



## Scarth Hall, Staindrop

A HALL FOR ALL

### TASK GROUP / VOLUNTEER MEETING FRIDAY 19 October 1.00 pm

Present: Allyson, Carol, Peter, Joanne, Toby, Les, Don, Sandra, Geoff, Wendi, Morris, Ian (reporting)

Apologies: Sheila, Mike, Ed, Lesley, Shelagh

| Issues   | Discussion and decision  | Action   |
|--|--|--|
| <b>HALL ADMINISTRATION</b>   |  |  |
| <b>Matters arising from Trustees' meeting</b>  | <p>The Code of Conduct was signed at the next Trustees meeting.</p> <p>The group asked that a Code of Conduct for Volunteers be considered</p> <p>An advertisement for a Caretaker has been submitted to the Mercury and will be posted in local shops. The job specification has been finalized.</p> <p>The "Buildings and Management Group" is underway and minutes from those meetings will be circulated to all Volunteers and Trustees.</p> <p>This group should bring any matters needing the attention of the B&amp;MG (such as kitchen etc.) to the attention of Sheila or another member of that group and matters relating to those activities should no longer be discussed at length in the TGV forum.</p> | <p>Trustees</p> <p>Trustees</p> <p>B&amp;MG</p> <p>All</p> |
| <b>BUILDINGS AND MANAGEMENT GROUP – Meeting Wednesday 17<sup>th</sup> October 2018 at 7.00pm</b> |  |  |
| <b>Kitchen</b>   | <p>A list of all users is being 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>Ed</p> <p>Ed / Ian</p>                                  |
| <b>Projection equipment</b>  | <p>Wendi has written a brief summary of the AV system as has Peter of the entrance TV. These notes are sent out with these minutes. Peter will also check that MP3 files can be played directly.</p> <p>A guide to the sound desk connections etc. has been prepared by Don who will pass on to the B&amp;MG.</p>  | <p>Wendi / Peter</p> <p>Don</p>                            |
| <b>COMMUNITY AND ENGAGEMENT</b>  |  |  |
| <b>Publicity</b>   | <p>Carol has provided copy to Gainford and Staindrop Parish Magazine and the latter has placeholders through to December.</p> <p>Carol will investigate the "What's on" section of the Mercury which provides free entry for non-commercial events.</p> <p>The website needs to be refreshed.</p> <p>A poster distribution list / template has been compiled by Don and needs to be circulated as a checklist for future events.</p>   | <p>Carol</p> <p>Ed</p> <p>Don</p>                          |



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| <b>Ticket Source</b>                     | Tickets for Cheese & Wine and Wind in the Willows are now available through Ticketsource and Carol has access to this.   | Carol  |
| <b>Community Café Mondays</b>            | <p>Though the rota is being filled ad-hoc largely by Joanne, Carol, Allyson and Julie there is a need for a jobs list and to have people to sign up on rota sheets covering all Mondays until Christmas.</p> <p>The potential conflict with another group on Monday 19<sup>th</sup> November has been resolved with the Community Café closing early before 11.00 on that day.</p> <p>The radio feed (via the TV) should now work but please let Wendi know if problems remain.</p> <p>Joanne to recirculate the invitation to 'blue light' crews.</p> <p>Teesdale Mercury has published a small article and photograph about the café.</p> <p>Joanne is to consider hosting a 'free' Christmas Community Café but Christmas fare, such as Christmas cake, mince pies etc. will be needed.</p> | <p>Joanne/<br/>All</p> <p>Joanne</p> <p>Joanne /<br/>Wendi</p> <p>Joanne</p> |
| <b>Beer and Music Festival</b>           | <p>A review meeting was held for all Volunteers and Trustees in the Hall last Sunday. £1100 profit was made but there were problems with the sound.</p> <p>Minutes are to be circulated.</p> <p>Morris is standing down from his lead rôle in the Beer &amp; Music Festival.</p> <p>The group agreed in principle that 2019 Beer &amp; Music Festival should be on Friday 27<sup>th</sup> and Saturday 28<sup>th</sup> September.</p> <p>Preliminary planning to book coolers etc. needs to be done with agreement of Trustees as soon as practicable. Three Brothers' Brewery was mentioned as the source of assistance in this.</p>  | <p>Morris</p> <p>Trustees /<br/>Les /<br/>Morris</p>                         |
| <b>Comedy Night Saturday 13-Oct</b>      | <p>This event was reported as being poorly attended, of mediocre quality and with low returns for the bar.</p> <p>The group thought it was not worth continuing the current arrangements with Peter Dixon and that we'd be better off organising Scarth Hall events.</p> <p>"Up and Coming Funnies" at Gateshead Sage was mentioned as a possible source of acts as was Darlington Forum.</p>  | <p>Ed / Task<br/>Group</p> <p>Task<br/>Group /<br/>Joanne</p>                |
| <b>Smokin' Spitfires Saturday 20-Oct</b> | <p>This event was postponed by Morris at 12.55 on Friday 19<sup>th</sup> October.</p> <p>Morris has agreed with the band that there no immediate forfeit as he has agreed the band playing a new slot in 2019.</p> <p>Carol quickly and successfully arranged for Ticketsource to cancel the event and to issue refunds to the three who had bought tickets that way.</p>  | Carol  |



