

## Minutes of Slaley Commemoration Hall Management Committee on Wednesday July 31st 2024 7.30 p.m. in Slaley Commemoration Hall.

### 1. Members & apologies:

**Present:** Rosaleen Doonan, Chair, Christine Johnston, Margaret Rowell, Carol Ferguson, Amanda Dobson & Pat Wilson (Secretary)

**Apologies.** Helen Brewis-Levie & Philip Cain,

Since our last business meeting of May 15<sup>th</sup>. Ian Stevens resigned on May 23<sup>rd</sup>, Paula Darrington on June 28<sup>th</sup>, Debra Taylor on July 2<sup>nd</sup> and Stella Douglas on July 11<sup>th</sup>. New member Amanda Jacques joined at the AGM on July 2<sup>nd</sup>.

The Chairman welcome Amanda to her first official meeting and the 14 representatives from our local user groups who have offered their support and agreed to help us through this difficult period.

(a) Slaley Community Shop; Sandra Innes, Jerry & Joan Cleall-Harding

(b) Slaley Leek Club;

(c) Slaley First School; letter from headteacher + Amanda Jacques represents the school

(d) Slaley Film Club; Michael Elphick and Jim Bailey

(e) Slaley Toddler Group; Lucy Brain & Carys Crowther

(f) Slaley Bowls Club: Mike & Peter Stephenson

(g) LXNR: Joan Jewitt

(h) Slaley Church: not able to attend

(i) Slaley Badminton Club: Fran Pugh. Nicky Jeffrey

(j) Snack and Chat: Julia & Robin Chute

The Chairman explained that she and the remaining members of the Trustees felt that the Hall was too important an asset to the community and that a way forward had to be found that was acceptable to everyone in the area. Changing the Governing Body to a CIO (Charitable Incorporated Organisation) will avoid any legal liability to the Trustees. The Chairman has joined 31-8 a national Safeguarding organisation this will give us a template for a '*Safeguarding Boundary Agreement*', which could be the next stage of moving forward. SCH has already tried using their Behaviour Risk Assessment forms for several of SCH's public activities. The Chairman explained that Slaley Parish Council had become non-operational which has a knock-on effect for the running of SCH - the Slaley web site records the full implications of its non-operational status. The Chairman reported that SCH simply could not carry on without a treasurer, a booking clerk and a caretaker or at minimum a cleaner, those were the immediate priorities plus the retirement later in the year of the Chairman and the Secretary who was also the safeguarding officer. An indication of the current budget outgoings based on the 2023/24 audited figures was tabled. However, if volunteers can-not be found to help fill the void left by the recent resignations, professional people will need to be employed and paid for their time, this in turn will increase hire charges dramatically.

New Trustee, Amanada Jacques, volunteered to look into the CIO application.

### 2. Minutes of meeting held on Wednesday May 15th 2024, attached as pages 222 - 225 with appendix 1, page 226, appendix 2, page 227, appendix 3, page 228 & appendix 4 page 229.

**The Emergency meeting of Thursday May 23<sup>rd</sup> attached as pages 230.**

**The Emergency meeting of Tuesday June 18<sup>th</sup> attached as page 231**

The minutes were proposed as a true record by Christine Johnston and seconded by Margaret Rowell, the minutes were then signed and dated by the Chairman.

### 3a matters arising from Annual Meetings held on July 2<sup>nd</sup>.

a) Rotate the role of Chairman for each meeting - no decision was made

b) Rotate the role of Vice Chair with each meeting -no decision was made

c) Appoint someone as Treasurer to take over immediately – The Chairman has spoken to a lady from Haltwhistle who would take over the role for a salary, she would be self-employed so payroll implications would **not** be necessary. Members of the user groups thought that a simple request through Facebook may

