

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF MANAGEMENT COMMITTEE HELD 19 SEPTEMBER 2013 AT GILSLAND VILLAGE HALL

- 1 Present**
Mike Wood (Chair), Pat Johnston (part), Georgia Shorrocks, Keith Robson, Liz Stewart, Adrian Hinchcliffe.

- 2 Apologies for Absence**
Michael Elphick, Norman Hooks, Margaret Weatherley.

- 3 Co-option of Georgia Shorrocks.**
Georgia Shorrocks of Gilsland Village Hall was unanimously co-opted on to the Management committee. Georgia signed the Trustees Declaration and Acceptance form.

- 4 Update on the Appeal for New Committee Members and PAT Testers**
The Secretary reported the following progress.

Candidates for the Management Committee
Roly Taylor, Wall VH.
David Easby, Wall VH
Pam Pryor, Riding Mill VH

It was suggested that these candidates be put forward for election at the AGM on 06.11.13.

PAT Testers
Malcolm Brodie, Lane Head Village Hall
Roly Taylor, Wall VH
David Wright, Slaley CH
Alan Thompson, Riding Mill VH

Arrangements are to be made for the above to be trained and included in the testing programme.

- 5 Approval of the Minutes of the Meeting held 4 July 2013**
The minutes were approved and signed by the Chair.

- 6 Matters Arising**
None

- 7 Review of the PAT Appliance Testing Scheme**
 - (a) Password**
It was agreed to remove the need for a password to access the PAT testing screens on the web site.
 - (b) Identity Card**
Agreed that Volunteer Testers should use their 'PAT Testing Certificate' should they be asked for proof of identity.
 - (c) Appliance Register and Testing Record – duplicate copy**
Agreed that we should obtain duplicate stationery. One of the copies to be left at the Hall being tested. Mike Wood had obtained some quotations which indicated that the cost of a single copy would be around 16p/17p per sheet. Mike Wood agreed to get further quotes and place an order.

(d) Recalibration

Both the original machines had been recalibrated.

(e) Insurance

It had been confirmed that we can have three testers working simultaneously without an increase in cost.

(f) Training of New Volunteers

Agreed that the training would be a mix of on-the-job and theory. The DVDs would provide the basic theory and each candidate would have to take an on-line test to become certified and receive the certificate. It was agreed that Malcolm Brodie and Roly Taylor would be invited to do on-the-job training with Mike Wood at Greenhead when he does the testing there. On completion of Greenhead the testing set would be given to Malcolm Brodie for him to do the theory and then be passed on to Roly Taylor. Similar arrangements for on-the-job training would be made for David Wright and Alan Thompson to observe Pat Johnston. We will need to pay for two more on-line certification tests to get the certificates. Adrian to ask Matt if he wishes to do this.

(g) Re-Certification of Volunteer Testers.

The three year certification for the existing Volunteer Testers needs to be done during the summer 2014. Agreed that Mike Wood would investigate to find the best way to achieve this renewal.

(h) Draft Testing Programme for 2013/14.

After discussion, reasons were identified for some adjustments to be made to the programme.

(i) Web Site Set Up

Adrian would be liaising with Michael Elphick to get the PAT Testing displays set up for a start on 1 October 2013.

(j) Out of Sequence Calls

Agreed that we would discourage out of sequence calls. If the Co-ordinator accepted any the full cost of transportation must be charged.

8 Northumberland Energy Club

For the quarter ending 30.06.13 the Consortium received a payment of £28.25. A small proportion of this was paid to NNVHC. The Secretary said we need to be publicising the Club and to give it new impetus. He would discuss this with LSI.

9 Web Site Operations

A report had been received from Michael. The website continues to show a slight increase in views from year to year. Michael is hoping that more people will contribute articles. The report also said that he is working on a draft of a Privacy and Cookie Policy and will mail this to the Committee shortly for approval. The site does now ask people to accept cookies (if they wish), and the policy document will eventually be linked to from this.

The report also said that the record of meetings needs to be brought up to date.

10 Membership Update

It was reported that Stonehaugh PH, Minsteracres Retreat Centre and Acomb VH had now paid their 2012/13 subscriptions. That left Corsenside PH and Great Whittington VH as non-payers. It was agreed that the Secretary would write to these two Hall urging them to renew but if they do not do so they will be treated as non members after three months.

