

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

**Minutes of the Management Committee Meeting held 20 September 2012 at the  
Slaley Commemoration Hall.**

- 1        **Present**  
Mike Wood (Chair), Michael Elphick, Adrian Hinchcliffe, Norman Hooks, Liz Stewart, Keith Robson, Margaret Weatherley.
- 2        **Apologies for Absence**  
Pat Johnston
- 3        **Minutes of the Meeting Held 21 June 2012.**  
These were agreed as a correct record and signed by the Chair.
- 4        **Matters Arising from the Minutes**
- (a) Retention of the Appliance Testing record (minute item 4(c))**  
Mike Wood confirmed that the Appliance Testing record should be kept for six years.
- (b) Recalibration of the testing machines (minute item 4 (h)).**  
Mike Wood reported that the two machines had been sent simultaneously for testing by courier. This had proved to be the cheaper way. Both had been recalibrated.
- (c) It was reported that in relation to Hallmark (item 13), training had been held in July at Hexham and it was attended by 25 representatives. It is hoped that this will result in an increase in applications for Hallmark 1.**
- 5        **Portable Appliance Testing Scheme**  
Mike Wood had set up the two testing sets for the coming round of testing. He had incorporated a plastic envelope in the testing case to carry the completed ‘Appliance Testing Sheets’ which would be retained with the testing set.
- A quantity of testing certificates was required and it was noted that the price was well up on last year, mike mentioned £40.00 per thousand.
- The Secretary reported that nine additional members had asked for the PAT Testing service in 2012/13. There was a discussion on whether we should be looking to recruit and train more volunteers for the scheme. It was agreed that we would ask for volunteers starting at the AGM. It was suggested that a distance learning programme could be purchased for the training of any volunteers.
- The expenses form need the claimant’s address adding and the Secretary agreed to do this.
- It was identified that some members had not paid for the PAT Testing service. It was agreed that the Treasurer and Margaret Weatherley would work on this and contact the Halls who have not paid.
- It was noted that subsequent to the last Management Committee meeting the Coordinator position for PAT Testing had changed from Denis Peel to Matt Singleton.
- It was agreed that the mileage rate for Volunteer Testers should be increased to 40p per mile from 1 September 2012.
- 6        **The Northumberland Energy Club – Progress Report**  
The Secretary reported that a further payment had been received from LSI. The rate of payment was much lower than the earlier payments. This had been queried with LSI and it appears that the earlier payments were at a rate much higher than the agreement.

- 7 Web Site Operations**  
**Michael Elphick reported that in July and August there had been 900 views on the web site. The facility on the web site that Micheal had set up for ‘Sale or Wanted’ had been used by one member. The PAT Testing records on the web site were being updated for the next round of testing. The Secretary to liaise with Michael on these records. Michael also mentioned changes to the EU laws relating to cookies. Under this law users must be able to give informed consent for cookies to be recorded and used.**
- 8 Membership Update**  
**The Secretary reported two new members, Stamfordham Playing Fields and Village Hall and Stocksfield Tennis Club. The membership now stood at 62. It was confirmed that Stonehaugh Community Hall had paid their 2011/12 subscription.**
- 9 Treasurers Report**  
**The treasurer reported a bank balance of £2,221.35. There was a query on whether a cheque for one of the new members had been cashed. The Secretary to investigate. It was noted that invoices for PAT Testing recalibration and insurance had been paid for the coming round of testing.**
- 10 Health and Safety Policy**  
**The Secretary had circulated a draft policy document. The meeting considered the document. One or two minor changes were agreed. Once complete it would be placed on the web site.**
- 11 Arrangements for the AGM**  
**It was agreed to hold the AGM in one of the following Halls subject to availability. First choice Riding Mill, second Newton and Bywell, third Stocksfield CC. The date would be Tuesday 6<sup>th</sup> November 2012. Meeting to start at 7.00pm. The presentations to be: Annual Report (Secretary), Health and Safety Policy (Secretary), Risk Assessment (Liz Stewart), Rainwater Recycling (Secretary). The management Committee would meet at 5.30pm at the same location.**
- 12 The Valuation of Members Hall**  
**Members periodically need a re-building valuation of their properties for insurance purposes. One member had recently asked if the Consortium had anyone who could do valuations at reduced charges, The Secretary had put an email around members and one had responded. It was a business proposition rather than an offer to do things on a voluntary basis. It was agreed that the Consortium should have a panel for this sort of work. It was also thought we should be looking for a retired valuer who was prepared to do some valuation. This topic to be taken forward.**
- 13 NALC/CAN**  
**Concern was expressed about the health of NALC/CAN. Committee members made the point that the CAN staff are very skilled and knowledgeable and help this consortium considerably. It was noted that a subscription had not been made to CAN this financial year and members agreed to send £50.00**
- 15 Date of the Next Meeting**  
**Thursday 6 November 2012 commencing at 5.30am. The location to be confirmed.**
- Thanks and appreciation was expressed to Slaley Commemoration Hall for allowing the meeting to take place and for their hospitality.**

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