



Scarth Hall, Staindrop

A HALL FOR ALL

TASK GROUP / VOLUNTEER MEETING FRIDAY 21 September 1.00 pm

Present: Sandra, Ed, Julie, Allyson, Sue, Lesley, Carol, Don, Les, Mike, Sheila, Peter, Ray, Ian (reporting)

Issues	Discussion and decision	Action
HALL ADMINISTRATION		
Trustees	<p>Teresa has resigned from the Task Groups and as a Trustee. The Board of Trustees acknowledges that they have a problem and is working to resolve matters, starting with drawing up a Code of Conduct. The trustees know that they need to win back the trust of others. A meeting was held last Wednesday (19th) and another meeting is scheduled for Wednesday 26th to decide how best to move forward.</p> <p>The trustees need to assemble a list of all the things that Teresa did and will need the help of the volunteers to identify all of these tasks.</p> <p>With help from the volunteers the trustees will look to re-allocate all of what Teresa was doing. It will not be a short task.</p> <p>In response to a letter from a volunteer regarding the trustees Mike has written to the person concerned.</p>	<p>Trustees</p> <p>Mike (done)</p>
Kitchen	<p>The kitchen needs a lot more thought than was originally considered and the Hall needs to put in a system.</p> <p>Carol noted that there was a folder and that there are several notices already next to pieces of kitchen equipment. Peter asked if this could be condensed onto a single A3-sized notice.</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".</p>	<p>Trustees</p> <p>Ed/Carol</p> <p>Sue</p>
Own food	<p>Sandra asked if those hiring the hall could bring in their own food such as crisps, pies etc.</p> <p>The five trustees present confirmed that this was already done by many groups and those who hire the hall could bring in their own food to eat but not drinks which must be purchased through the bar.</p> <p>For Scarth Hall events all food and drink must be bought through Scarth Hall.</p>	



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Power Cuts	The emergency lighting leaves more than adequate time for safe evacuation. In the event of a power cut during the hours of darkness no new people shall be admitted to the hall but it is necessary to assess any immediate risks and allow up to 15 minutes for the power to be restored before effecting an evacuation. The fire and smoke alarms have battery back-up.	Trustees and leaders
Ticket Source	Check which events have been allocated. Ask Teresa as necessary.	Ed
Projection equipment	There appears to be a problem linking laptops to the projector and getting AV to function. Need to investigate, fix and/or provide instructions.	Wendi
COMMUNITY AND ENGAGEMENT		
The Mysteries 21/22 Sep	This is immediate and there is adequate cover for the door and bar. All but two of the tickets in the Post Office had been sold by Friday 21 st morning making about 40 in the audience. Saturday has fewer sales but remaining tickets will be sold on the door subject to there being adequate seating. Sue Stamp noted that the Theatre School which uses the Hall on Saturdays seemed unaware that the Hall was in use this Saturday and may not know if alternative arrangements had been put in place. It was agreed that it was probably too late now to confirm if all members of that group had been informed.	
Tea Dance Sundays	Volunteers and trustees had been invited by Sue to attend a Tea Dance to see what was involved. No one new turned up. It was agreed that volunteers were more than willing to help out but it was up to those leading the Tea Dance to flag up if and when help was needed and a rota set up by them. There were many in the room who would do so if called upon.	Morris & Trudie
Community Café Mondays	Appears to be running well but there is no rota beyond 1 st October. Julie has agreed to help Joanne set up every week. A rota covering all Mondays until Christmas is required. Publicity – Joanne was going to contact the Teesdale Mercury	Joanne
Beer and Music Festival 28/29 Sep	Wendi has circulated a rota which identified gaps and floaters. As necessary this rota needs to be updated if new volunteers have come forward or floaters assigned specific tasks. Wendi please provide update. Card reader training will be provided to those on the door by Carol. Three or more centres can be assigned to the card reader for admission / tokens etc.	Wendi Carol



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	<p>T-shirts have been ordered but will not be ready in time. Those still requiring one for future events please let Sheila know asap.</p> <p>Though black has been preferred there is no dress code for servers or other volunteers. People need to feel comfortable in a hot and busy environment.</p> <p>Bar prices for beer will be adjusted to fit in with Festival prices and a new price list drawn up.</p> <p>Payment for bands has been arranged by Stephen.</p> <p>Equipment, location and detailed timing requirements need to be agreed with those concerned.</p> <p>These need to be added to flyers available for all sessions, website and Facebook also need to be updated</p> <p>A food menu is needed</p> <p>Bands will be provided with free tea / coffee / squash but no free beer as all the bands are being paid</p> <p>Overcrowding needs to be monitored and advised to door to halt admissions</p>	<p>All / Sheila</p> <p>Les</p> <p>Morris / Don</p> <p>Mike Sheila</p> <p>Sue / Wendi</p> <p>Sue</p> <p>Ian</p>
<p>Vinyl Countdown</p> <p>10-Oct</p>	<p>A dry run will be conducted this Sunday</p> <p>Posters need printing for distribution</p>	<p>Peter / Les</p> <p>Wendi</p>
<p>Smokin' Spitfires</p> <p>20-Oct</p>	<p>This band has agreed to play 2 x 45 minute slots for £500. Ticket prices £10 per head, not to include food.</p> <p>The band will update their own Facebook site.</p> <p>A3 and A4 posters are needed and A4 ones laminated.</p> <p>A volunteer rota is required.</p> <p>Sue will provide food for the interval, to be advised.</p>	<p>Don</p> <p>Don/Ed</p> <p>Sue</p>
<p>Hot Club du Nord</p> <p>26-Oct</p>	<p>Meeting w/c 24/09/18 amongst 4 volunteers to discuss food / soup.</p> <p>Tickets are now on sale at the Post Office.</p> <p>A volunteer rota is required.</p>	<p>Carol</p> <p>Ed / Wendi</p> <p>Ed/Carol</p>



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Halloween Family-fun Night 27-Oct	<p>Joanne is investigating ideas.</p> <p>Sandra reports that Karen and Mandy will not be available.</p>	Joanne
Cheese & Wine 9 Nov	<p>Though Teesdale Cheesemakers will not be able to attend Carol is seeing if anything can be made available.</p> <p>Costings and publicity need to be drawn up.</p> <p>Need to visit Majestic Wine.</p> <p>Volunteer rota needed</p>	<p>Carol</p> <p>Carol</p> <p>Carol/Les</p> <p>Carol/Ed</p>
Wind in the Willows 17 Nov	<p>Highlights event.</p> <p>Note date</p>	Sheila
Winter ceillidh 8 - Dec	Nothing planned.	Mike
Christmas Family Night 21-Dec	Films etc? Ideas.	Joanne / All
New Year's Eve Party 31 Dec	What can we do? Disco / D'ukes of Scarth etc.	Les/All
Future events	<p>Use event proposal form, available from website.</p> <p>Americana Night say 5/6 July (nearest to 4th July) American themed music night.</p> <p>Collect ideas / options / prices</p>	Don

Date of next meeting: Friday 5th October at 1.00pm.

Agenda to include Beer & Music Festival aims and outcomes.