – Jim Bailey

- a) Invoice to Sound Reduction £9,007 funded as follows
- | | |
|--------------------|------------------|
| Grant from BHEF of | £3,851 received. |
| Slaley Whist | £0050 pledged |
| Slaley History | £0100 pledged |
| Exercise to Music | £0100 pledged |

Slaley Show	
Slaley Shop	£0100
Slaley Parent & Toddler	
Slaley Badminton	
Slaley W.I.	£0100 pledged
Slaley Leek Club	
Slaley Bowls Club	£0100 pledged
Slaley Film Club	£0100 pledged
Snack & Chat	
Slaley Church PCC	£0100pledged
Ladycross Nature Reserve	£0030 pledged
Member of the public	£1000 loan if needed
SCH funds	£3000

Invoice for £9,007.20 received

5b. Cheque signatories. On line authentication trustee to work with Treasurer

5c Cleaning invoice for October £240 and November received and passed for payment

6. Bookings Report – Report by Non-Trustees Lucy & Carys

7. Gas and electric monitoring + Batteries and Solar – verbal report

Solar and Battery Project report September 2023 states under ‘Remote Access, Monitoring and Information’

- The battery and solar systems are remotely monitored using the Sunny home manager app. At present there are three accounts with access: D. Taylor. S Douglas, SlaleyCH. **What has this been changed to?**
- Gas Use, Electricity use and Electricity Export is available on the Octopurs website. At present this is associated with S. Douglas’s email account. **What has this been changed to?**
- Sunny portal login in arranged for Treasurer and SCh Secretary

8. Cleaner’s Report

Tel number for an additional cleaner 07718 332411 – SCH secretary not made contact because until funds to cover acoustic work are confirmed.

9. Building maintenance

a) from maintenance log of October 2nd

Page 1: One bulb off on round light main, room lights - adjacent to serving hatch – where is step-ladder?

Toilet 5 door will not close and the top is now broken – **needs immediate attention**

Page 2 Easel storage of art club equipment has moved from Toilet 5 to The Den.

Page 3 West pillar still dislodged.

Page 4 Trustee is concerned that as more people undertake the caretaker duties the key safe in the broom cupboard may have its opening numbers muddled and we do not have a record of the opening number.

Page 5 Incident Book in kitchen – report 11/9/24 drain smell.

Page 7 Freezer to replace Roller cabinet in entrance

Page 8 (outside undertaken 3/10) Emergency door at west. The wooden lintel needs painting.

Leaves beginning to gather in drains.

Coping stone at north east corner is still missing. Ray Dryden replaced.

Page 9 (outside undertaken 3/10) Concrete under the first step up to decking is cracking

Page 10 There was no window cleaner - window and glass spray purchased

b) Burncliffe Electrical 5 years check undertaken November 6th – requirement of insurance Policy.

10. Fundraising

a) Are we having a “Singing around the Christmas tree” again? Free tree from Healey estate – still have wooden stand at back of Hall.

b) Beer Festival Saturday June 7th 2025

11. Becoming a CIO Charitable Incorporated Organisation to absolves trustees form personal liabilities.

12. Annual Governance

- a) Review Business Plan
- b) Outside windows are cleaned by Gavin
- c) Gutters are cleaned by Gavin – has been unable to clean due to foot numbness for 18 months former trustee recommended as an alternative: James Hooker, 9 Bondgate, Hexham, 01434 622881, 07773 910460
DO WE ASK NOW THAT LEAVES ARE OFF TREES?
- d) Renew Alcohol Licence
- e) List of Keyholders – letter sent out to local user groups

13. Any other business

Reminder this is the final meeting with Rosaleen as Chairperson.

14. Maintenance Log Book –

15. Date of 2025 meetings: New committee under different management are you happy that meetings continue on the alternative third Wednesday as follows? In November 2023 (agenda 16a) it was suggested that alternative meetings could be held via ZOOM because 8/9 months between meetings was too long. 15/01/25; 19/03/25; 21/05/25; 16/07/25; 17/07/25; 19/11/25.