



## Scarth Hall, Staindrop

A HALL FOR ALL

### TASK GROUP / VOLUNTEER MEETING FRIDAY 5 October 1.00 pm

Present: **Allyson, Lesley, Carol, Don, Les, Ray, Ian (reporting)**

Apologies: **Joanne, Ed, Peter, Sheila, Mike**

Issues	Discussion and decision	Action
<b>HALL ADMINISTRATION</b>		
<b>Matters arising from Trustees' meeting</b>	The Trustees have drafted a Code of Conduct and this will be signed in the near future.	Trustees
	Ed has received a lot of documentation from Teresa and is working through this. Of note is that our 'publicity machine' has missed a few deadlines. Carol agreed to help with this going forward.	Ed/Carol
	The Trustees have received a letter of resignation from Trudie who is the Hall's caretaker. Trudie will leave in a few weeks. The Trustees will be drawing up a job specification and advertisement for the role and some consideration may be given to sharing some responsibilities for caretaker with cleaner etc.	
	The Trustees propose with the help of volunteers to re-start the "Buildings and Management Task Group" with a view to looking at matters such as Kitchen, Back Door, Storage, Bar Alterations, Maintenance etc. Sheila, Mike and Ian will help from the volunteers and from the meeting Les and Don stepped forward. Other volunteers are most welcome. The first informal meeting will be held in The Wheatsheaf, South Green, Staindrop at 7.00pm on Sunday 7 <sup>th</sup> October.	Sheila
	The Trustees are to host a Volunteers' evening on Friday 14 <sup>th</sup> December in the Hall. The basis of this is for all attendees to bring a dish (or chip-in to buying a takeaway) and that Hall funds will pay for drinks from the bar.	Trustees / Les
<b>BUILDINGS AND MANAGEMENT TASK GROUP</b>		
<b>Kitchen</b>	The Buildings and Management Task Group needs to appoint a "Kitchen Champion" preferably with an existing Food Hygiene Certificate to address numerous issues.	Task Group
	Stephen has proposed that we pay outside contractors to carry out a deep-clean of the kitchen. The Task Group welcomed this initiative.	Stephen
	A list of all users needs to be drawn up and letters inviting users to refresher training included with the next invoice.	Ed/Carol
	All hirers have an obligation to sign up to the kitchen system and attend an "Induction Refresher".	Sue
<b>Ticket Source</b>	Check which events have been allocated. Though this appears to be largely sorted.	Ed



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<b>Projection equipment</b>	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
<b>COMMUNITY AND ENGAGEMENT</b>		
<b>The Mysteries</b>	<p>This went very well. It was a very different event for the Hall but the occasions were memorable. The Hall volunteers and administration were thanked by the theatre company noting that it had been their most welcoming venue of the tour (after 2 of 6).</p> <p>The Hall also benefited financially from bar takings.</p>	
<b>Community Café</b>  <b>Mondays</b>	<p>Joanne could not attend the meeting due to the illness of her children. She has requested help with baking from Allyson, Carol and Shelagh.</p> <p>The café appears to be running well though the rota is being filled ad-hoc largely by Joanne, Carol, Allyson and Julie.</p> <p>It was agreed amongst the Task Group that volunteers could continue to support the event until Christmas and rota sheets covering all Mondays until Christmas are required.</p> <p>Publicity – Joanne has engaged the Teesdale Mercury to attend on Monday 8<sup>th</sup> October.</p>	<p>Joanne</p> <p>Joanne et al</p>
<b>Beer and Music Festival</b>	<p>An overall profit in excess of £1100 (unaudited) appears to have been made on the event, including a contribution from kitchen sales.</p> <p>Almost all of the guest beer was sold on the days but a surfeit of cider will be sold from the bar.</p> <p>A review meeting will be held for all Volunteers and Trustees in the Hall on Sunday 14<sup>th</sup> October at 7.00pm</p>	Trustees
<b>Vinyl Countdown</b>  <b>Wednesday 10-Oct</b>	<p>Posters have been distributed but the intention is more for a small group of 10-12 persons rather than a hall-filling event. In some ways parallel to the Community Café in terms of community engagement but with fine wines and whisky.</p> <p>Teesdale Mercury will write a small article.</p> <p>It is proposed to hold this monthly but the next date will be set after the first event</p>	Peter / Les
<b>Comedy Night</b>  <b>Saturday 13-Oct</b>	<p>This is a private event organised by Peter Dixon.</p> <p>Lesley has agreed to be on the door and Les at the Bar but 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>Lesley / Les</p> <p>Ed / Task Group</p>



