



Scarth Hall, Staindrop

A HALL FOR ALL

TASK GROUP / VOLUNTEER MEETING FRIDAY 12 October 1.00 pm

Present: **Allyson, Lesley, Carol, Peter, Joanne, Les, Ray, Ed, Ian (reporting)**

Apologies: **Sheila, Mike, Don**

| Issues | Discussion and decision | Action |
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| HALL ADMINISTRATION | | |
| Matters arising from Trustees' meeting | <p>The Code of Conduct is to be signed at the next Trustees meeting.</p> <p>Trudie will leave on 26th October. Trustees are finalizing the job specification and advertisement for the role.</p> <p>The "Buildings and Management Group" has re-started with the first meeting being held on Sunday 7th October and minutes have been circulated. The next meeting is scheduled for Wednesday 17th October.</p> <p>This group to bring any matters needing the attention of the B&MG (such as kitchen etc.) to the attention of Sheila or another member of that group.</p> | <p>Trustees</p> <p>Trustees</p> <p>B&MG/All</p> |
| BUILDINGS AND MANAGEMENT GROUP – Meeting Wednesday 17th October 2018 at 7.00pm | | |
| Kitchen | <p>See minutes of Buildings and Management Group.</p> <p>Sue Stamp has agreed to be "Kitchen Champion" and the Trustees have agreed that a 'deep clean' can be paid for from Hall funds.</p> <p>A list of all users needs to be drawn up and letters inviting users to refresher training included with the next invoice.</p> <p>All hirers have an obligation to sign up to the kitchen system and attend an "Induction Refresher", also to include Fire procedures etc.</p> <p>Matters related to buildings management, kitchen etc. should be brought to the attention of Sheila or another member of the B&M Group.</p> | <p>Sue / Stephen</p> <p>Ed</p> <p>Ed / Ian</p> <p>All</p> |
| Projection equipment | <p>Ian will contact Wendi to ask if shoe has been able to consider what might be the problem linking laptops to the projector and getting AV to function. Need to investigate, fix and/or provide instructions.</p> | <p>Ian / Wendi</p> |
| COMMUNITY AND ENGAGEMENT | | |
| Publicity | <p>Publicity: Carol has copy available for Gainford magazine (12/10/2018) and Staindrop Parish Magazine in ~ 2 weeks. Carol circulated copy for comment as she took this away for publication as agreed.</p> | <p>Carol</p> |
| Ticket Source | <p>This appears to be largely sorted since Teresa left. Smokin' Spitfires, Cheese & Wine and Wind in the Willows are all now available.</p> | <p>Carol</p> |
| The Mysteries | <p>Ed has now paid the money from Post Office ticket sales to Royal Exchange Theatre.</p> | |



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| Community Café | The café appears to be running well and it needs to be placed in the diary through to the end of the calendar year. It is operating at a profit. | Ed |
| Mondays | <p>The rota is being filled ad-hoc largely by Joanne, Carol, Allyson and Julie but there is a need for people to sign up on rota sheets covering all Mondays until Christmas.</p> <p>Vvery positive feedback from users, many want this extended to more days, others thought that the prices seemed too cheap and some asked that it should include DC/DVD/Book swap elements. It was thought that it would be tricky to introduce more days though other items could go ahead.</p> <p>No 'blue light' crews had shown up so far. Joanne recirculate the invitation.</p> <p>Teesdale Mercury attended on Monday 8th October.</p> <p>Joanne is to consider hosting a 'free' Christmas Community Café.</p> | <p>Joanne</p> <p>Joanne</p> <p>Joanne</p> <p>Joanne</p> |
| Beer and Music Festival | A review meeting will be held for all Volunteers and Trustees in the Hall on Sunday 14 th October at 7.00pm | Trustees |
| Comedy Night | This is a private event organised by Peter Dixon. | Lesley/Les |
| Saturday 13-Oct | <p>Lesley on the door and Les at the Bar - no other assistance is required.</p> <p>It is understood that this is the last event agreed between Peter and the Hall and arrangements need to be reviewed going forward.</p> <p>The group thought it might be worth continuing but noted that there is lots of comedy already at The Witham and Peter does seem to be able to bring in an audience.</p> | <p>Ed / Task Group</p> <p>Ed / Task Group</p> |
| Smokin' Spitfires | Setting up is required. | Don |
| Saturday 20-Oct | <p>The bar will be manned, Les car organise assistance</p> <p>Ticket sales are slow and the publicity for the event features only as a footnote on the band's own website. Posters are abundant in Staindrop.</p> <p>Sue needs to be advised if food is needed.</p> | <p>Les</p> <p>Don</p> <p>Morris</p> |
| Hot Club du Nord | Carol / Shelagh / Yvonne / Sandra are organising the food cold meats / cheese / soup. Special wines may be available. | Carol |
| Friday 26-Oct | <p>Eight round tables are required to be set up. Les and Ray can be on the door a full volunteer rota is now available.</p> <p>Ed has agreed to be MC and to see if sound check is needed.</p> | <p>Carol</p> <p>Ed</p> |



