

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD TUESDAY 22nd MARCH 2011 AT THE SLALEY COMMEMORATION HALL.

- 1 **Present** Mike Wood , Chairman; Michael Elphick, Adrian Hinchcliffe, Norman Hooks, Pat Johnston, Keith Robson, Liz Stewart, Margaret Weatherley. Jane Hart.
- 2 **Apologies for Absence** Pam Pryor, Louise Currie, Mel Hall.
- 3 **Malcolm Caisley**
The Chair opened the meeting by referring to the death of Malcolm Caisley on 2 March 2011. Malcolm had been a founding member of the Consortium and a Committee members since its inception in 2008 and a member of the Steering Group before that. Members spoke of the contribution that Malcolm had made to the Consortium and how he always contributed to the meetings. Adrian Hinchcliffe, Keith Robson and Michael Elphick had represented the Consortium at Malcolm's funeral. It was agreed that the Secretary would send a letter of condolences to Malcolm's widow and would also express thanks for the contribution that Malcolm had made to the Consortium and to the community.
- 4 **Minutes of the Meeting held 17 January 2011.**
These were approved.
- 5 **Matters Arising from the minutes**
 - (a) **Safeguarding Policy.** This is still an outstanding issue for the Secretary to take forward. Mike Wood mentioned that new national guidance is to be issued for CRB checks. The Secretary confirmed that he had received a pack of information from 'Voices'. He would report back on this at the next meeting.
 - (b) **Legal Requirements Check List**
Mike Wood said that he had not made much progress..
 - (c) **Boss Project Training**
There was little feedback on the package since the training in December but perhaps this is too early.
 - (e) **Trustees Indemnity**
The Secretary had circulated to Committee members the ACRE Information Sheet on Trustees Liability and Trustee Indemnity Insurance. There was a general discussion on the suitability of this insurance. It is about risk management but members need to appreciate that by having Trustees Indemnity cover it has very limited benefit and the paying of the premium has to be in acceptable within the organisations constitution. If members act reasonably and honestly and in accord with their constitution there will be no risks. If they act illegally or outside their constitution Trustees Indemnity Insurance will not cover them. Trustees Indemnity Insurance might be of some benefit in a breach of contract situation, otherwise the guidance seems to be that it has little benefit.
 - (f) **Pads of Hire Agreements**
Three members had requested a number of pads. It was left to the Secretary to decide on how to deal with these requests.
 - (g) **Pam Pryor**
Pam had given her apologies for this meeting and made the point that she cannot get to any meeting on Tuesdays due to caring arrangements. It was agreed to move the meetings to Mondays.
- 6 **Web Site Operations**
Michael Elphick reported that the web site is receiving an average of 40 hits each week. We are also receiving Spam comments that have to be deleted. There are still a number of Halls that have not input their details and it was agreed that the Secretary would give a general reminder in the next Newsletter.

7 PAT Testing

Mike Gowland had informed the Secretary that the NNVHC was still waiting to find two further volunteers for the PAT testing scheme. Members expressed some frustration at the scheme not going ahead and two said that it is costing their Halls high testing fees that could be avoided if the scheme went ahead. Members thought that we could find two further volunteers to help out if that was acceptable. Pat Johnston offered to volunteer and Greenhead would put forward Eddie Rimmer. There was also concern that the terms of the grant may require the expenditure to be incurred before the 31 March 2011. The Secretary to contact Mike Gowland to see if this Consortium can help.

8 Treasurer's Report

Liz Stewart reported she had received four renewals since the last meeting and one new member – Great Whittington Village Hall. The Consortium now has 42 paid up members with another twelve to renew. The bank balance stood at £1,012.

9 The Northumberland Energy Club

The Secretary said that he was waiting for the signed contract being returned from LSI although he had been led to believe that there are no issues and that the Consortium can go ahead with the Northumberland Energy Club.

Michael Elphick is updating the web site to incorporate the Northumberland Energy Club and once that is done we will be ready to launch the Club. The launch will consist of a Newsletter, a press release, a promotional letters to various public and semi public organisations and a presentation to members at the Spring General Meeting.

The more organisations that join the Club the better and this will also increase the fees that are earned. The Secretary suggested that we should offer the benefits of the Club to the North Northumberland Village Halls Consortium including a percentage of the fees if their members join the scheme. This was agreed but it was thought we should be satisfied that the mechanisms of the scheme and the web site are working well before it is offered too wide.

The potential for earning fees for the Consortium is quite high and it was essential that the Committee had some ideas on how this could be handled. It was agreed that the financial situation would be reviewed at each Annual General Meeting and decisions made on how any revenues are to be spent. An immediate suggestion was that any revenues could be used for funding training courses that were needed by members.

10 The Survey of Hall Finance

An outline of the survey was considered. This is to go on the web site for members to respond. Some changes were agreed:

- ⌚ Change £000s to £
- ⌚ Change wording to 'Grants received for Running Costs'
- ⌚ Distinguish clearly between capital grants and revenue grants

11 Charitable Incorporated Organisation

Jane Hart said that the Charity Commission were now ready to go ahead with the implementation of the new status 'Charitable Incorporated Organisation'. Community Action Northumberland is proposing to change to this status and is acting as a pilot.

Members agreed that this is a significant change that needs to be considered by all Village and Community Halls. Jane said that David Francis was willing to come to the Spring General meeting to make a presentation on CIO. This was considered to be a very good offer and idea.

12 Spring General Meeting

Wark Town Hall had confirmed the Spring General Meeting to be held on Tuesday 17 May 2011 commencing at 7.00pm. The following programme was agreed.

- a) The Northumberland Energy Club – Adrian Hinchcliffe
- b) Charitable Incorporated Organisation – David Francis
- c) Renewable Energy Update – Malcolm Newton, Architect.

It was agreed that the following items would be sent out to members by Newsletter or some other method:

Music Licence Changes

Survey on Hall Finance Results

It was agreed that name badgers would be worn at the meeting to help members network better.

13 Northumberland VCS Consortium

The Secretary had attended a meeting of the Northumberland VCS Consortium. The meeting was about how the annual grant from Northumberland County Council is to be shared out across the sector. Many members were facing a situation in which their organisations were facing a significant reduction in income. The WNCBC does not receive grants from the VCS Consortium and therefore the meeting was not that useful, except that Community Action Northumberland does receive grants from this source. All organisations are going to receive a significant reduction in their funding.

13 Any Other Business

(a) Training

Jane Hart made the meeting aware that Community Action Northumberland has put together a package of training sessions for new trustees, chairs and treasurers. These could be undertaken on an individual basis on a self learn basis or given to small groups. Mel Hall was available for the latter.

11 Date of the Next Meeting

Monday 9th May 2011 at the Newbrough Town Hall commencing at 9.30am.

Members thanked Keith Robson and Margaret Weatherley for the hospitality received during morning.

Signed as Correct Date.....