- produce a local person who could help without incurring extra costs. The chair to do a simple ‘Treasurer role vacancy notice’ and forward to Sandra Innes for facebook circulation and Amanda Jacques for her parent social media group circulation.
- d) Appoint someone to become a signatory for SCH accounts (cheques currently SD, DT & RD) – no decision
  - e) Appoint someone to take over as Secretary after November 2024. – no decision
  - f) Appoint someone to take over the role of Safeguarding Officer – Young Mum, Lucy Brain is already a Safeguarding officer and will take over the role (although not become a trustee unless the Hall becomes a CIO)
  - g) Appoint someone to take over the role of Booking Clerk immediately – Two young mums Lucy Brain & Carys Crowther volunteered to job share. Secretary to send contact details to former Booking Clerk.
  - h) Response from user groups to the call for help running the Hall – The Chairman explained that the governing body states that the trustees should include a member of each local user group and she asked if anyone was willing to join. Q from user groups: What is the actual number of Trustees? A. 6 ladies & one man + Amanada who has just joined. Philip is very good at joinery but the role of caretaker would do the odd jobs as they occur, put out tables and chairs as required, build the sections of staging if requested – regular local user groups are aware we have no caretaker and bring their own “strong arms” to do the setting up and taking down. Michel Elphick said he would rejoin.
  - i) Thank-you letter has been sent to Debra Taylor

### **3a\* matters arising from the resignation of Vice chair Debra Taylor & the disbanded Slaley Parish Council,**

- a) New contract for the BT account currently in DTs name – no decision was made
- b) Feasibility Study – someone to take forward – copy of report emailed to two men asking if they were interested in helping.
- c) Payment authorisation for payment of SCH accounts (on line currently SD & DT) = Lucy Brain said she would become a named person for the on-line authentication.
- d) Gas and electric monitoring – no decision was made
- e) Batteries and Solar someone who understands – no decision was made
- f) [Slaleych@gmail.com](mailto:Slaleych@gmail.com) account and shared drive has DTs as the security backup – Lucy Brain & Carys Crowther will need the log in details for this from either SD or DT.
- g) Policies and Procedures – DT has the master documents – stored on the Slaley ch shared drive. = no decision was made
- h) The web site owned by Slaley Parish Council which contain SCH booking form and diary what will happen to this without funding? (see agenda 6). The Parish Council being non-operational was not known by all the people present and did cause some concern over the future of many community facilities. Watch local press for updates.

### **3b matters arising from Emergency Meetings held on May 23<sup>rd</sup> & June 18<sup>th</sup>.**

- a) EM 23/5/24 & EM 18/6/24: Additions to the Safeguarding Policy and introduce a new Safeguarding Behaviour Risk Assessment. The Chairman has joined the 31-8 organisation £145 and we will request the “Safeguarding Boundary Agreement’ template, after a trial completing the SBA further on-line talks will take place. SCH has also become a member of NVCO which is free because of our low income.
- b) Thank-you letter has been sent to Ian Stevens.
- c) Thank-you letter has been sent to Paula Darrington.
- d) Thank-you letter will be written and sent to Stella Douglas.

### **3c. Matters arising from previous business meeting on May 15<sup>th</sup>.**

- a) 3a 15/5/24: Decking with fence and gate is now completed. The Secretary completed end of project form for the Community Chest grant and this has been acknowledged.
- b) 3e 15/5/24: 16b 20/3/24: CEG members were able to plant some of the new shrubs, they were unable to continue because of heavy boulders, the heap of dressed stone not being removed (being taken away by

Robert Thompson of Glen Cottage) and unable to access the trellis stored in the outside store. They are asking the committee to water these when at the Hall.

c) 3f 15/5/24; 16c 20/3/24: Importance of addressing the acoustics in SCH: Robert Thompson had some contacts. No reply to email yet.

d) 4 15/5/24: Thursday June 27<sup>th</sup> at Humshaugh - the WNCBC summer gathering CF & PW went and will report back on what WNCBC has to offer. The touring exhibition was interesting and copies of The Heritage of Northumberland Village Halls was on sale. PW made a report of discussions over lunch see agenda 7.

e) 13 a 15/5/24 The need for a current holder of a Food Hygiene Certificate at SCH. SD suggested an on-line training session at SCH. CF got details of this during the networking of WNCBC meeting – Christine Hooks from Stocksfield said to get in touch with Marc Johnson at CAN for any details.

f) 13b 15/5/24: Policies PW read and made suggestion then PD made additional comments. Provided for agreement.