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| <p>Vinyl Countdown</p> <p>Wednesday 31-Oct</p> | <p>The first meeting on 10th October attracted three new attendees plus Mike and Sheila who came later. They listened to Saint-Saëns, Queen, Eagles, Inca music etc. accompanied by fine malt whisky.</p> <p>Though numbers were small the group has had little publicity and the Community Café started with similarly small numbers.</p> <p>Teesdale Mercury will write a small article for next week's edition.</p> <p>It is proposed to hold this monthly but the next date will be Wednesday 31st October 2018 then Wednesday 28th November.</p> | <p>Peter / Les</p> |
| <p>Cheese & Wine</p> <p>Friday 9-Nov</p> | <p>Though Teesdale Cheesemakers will not be able to attend Carol is seeing if guest cheeses can be made available. Carol is selecting suitable wines.</p> <p>A ticket price of £12 per head was agreed which includes a modest amount of wine for a tasting opportunity. Based on the last event this should produce a small profit.</p> <p>Need to push more publicity – posters were available for around the village and at other locations, events etc.</p> <p>Tickets will be on sale at the Hot Club du Nord event as well as the usual outlets.</p> <p>Non-alcoholic drinks have been identified to complement the cheeses.</p> <p>Peter has agreed to compile some background music.</p> <p>Volunteer rota needed, Allyson, Joanne, Shelagh, Scarlett and Sandra will help in the kitchen.</p> <p>Ed will act as MC for the evening.</p> | <p>Carol</p> <p>Carol</p> <p>Carol</p> <p>Carol / Door</p> <p>Carol/Les</p> <p>Peter</p> <p>Carol et al.</p> <p>Ed</p> |
| <p>Wind in the Willows</p> <p>Saturday 17 Nov</p> | <p>Tickets printed, sales sheet printed and placed in Post Office and online ticket availability checked. Only a few tickets sold so far and more publicity is needed.</p> <p>Meeting with Rosie from Highlights scheduled for next Wednesday noon, report requested.</p> <p>Has the TV screen been updated by Don?</p> <p>Joanne will contact the school and Lesley will add a notice to her back door which is a popular short cut to the school etc.</p> <p>Publicity on our website? I do not have access to push the event.</p> <p>Margin is tight so we need to sell drinks and crisps just as Film Night.</p> <p>A volunteer rota is required for door / set up / clean down / bar sweets</p> | <p>Sheila</p> <p>Sheila</p> <p>Don</p> <p>Joanne / Lesley</p> <p>Ed</p> <p>Les / Lesley</p> <p>All</p> |



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| Winter ceilidh Saturday 8-Dec | <p>This one appears to have fallen between cracks. Alex Cumming and Nicola Beazley were proposed for £400 but confirmation was said to have been needed in August. Ed to advise if this idea is still an option as it is now very late to organize and get publicity.</p> | Les / Ed |
| Christmas Family Night Friday 21-Dec | <p>Films etc? Polar Express suggested. Also discussed were food options, disco and carols.</p> <p>It was suggested that the event start at 5.00pm.</p> <p>An event proposal form is needed.</p> | Joanne |
| New Year's Eve Family Party Monday 31-Dec | <p>D'ukes of Scarth are not available but we could run a 'cheap and cheerful' family disco.</p> <p>We need to understand the terms of our licence as it applies to the serving of alcohol and children in the bar area after 9.00pm.</p> | <p>Les/All</p> <p>Les</p> |
| Future events | <p>Use event proposal form, available from website.</p> <p>Family disco evening proposal to restart as a regular event from February on the Saturday following the first Friday of each month.</p> <p>There was some discussion about the possibility of the Hall inviting Paul Richards "Drummer, comedian, lovely bloke" to Scarth Hall in February.</p> <p>Mamma Mia 2 with or without singalong?</p> <p>Americana Night say 5/6 July (nearest to 4th July) American music night.</p> | <p>Joanne</p> <p>Ed / Task Group</p> <p>Don / Wendi</p> <p>Don</p> |
| MATTERS ARISING | | |
| Sound Quality | <p>The group requested that the Sound System quality, particularly with regards to the Beer Festival be brought to the attention of the B&MG and added as an item in the wash-up meeting for the Beer Festival.</p> | BM&G |
| Date of TGV meetings | <p>After some discussion it was agreed to continue with Friday lunchtime meetings as no one evening is possible for everyone due to others' and Hall commitments. All volunteers are circulated with minutes and can ask for any matter to be brought up.</p> <p>Please let us know if you wish to bring up anything.</p> | <p>All</p> <p>All</p> |

Date of next meeting: Friday 19th October at 1.00pm.
Ian R 12th October