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<p><b>Smokin' Spitfires</b></p> <p><b>Saturday 20-Oct</b></p>	<p>Setting up is required</p> <p>The bar will be manned, Les can organise assistance</p> <p>Sue needs to be advised by Morris if food is required</p>	<p>Don</p> <p>Les</p> <p>Morris</p>
<p><b>Hot Club du Nord</b></p> <p><b>Friday 26-Oct</b></p>	<p>Carol / Sheila / Yvonne / Sandra are organising the food cold meats / cheese / soup. Special wines may be available.</p> <p>Tickets are Sold Out.</p> <p>Eight round tables are required to be set up. Les and Ray can be on the door but a full volunteer rota is required.</p> <p>Need an MC and to sound check</p>	<p>Carol</p> <p>Carol</p> <p>Ed/Carol</p>
<p><b>Halloween Family-fun Night</b></p>	<p>Cancelled</p>	
<p><b>Cheese &amp; Wine</b></p> <p><b>Friday 9-Nov</b></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>Tickets will be put on sale at the Hot Club du Nord event as well as the usual outlets.</p> <p>Flavoured soft drinks need to be available as an alternative.</p> <p>Some background music may be appropriate</p> <p>Volunteer rota needed, Allyson, Joanne, Scarlett and Sandra will help in the kitchen</p>	<p>Carol</p> <p>Carol</p> <p>Carol / Door?</p> <p>Carol/Les</p> <p>Peter?</p> <p>Carol et al.</p>
<p><b>Wind in the Willows</b></p> <p><b>Saturday 17 Nov</b></p>	<p>Highlights event.</p> <p>Tickets printed, sales sheet printed and placed in Post Office and online ticket availability checked.</p> <p>Meeting with Rosie from Highlights scheduled for next Wednesday noon.</p> <p>Advert posted on Scarth Memorial Hall Facebook page.</p> <p>Teresa had put up a family ticket for a prize in Durham Advertiser winner has been e-mailed but no acknowledgement so far.</p> <p>The TV screen has been updated by Don.</p>	<p>Sheila</p>



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	<p>More posters to print in details and distribute and local press to contact. Any volunteers please?</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 sweet sales.</p>	<p>All</p> <p>Ed</p> <p>Les / Lesley</p> <p>All</p>
<p><b>Winter ceilidh</b></p> <p><b>Saturday 8-Dec</b></p>	<p>Broadly supported by the Task Group though we were uncertain of the details of the band and if any tentative bookings had already been made. Les will check with Teresa. Ed can advise otherwise</p>	<p>Les / Ed</p>
<p><b>Christmas Family Night</b></p> <p><b>Friday 21-Dec</b></p>	<p>Films etc? Polar Express suggested. Other ideas / events?</p>	<p>Joanne / All</p>
<p><b>New Year's Eve Party</b></p> <p><b>Monday 31-Dec</b></p>	<p>D'ukes of Scarth are not available but we could run a 'cheap and cheerful' family disco.</p> <p>Meeting to be advised</p>	<p>Les/All</p> <p>Les</p>
<p><b>Future events</b></p>	<p>Use event proposal form, available from website.</p> <p>Mamma Mia 2 with or without singalong?</p> <p>Americana Night say 5/6 July (nearest to 4<sup>th</sup> July) American themed music night.</p> <p>Collect ideas / options / prices</p>	<p>Don</p>

**Date of next meeting: Friday 12<sup>th</sup> October at 1.00pm.**

**Ian R 5<sup>th</sup> October**