- 11 Treasurer's Report**
The Treasurer presented a statement of account up to 18 September 2013. The balance at the bank is £3,316.
The Treasurer also reported that according to her records five invoices for PAT Testing had not been paid. These were Hexham Community Centre, Haydon Bridge PH, Bellingham YEC, Horsley WI, Catton Chapel and possibly Sparty Lea. The Secretary would liaise with Matt Singleton and follow these up.
In view of the substantial cash balance it was agreed that members should be asked what training requirements they have.
- 12 Annual General Meeting**
The AGM has been fixed for Wednesday 6th November 2013 at the Hexham Community Centre to commence at 7.00pm. The charge will be £20.00 which is a preferential rate for the Consortium.
The following programme was agreed:
Presentation of the Annual Report and Accounts (the report would be circulated in draft by email to committee members for approval and rubber stamped at the next Management Committee meeting.
Fire Risk Assessment - Presentation by the Fire Brigade (confirmed)
Village Halls as Emergency rest Centres in Times of Emergency – Fire Brigade (still to confirm)
Improvements at Gilsland Village Hall – Georgia Shorrocks (confirmed).
- Pat Johnston gave his apologies for he will not be able to be present.
- 13 Thermal Image Camera**
A member had suggested that the Consortium should acquire a thermal imaging camera for use by members. There was a discussion about the principles of this and the possible options. The attached paper records the discussion.
Actions Agreed:
Further investigation.
Raise at AGM and in Newsletter to obtain the views of the members.
Identify the option of providing such a service if it is needed.
Identify any risks involved.
Identify linkage to the providers of solutions to the problems found.
- 14 PRS/PPL Licence Fees**
For Halls with a turnover from lettings of £10,000 per annum the annual licence fees is 2percent of turnover plus VAT. This can be a very large amount and some members feel it is way out of step with the number of occasions on which the hire of the halls is for activities that require the licences.
It was agreed to encourage members to complete the on-line questionnaire issued by PRS for this does try to establish the extent to which the premises are used for licensable activity.
- It was also agreed that the Consortium should be lobbying but we should first liaise with Louise Curry before taking any action.
- 15 Safeguarding**
The Secretary and Chair had recently attended a Safeguarding meeting and would be compiling guidance notes for the Consortium. These would come to the Management Committee for approval.

- 16 Contingency Arrangements.**
The question was asked whether the Consortium has any contingency arrangement for continuity of the web-site. This to be discussed with Michael Elphick.
- 17 Date of the Next management Committee Meeting.**
The next meeting will be held immediately before the AGM on 6th November 2013 commencing at 5.30pm (refreshments to be provided).

Thermal Image Cameras

1 Introduction

Denis Peel of the Wylam Institute has put forward the suggestion that the Consortium should purchase a thermal image camera which could be used to survey members buildings for the identification of heat loss. The camera could also be used on other buildings in the community. Denis had made this suggestion after becoming aware of the Oxnam project:-

<http://onlineborders.org.uk/community/oxnamvh/oxnam-community-energy-saving-project>

The Secretary had made some enquiries before the meeting and had discussed the use of thermal image cameras with Geoff Robinson of Colwell Village Hall. This had been very helpful in initiating the discussion at the Management Committee Meeting held 19.09.13.

The following is a summary of the discussion at the Management Committee meeting.

2 Purpose of the Camera

It identifies the effectiveness of a building in retaining heat and in doing so identifies areas or hot spots where heat is leaking from the building into the atmosphere. The camera identifies areas of the building that need improvement to make it more effective in retaining heat.

The camera is used in winter having the heating on to the maximum within the building.

3 Solutions

The problems of excessive heat loss of a building are the responsibilities of the owner/occupant of the building. The thermal image camera is a tool to identify whether there are such problems. Whilst this is not part of the suggested, project it is the essential that the means to solving any problems and getting advice are linked to the project.

4 Village Halls and Community Centres/Halls as Exemplars in our Communities.

Ideally community buildings in our communities should be exemplars. In modern times this means high levels of thermal insulation, low heat loss the use of unobtrusive renewal energy with the objective of sustainability in energy use and zero carbon release into the atmosphere.

5 Costs and Sophistication of the Camera.

Thermal imaging cameras are expensive. They range from the low thousands of pounds to multiple thousands. The degree of sophistication and the ability of the camera increases with price. All operate on a digital basis and there is a mechanism for transferring the images to a computer where they can be converted into meaningful photographs and on screen data.

6 Purchase or Lease of a Thermal Image Camera.

Purchase involves a considerable sum – probably well in excess of £1000, although this needs to be researched. Due to its intended use within the Consortium there may well be grants that we could apply to cover the whole or part of the cost. A further alternative may be to lease one but this is probably less likely.

7 Running Costs of the Camera

Sophisticated instruments need to be checked periodically to ensure they are operating correctly. There is likely to be a cost of this. Due to its high cost the camera will need to have insurance cover against loss, theft and damage and this may be very expensive depending upon the scheme for its usage. There may also be a question of professional liability should the camera give results that turn out to be inaccurate.

8 Operating the Camera.

There appear to be two options:

(a) Pass the camera around the members of the Consortium who wish to use it. There will need to be an instruction guide on its use depending upon the level of sophistication. There will probably

need to download the images into a computer to obtain the pictures and analysis. Could the Consortium's web site be used for guidance and interpretation?

(b) Train our Own Volunteers to take the camera to member halls and to do the downloading and analysis. Give the member a written report with images and analysis. This would certainly need professional indemnity cover.

9 Where Should the Camera Be Used

Denis Peel's idea was that it could be used on member Halls and on other public buildings in the community. Should it be used on domestic properties within the same community? How long would each community need?

10 The Solutions

The Consortium does not have sufficient skills and knowledge to bring forward solutions to any problems found by use of a thermal image camera. There will be other organisations both charities and businesses that are capable of doing this. Community Action Northumberland may have the skills to come up with solutions and there may be others.

11 Is there an Alternative Service.

Are we forcing fragmentation by splitting 'the identification of the problem' from 'the solution'. Are there companies or charities in existence that give a full service – identification of the problem and the possible solutions? We need to find this out. If so, what advantage is there to just having a thermal image camera.

19.09.13