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|  | <p>There is a loss of £1 for each ticket and purchasers would also look to the Hall for a refund of the booking fee.</p> <p>Wendi has amended Facebook</p> <p>Don agreed to create a notice for the Hall noticeboard.</p> <p>Morris agreed to investigate who had bought tickets from the Post Office and contact them with refunds as necessary.</p> <p>Ed is requested to amend the Scarth Hall website.</p> <p>The Group expressed misgivings that the event had been arranged outwith the agreed procedures and were aggrieved that blame was placed on Volunteers and Teresa for the failure to attract patrons.</p>  | <p>Wendi</p> <p>Don</p> <p>Morris</p> <p>Ed</p>               |
| <p><b>Hot Club du Nord</b></p> <p><b>Friday</b></p> <p><b>26-Oct</b></p>   | <p>Sold out.</p> <p>Carol / Shelagh / Yvonne / Sandra are organising the food cold meats / cheese / soup. Special wines are being organised by Carol.</p> <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>Carol</p> <p>Ed</p>                           |
| <p><b>Vinyl Countdown</b></p> <p><b>Wednesday</b></p> <p><b>31-Oct</b></p> | <p>Teesdale Mercury will write a small article for next week's edition.</p> <p>The next dates will be Wednesday 31<sup>st</sup> October 2018 then Wednesday 28<sup>th</sup> November. All are welcome.</p> <p>No additional Volunteer assistance is required for these events.</p>   | <p>Peter / Les</p>  |
| <p><b>Cheese &amp; Wine</b></p> <p><b>Friday</b></p> <p><b>9-Nov</b></p>   | <p>Carol is arranging for a guest cheese and is selecting suitable wines.</p> <p>There is a need to push more publicity – posters were available for around the village and at other locations, events etc. A small piece will be placed in Teesdale Mercury.</p> <p>Tickets will be on sale at the Hot Club du Nord event at Open Mike on 2<sup>nd</sup> November 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 and will check MP3.</p> <p>Volunteer rota: Allyson, Joanne, Yvonne, 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>Peter</p> <p>Ed</p> |



