

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF MANAGEMENT COMMITTEE HELD 2nd JUNE 2014 AT NEWBROUGH TOWN HALL.

- 1 **Present**
David Easby, Adrian Hinchcliffe, Keith Robson, Liz Stewart. Georgia Shorrock, Roly Taylor.
In the absence of Mike Wood, David Easby was elected as acting chair for the meeting.
- 2 **Apologies for Absence**
Mike Wood, Pat Johnston, Michael Elphick, Margaret Weatherly, Pam Pryor.
- 3 **Approval of the Minutes of the Management Committee Meeting held 07.04.14**
The minutes were approved.
- 4 **Matters Arising from the Minutes**
 - (a) **Employment of Contractors/Employees**
Advice on this issue had been received from Community Action Northumberland. The Secretary will circulate it to all members.
 - (b) **Licensing for the sale of alcohol.**
No further information had been received from the Hone Office following the consultation.
- 5 **Portable Appliance Testing (PAT)**
There seems to be a hold up somewhere in the testing programme. This is being investigated. It was reported that Alan Thompson had passed his test and was now qualified to do testing. Mike Wood has received a certificate for Alan.

Mike Wood had investigated the need for recertification of the original testers and had found that it is not a statutory requirement. There is however an obligation to 'ensure that the testers stay up to date'. It was agreed that we should continue with the annual meeting of PAT Testers and this should include a discussion on best practice and any changes. Agreed to see if we can hold this meeting in the summer at a time that Matt Singleton can attend. It was also noted from Mike Wood's report that the HSE website contains a section on PAT Testing including two short guide books that can be downloaded free of charge. It was agreed that these should be downloaded and made available to the volunteers.

It was also noted that the HSE guidelines now places responsibility on the premises manager as to the frequency at which their equipment should be tested. Therefore the date entered on the testing labels for the next test should be their dates rather than the volunteer testers. Mike recommends that we continue as at present but that the Halls be advised that the testing timescale is only advisory and it is their decision to comply.

The question was raised on the nature of the contract with each Hall for the testing scheme. A note does go to each Hall and this needs to be reviewed to ensure that it spells out the obligations on both sides.
- 6 **Northumberland Energy Club**
The Secretary reported that LSI had sent out the mail shot to members of this Consortium and the North Northumberland Village Halls Consortium who are not members of the Club. So far it had thrown up two members who were not on the LSI schedules but had contracts organised by LSI. These had been referred to LSI for correction.
- 7 **Web Site**
Mike Elphick had sent a report which showed the number of hits on the web site continues to rise. Mike also drew attention to a web site promoting Bouncy Castle hire that had extracted the list of

our members and was promoting the hire of bouncy castles to be used at any of these venues. It was agreed that the Secretary would circulate members of this and remind them to check their insurance before agreeing to a hire that includes the use of a bouncy castle.

8 Membership Update

Liz produced a list of 13 members who she thought had not paid their 2013/14 subscription. It was agreed that the Secretary would follow up on the non-payers.

9 Treasurers Report

Liz reported that the bank balance was £4,407.22 and she had a number of cheques to pay in.

10 New Initiatives

Progress with the New Initiatives was reported as follows:

(a) Northumberland Energy Club

Mail shot has gone out

(b) Insurance

To be undertaken by the next meeting.

(c) Valuation of Community Buildings for Insurance Purposes

To be taken up with the Insurance Companies.

(d) Quotations for Electrical Work

To move forward later in the Summer

(e) Thermal Imaging Camera Scheme

It was known that Northumbrian University has a camera and have used it in the Tyne Valley. Pat Johnston had agreed at the last meeting to approach a contact he knows at the University to see if they would be interested in taking part in the proposed scheme.

(f) Safeguarding

To move forward later in the year.

(g) Licensing for Village Halls.

Members thought that it would be useful for the Consortium to have a guide to licensing. Members were often seeking guidance on the various aspects of licensing including licences for gaming. This would be investigated.

(h) Building Services

To move forward later in the year.

11 Members Training requirements

The Secretary had obtained some tentative prices for Louise Currie of Community Action Northumberland to organise the training requirement for member. Louise to be asked for a firmer price. The training to be delivered out over the next few months at locations within the West. Aim for evening/weekends for the shorter courses and daytime for the longer ones. Where the courses require a trained and certified instructor Louise to find the best deal and organise. Member Halls to be asked if they can be used for a nominal fee. The Secretary to write to Louise.

12 Community Action Northumberland (CAN)

The Secretary outlined the current position of Community Action Northumberland. A strategic review was to take place to determine the future direction. Already the outline of a way ahead had been identified and was to be tested. All clients would be consulted including the Consortium.

14 Employed Staff – requirement to make a contribution towards a pension.

This was raised because in 2016 all employers have to provide a pension for their employees. The Consortium needs more information on this so it can be distributed to members.

15 Booking Systems

The Secretary reported that he had become aware of a booking system for village halls. The system incorporated a calendar that was hosted on a web site that allowed on-line bookings, the despatch of booking agreements and invoices. There was an annual charge of £180. There was discussion on the systems that members currently use for bookings and it is clear that there is no common system. It was thought that this would be a good topic for the AGM.

16 Premises Licence

Keith Robson reported that Slaley were in the process of varying their premises licence to include the sale of alcohol. The Environmental Health Department had objected to the hours requested and required a notice to be posted in the Hall requesting hirers to consider local residents when leaving the Hall after celebrations.

17 Date, time and Location of the next Management Committee Meeting.

To be fixed by the Secretary and hopefully at Shepherd's Dene

In his absence members sincerely thanked Pat Johnston for the hospitality received this morning and for holding the meeting there.

Agreed as a correct record

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Date.....