

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

**Minutes of the Management Committee Meeting held 21 June 2012 at Shepherd's
Dene Retreat Centre.**

1 Purpose of the Meeting

The meeting was a joint meeting between the portable appliance volunteer testers and the Management Committee to review the operation of the PAT Testing Scheme over the last year and to conduct a routine Management Committee Meeting.

2 Present

Management Committee - Mike Wood (Chair), Michael Elphick, Adrian Hinchcliffe, Norman Hooks, Pat Johnston, Liz Stewart, Keith Robson, Margaret Weatherley.

Voluntary PAT Testers – Denis Peel, PAT Testing Coordinator, Pat Johnston, Liz Stewart, Matt Singleton, Michael Stott, Melvyn Whatmough, Mike Wood.

3 Apologies for Absence

Management Committee - Louise Currie, Mel Hall.
PAT Testers – Alan Brewin

4 Review of the PAT Testing Scheme

Mike Wood handed over the Chair to Denis Peel for this item.

The following points were raised in relation to the operation of the scheme over the last year:

(a) Statistics

1,905 tests had been carried covering 43 sites (40 members and 3 non members). 64 appliances had been failed , a failure rate of 3.4%. Charges made had amounted to £1,487.50.

(b) Arrangements for Testing at Halls

It was essential that the Hall being tested had a representative present and that the appliances to be tested are ready and available for testing. This had not always been the case and the Volunteer Tester was left to find their own way around the Hall to find the appliances in a very ineffective manner. Point agreed that we must try to get this right in future.

(c) Completion of the 'Appliance Register and Testing record'

The suggestion was discussed that this record could be simplified by reducing the columns to tick and only completing a summary to indicate that all the tests had been carried out. Whilst having some merit it was considered that this document may be required in its present form for legal and insurance purposes. *It was agreed that this point would be clarified by Mike Wood who would contact the insurers.*

(d) Record of PAT Testing.

The document 'Appliance Register and Testing record' is the master record of testing and should be retained for a number of years. Where an appliance is certified a certificate is placed on the appliance and that is the main record for the Hall. It is not the intention to issue each Hall with a copy of the document unless they specifically request a copy. This can be done by photocopying. Denis Peel had used carbon paper to produce a copy and always handed this to the Hall.

(e) 10 Amp Fuses

Certain manufacturers have used 10 amp fuses. Where these are found in relation to these manufacturers they should not be a cause of failing the appliance.

(f) Invoicing Procedure

The suggestion was made of producing an invoice at the time of the visit and leaving it at the Hall. Most Volunteer Testers thought this would be a retrograde step and would not want the responsibility of producing an invoice. It was agreed that the existing procedure would continue.

(g) Missing Invoices and Non Payment

It was noted that some Halls were claiming that they had not received an invoice for the service. Others had received an invoice but had not paid. It was agreed that the Treasurer should set up procedures to contact those Halls where payment has not been received within 30 days. This contact would verify any missing invoices and urge payment. In carrying out this check the Treasurer should work from the 'Record of Completed Tests' on the web site.

A suggestion was made that there should be a surcharge added to the invoice for late payers. This could be considered if payment is not forthcoming after 30 days. The management Committee will review this issue.

(h) Recalibration

The equipment has to be recalibrated within a specific time from purchase. It is important that the deadlines for recalibration are clearly established. *Mike Wood agreed to determine these dates for each machine and to talk to the supplier about having the two recalibrated at the same time.* It was agreed that it may be economic for a volunteer to take the testing machines down to York for recalibration and the company have indicated that the process of recalibration could be done within about two hours. Michael Stott volunteered to go down by train for this purpose if it is economic to do so.

(i) Web Site Operation

All volunteer testers were reasonably happy with the operation of the web site for PAT testing. The need for the password was discussed but this was not thought to be an issue.

(j) Identification

It was suggested that there may be benefit in each tester having some form of personal identification. The general view was that this is not required because the Hall is aware that testing is to be carried out and there has already been pre-testing contact.

(k) Financial outcome

Although the final financial figures for the scheme were still to be produced it looked like the budgeted surplus of £442 had been achieved and probably exceeded.

(l) Pricing

For 2012/13 the following pricing structure was agreed:

- £25 flat charge for up to 50 appliances.
- 50p per appliance in excess of 50

(m) Coordinator for 2012/13

Denis Peel agreed to take on the role of Coordinator for another year.

(n) Thanks to Volunteer testers.

The Secretary expresses sincere thanks to the Volunteer Testers for the service they have given to members over the last year. He said what they had achieved was fantastic for members and the benefits of their voluntary service would benefit many Halls and users across West Northumberland. He said that they and all members of the Management Committee should be proud of what has been achieved which he believes is unique within the UK.

(o) Press release

It was agreed that the Consortium should celebrate the success of the Scheme by issuing a Newsletter to members and a press release

At this point the meeting broke for lunch which was generously provided by Shepherd's Dene Retreat Centre.

After lunch the meeting reconvened for a Management Committee with all members present plus Melvyn Whatmough.

5 Minutes of the Meeting Held 10 May 2012.

These were agreed as a correct record and signed by the Chair.

- 6 **Matters Arising from the Minutes**
There were no matters arising.
- 7 **The Northumberland Energy Club – Progress Report**
Wylam Institute had accepted a quote and joined the Club. They reported a 20 percent saving.
- 8 **Web Site Operations**
Michael Elphick reported a continuing 800 page views per month. 18 Halls had still not submitted details of their Halls for the web site yet there was evidence of increased use of this information. *The Secretary agreed to let Michael have an up to date list of members.* Michael is thinking of extending the web site by the addition of a ‘swap or sale page’ members thought this was worth trying.
- 9 **Membership Update**
The Secretary reported a new member – Snods Edge Village Hall which brings the number to 60. Only Stonehaugh Community Hall had not paid their subscription for the current year but they had been written to and emailed this week.
- 10 **Treasurers Report**
The treasurer reported a bank balance of £2,437.82 on 22 May 2012.
HSBC had notified that they are to close the branch at Haltwhistle which means there is no local branch to pay in. Also they had not responded to the request for on-line banking. It was agreed that we should look for a new bank which could meet our needs. The Unity Bank and Charities Aid Foundation Bank may be suitable and worth contacting.
- 11 **Health and Safety Policy**
The Secretary had made some progress in producing a standard policy and a guide. He hoped to circulate this to members for comment within the next month
- 12 **Connect4Change**
The Secretary reported that he had attended a C4C event which was aimed at creating the Assembly. He had been asked to be a facilitator at the meeting by presenting the success of the Consortium as an example of ‘working together’. The event was well attended by about 80 representatives from different organisations. It had resulted in good publicity for the Consortium.
The Secretary is receiving the C4C monthly bulletin and it was agreed that this would be forwarded to all members. It may be possible to publicise the Northumberland Energy Club though the bulletin.
- 13 **Hallmark**
Louise Currie is giving Hallmark 1 training on the 17 July 2012 from 6.30pm to 8.30pm at Hexham Community Centre. Members are invited to attend even if they do not intend to apply for Hallmark 1. There is no charge for the course.
- 14 **First Aid Kits**
It was noted that there have been some changes in the regulatory requirements for first aid kits. Members should ensure that the contents of the kits that have ‘use by dates’ are checked and replaced if they are passed that date. Also, scissors are now acceptable as part of a kit.
- 15 **Date of the Next Meeting**
Thursday 20 September at Slaley commencing at 9.30am

Thanks and appreciation was expressed to Shepherd’s Dene Retreat Centre for allowing the meeting to take place and for their hospitality. It was agreed that the Secretary would add a written note to our verbal thanks.

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