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| <p><b>Wind in the Willows</b></p>           | <p>Tickets printed, sales sheet printed and placed in Post Office and online tickets available now.</p>  | <p>Sheila</p>   |
| <p><b>Saturday 17 Nov</b></p>               | <p>Sheila reported (by email) that Highlights were unable to more A5 poster but the Boxtale Theatre Co. has been contacted to ask if any more are available to complete the village leaflet drop.</p> <p>Don agreed to supply Joanne with a poster to pass on to the school for circulation amongst parents and pupils. Don has done just under half the village with an A5 drop</p> <p>A4 posters should still be on hall table to distribute around the village too if anyone can take one.</p> <p>Sheila has sent the company's own press release to Mercury and Darlington &amp; Stockton Times. This can also go onto the Hall webpage.</p> <p>Antonia has been offered an upstairs lockable dressing room and the upstairs loo.</p> <p>We have requested an interval so children can go to the loo and parents / especially, grandparents avail themselves of the bar.</p> <p>Les will also have sweets / crisps to sell. The Group agreed to Fruit Shoots at £1 as being less messy than squash and plastic cups.</p> <p>Sandra has agreed to provide ice cream.</p> <p>Highlights indicated that the tickets are under-priced though they are only £1 per person less than Shilbottle from the previous day. We need to sell out to cover cost and take as much on refreshments as possible and really push ticket sales.</p> <p>Sheila is arranging a raffle of suitable soft toys and has already secured a hare. Any donations of suitable prizes will be gratefully received if we go ahead with raffle.</p> <p>A Volunteer rota is required for door / set up / clean down.</p> | <p>Sheila / Don</p> <p>Don / Joanne</p> <p>Ed</p> <p>Les</p> <p>Sandra</p> <p>All</p> |
| <p><b>Private functions</b></p>             | <p>80<sup>th</sup> Birthday Party - Is help required?</p>  | <p>Sandra</p>   |
| <p><b>Friday 23 &amp; Sat 24 Nov</b></p>    | <p>Raby Cricket Club - Is help required?</p>   | <p>Sheila / Les</p>   |
| <p><b>Winter ceilidh Saturday 8-Dec</b></p> | <p>Abandoned through lack of interest.</p>   |   |



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| <p><b>Christmas Family Night</b><br/><b>Friday 21-Dec</b></p>      | <p>Polar Express suggested. Also discussed were food options, disco and carols.<br/><br/>An event proposal form is needed by Monday 22-Oct.</p>  | <p>Joanne</p>  |
| <p><b>New Year's Eve Family Party</b><br/><b>Monday 31-Dec</b></p> | <p>Family disco.<br/><br/>Children may remain after 21.00 provided they are accompanied.<br/><br/>An event proposal form is required. Free entry but ticketed is proposed.</p>   | <p>Les</p>   |
| <p><b>Burn's Night</b><br/><b>Friday 25-Jan</b></p>                | <p>Provisional Piper, food etc. identified<br/><br/>Proposal form required urgently.</p>   | <p>Carol / Geoff / Les / Peter</p>   |
| <p><b>Future events</b></p>  | <p>The Trustees have suggested we map out the 2019 programme with one key event per mensum. A larger meeting in early/mid January is proposed.<br/><br/>For all events use event proposal form from website. Attached.<br/><br/>Family disco evening proposal to restart as a regular event from February on the Saturday following the first Friday of each month. Timing to fit with other events.<br/><br/>Highlights – will take up for 2019 and 2 events bid for.<br/><br/>There were doubts expressed about Paul Richards “Drummer, comedian, lovely bloke” – check out YouTube?<br/><br/>Roger Cooke Library Theatre. Sandra reported that Shelagh Stewart thought these poor and unprofessional.<br/><br/>Mamma Mia 2 with or without singalong. Information not yet available.<br/><br/>Americana Night say 5/6 July (nearest to 4<sup>th</sup> July) American music night.<br/><br/>80's Night with dressing up.</p> | <p>All / Trustees<br/><br/>Ian<br/><br/>Joanne<br/><br/>Sheila<br/><br/>Ed / Task Group<br/><br/>Sandra / Shelagh<br/><br/>Wendi<br/><br/>Don<br/><br/>Joanne.</p> |

**Date of next meeting: Friday 26<sup>th</sup> October at 1.00pm.**

**Ian R 19<sup>th</sup> October**