(i) Updated Use of the Internet WiFi Facility

(ii) Alcohol Policy

(iii) Access Statement for Slaley Commemoration Hall

(iv) Environmental Policy

(v) Equality Policy

(vi) Fire Safety and Evacuation Plans Policy

\*\* Need to update and amend the Safeguarding Policy in light of Special Meetings in May & June 2024

\*\*\* Need to amend the Risk Assessment in light of Special Meetings in May & June 2024.

g) 13c 15/5/24: Stocktake of kitchen cupboards: SD & MR not available

h) 13d 15/5/24: Stocktake of tables, chairs and stage sections RD & CF done and new list attached as **appendix 1/310724, page 244.**

#### **4. Correspondence**

##### **Emails:**

PW sent an email 17/5/24 regarding a Nisbet heavy duty garment rail tested up to 260 Kg model GK910. Cost £251.98 inc Vat. Is replied that the model with attached hangers might be referable. No further comments made. **Action?**

6/6/24: Tracey Morgan, CAN, Funding for digital inclusion. + Marc Johnson new Community Development Officer for CAN.

6/6/24: Tracey Morgan, CAN, Book launch of Village Halls Heritage at WNCBC summer gathering at Humshaugh.

18/6/24: CAN Book launch and touring exhibition at Humshaugh on 27/6/24.

19/6/24: Michael Elphick reporting that the Film Club intends to have a one-year trial with the MPLC Umbrella license scheme. The license would be for SCH itself. With an annual fee of £391.52 all groups (including the film club) could show films providing no admission charge or advertising it publicly **outside** the Hall. Posters and information must **be inside**. Advertising a Film Night or a Children's Film, providing there is no film title or character names, is allowed.

**5. Financial Report** – there was no report available at the meeting

**6. Bookings Report** – SD has provided a 'How to put bookings onto the web page'. This was handed over to Lucy and Carys.

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

Wark Town Hall is an Emergency Rescue Point, they have a notice on the window/door to say this together with a telephone number for the person in need to call asking for help and admittance to the Hall.

Examples he gave were:

**Several houses whose electricity has gone off**, families with young children need somewhere safe to feed the children, warm and dry if it is winter. Normally only 24 hours maximum. Hall trustee telephones NCC

and declares an emergency for however many, NCC bring sandwiches/ hot food, if more than 24 hours the family need accommodation with a bed (try local B&Bs or Slaley Hall Hotel)

### **Problem at Pensioners Bungalows (Karbon Homes at Wark same as Slaley)**

Hall trustee telephones NCC and declares an emergency for however many.

Hall trustee telephones Karbon Homes for assistance with the elderly people, some have acute medical problems and Karbon Homes will need to provide transport from the bungalows to the Hall.

### **Water supply goes off in village/parish.**

Hall trustee telephones NCC and declares an emergency for however many.

Hall Trustee calls Northumbrian Water to bring water to Hall and to mend fault.

### **Gas supply goes off in the village/parish**

Hall trustee telephones NCC and declares an emergency for however many.

Hall Trustee telephones British Gas with details.

### **Young Mum calls asking for immediate help for herself and children from an abusive partner**

Hall trustee telephones NCC and declares an emergency for however many.

Hall Trustee calls 101 Northumbria Police.

Normally local people can find something in their kitchen (a potato, an onion, a carrot, some bread etc) to make some soup before NCC get there with food

### **A Road Traffic Incident leaving drivers and or passengers stranded**

Hall trustee telephones NCC and declares an emergency for however many. NCC bring sandwiches/ hot food, if more than 24 hours the family need accommodation with a bed (try local B&Bs or Slaley Hall Hotel)

Hall Trustee calls 101 Northumbria Police if not already at the scene.

