

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM
(A Self Help Group Run by Members for Members)

Minutes of the Management Committee Meeting held 7 May 2013 at the Stocksfield Community Centre.

- 1 **Present**
Norman Hooks (Chair for the Meeting), Michael Elphick, Adrian Hinchcliffe, Pat Johnston, Liz Stewart, Keith Robson. Matt Singleton (PAT Testing Co-ordinator), Julia Plinston (CA-N)
- 2 **Apologies for Absence**
Margaret Weatherley, Mike Wood.
- 3 **Election of Chair for the Meeting**
In the absence of Mike Wood due to sickness, Norman Hooks agreed to act as Chair for the meeting.
- 4 **Minutes of the Meeting Held 5th February 2013.**
These were agreed as a correct record and signed by the Chair.
- 5 **Matters Arising from the Minutes**
 - (a) The next meeting would be fixed for a Thursday hopefully to enable Georgia Shorrocks to attend.
 - (b) Annual maintenance of fire alarm systems – clarification still needed on whether this is a statutory requirement.
 - (c) CAN Food Safety Training – It had not been appropriate to subsidise the Food Safety training course organised by CA-N. Further discussions needed.
- 6 **Portable Appliance Testing Scheme**
Haltwhistle Leisure Centre had now paid last year's invoice. The invoice for Acomb was still outstanding. The Secretary to make another approach for payment.
Matt reported on progress. Testing was coming to an end for this year. Michael Stott was now busy with his round but there were still a few others to carry out. Matt needed some email addresses which the Secretary would supply. An expense form to be sent to Pat Johnston.
Denis Peel had suggested that the purchase of an additional testing machine would give greater flexibility to the Co-ordinator. Matt Singleton had purchased his own testing machine (including a microwave tester) soon after the Consortium purchased our own. Due to a change of employment he had no further need for the machine and was willing to sell it to the Consortium. Adrian Hinchcliffe said that he and Mike Wood were happy to propose the purchase of this machine. A price of £250.00 was suggested and this was agreed and the meeting approved the purchase.
- 7 **The Northumberland Energy Club – Progress Report**
A payment of commission of £160.01 had been notified from LSI for the October to December quarter. From this commission a payment of £11.25 was due to the North Northumberland Village Halls Consortium.
It was agreed that we should continue to publicise the Energy Club.
- 8 **Web Site Operations**
Michael Elphick reported a steady increase in visits to the web site which were now running at over 1,000 per month. It was agreed to encourage each member to keep up to date the details held on the web site for their Hall.
- 9 **Membership Update**
The Treasurer working with the Secretary had identified that all but eight members had paid their subscriptions. The Secretary to write to those who have not paid. It was noted that Stocksfield Scout Group were in the process of re-building their Hall and would not pay a subscription until it is complete. An enquiry had been received from Catton VH about membership. Fees for Wylam St Oswins and Wylam Methodist Chapel would be treated as PAT income.

- 10 Treasurers Report**
The current balance was £3,460.17 excluding the LSI payment mentioned above. Members noted that the financial balance was increasing. It was thought that the Consortium should be spending some of this balance on training for members. We should ask the members what type of training they need. Liz had obtained quotes for training courses – First Aid £300.00; Food Hygiene £600.00. The point was also made that we should work with CA-N on putting on courses for they have a wider market which can help to ensure courses are full.
- 11 ‘Love Northumberland’ Awards Scheme**
Pat Johnston reported that he had has another look at the Scheme and come to the conclusion that the PAT Testing scheme would not fit the criteria.
- 12 Succession Planning**
No responses had come from the appeal in the last Newsletter. Agreed that a fresh appeal should be made direct to each Hall.
- 13 New Initiatives for Members**
The North Fire quote was publicised in the Newsletter. Adrian still had to co-ordinate with Michael to set up a panel on the web site. Some members reported using the company.

The next initiative to be to identify members training needs. Try and identify the key areas.
- 14 Next Meeting**
To try to have the meeting at Shepherd’s Dene on Thursday 11th July 2013. This meeting to incorporate the Review of the PAT Testing Scheme. Suggested timings 10.00am PAT Testing review and the Management Meeting to follow on. The Secretary to confirm.

Signed as a Correct record.....date.....