Jason also said that NCC did not know what to call this service – was it a rescue centre, a warm space etc?

The name did not matter it was the service of help that mattered.

Each Trustees on the sub-group should have a list of the telephone numbers to call both out of hours and Monday – Friday daytime number.

**Blizard and Storm conditions are generally alerted by NCC** and they provide a diesel generator after 24 hours together with more food and water to the Hall. The Parish Councils were asked after Storm Arwen (November 2022) to have a list of the vulnerable people in their parish who may need help in a regional emergency. That is the connection with the Parish Councils. The Chairman thought we ought to have Jason to Slaley one evening to talk the committee through Wark's rescue arrangements.

## **8. Cleaner's Report**

As from June 30<sup>th</sup> Charlotte Douglas resigned as Cleaner. Replacement RD and PW spoken with Cleaning Fairies and Time to Shine. We have £2,400 in budget for a cleaner - £200 per calendar month or £46.15 per week (52 weeks). Meeting with Time to Shine on Thursday 1<sup>st</sup> August.

RD & PW had a meeting with Pam (trustee of Riding Mill) who explained the role of paid

Manager/Caretaker or paid Administrator/Bookings Clerk. Also explained becoming a CIO Charitable Incorporated Organisation this absolves trustees from personal liabilities.

## **9. Building maintenance**

a) 11c 15/5/24: SD reported problems with fridge – Replacement ordered from Currys. Is disposed of old fridge by his Landy. Plug on new fridge – work needed – Treasurer asked C. Washington for help. A thank you letter was sent on behalf of management committee.

b) 11e 15/5/24: Door on the outside storage facility has been replaced with a new door from Garry Hall.

c) 11f 15/5/24: The top layer of cover from the **three top** cupboards in the kitchen has been removed.

d) 8a 15/5/24: 9/12/22 Square table for Community Room PW emailed details £135.60 each + delivery for orders under £200.

e) 8c 15/5/24 Smoke Alarm in The Den – now working.

f) 17 15/5/24: Issues for issues log:

Page 1: Emergency light next to storage area door not working (ask IS to look at) – replaced blown bulb did not rectify the problem Reimburse IS £4 (has this been done?) – need an electrician.

Page 3: Flag stones south of CR – weeds growing through cracks.

Page 4: Kitchen First Aid Box – Antiseptic wipes replaced

Page 8: Outside - West outside Emergency door, wooden lintel needs attention – still to do  
West above Emergency door cracks in pointing above and to the left – monitor  
East – outside Store Room - drain – full of leaves - gone  
South – Community Room Door – downpipe has no seal at last joint  
South-east & north-east of CR east wall – both downpipes showing black blockage  
(running water) at first joint (close to eaves) – gutters all need cleaning out.  
South grill drain running along CR needs cleaning out weeds growing - Done  
South - Main Door - drain to right of door, blocked with black gunge - Done  
Boundary wall – north east corner, coping stone still missing.

## **10. Fundraising**

- a) PW will close down the SCH 200 Club after the August draw the new committee will need to organise any replacement lottery type fundraising.
- b) The August SCH 200 number was 41. This is the last draw.

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

Requests were sent to all the local user groups, most of which supported the early part of the meeting but only Michael Elphick volunteered to join the management committee.

## **12. Any other business.**

- a) The Chairman will not be present for the September meeting date (18<sup>th</sup>) therefore the committee agreed to make it the first Wednesday in October (2<sup>nd</sup>).

## **13. Maintenance Log Book –**

Pg 3: RD felt the south-west stone pillar was still dislodged.

Pg 5: Comments book in Kitchen - Toilet brush needed.

Pg 7: Gazebos missing, they were rented out at the May meeting for a private party.

Roller cabinet locked in bailer room

Private freezer in entrance.

Pg 8: North-east boundary wall coping stone still missing from corner.

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

2/10/24, 20/11/24.