

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

Minutes of the Management Committee Meeting held 27 September 2011.

- 1 Present**
Mike Wood (Chair), Michael Elphick, Adrian Hinchcliffe, Norman Hooks, Pat Johnston, Keith Robson, Liz Stewart, Margaret Weatherley.
- 2 Apologies for Absence**
Louise Currie, Mel Hall.
- 3 Minutes of the Meeting Held 7 July 2011.**
These were agreed as a correct record and signed by the Chair.
- 4 Matters Arising from the Minutes**
 - (a) ACRE Village Hall Check list. This is now on the web site.
 - (b) Insurance Guide from Allied Westminster. This is now on the web site.
 - (c) Pads of Hire Agreements – Four members had taken these.
 - (d) Auditor Requirements. Margaret Weatherley had confirmed with the Charity Commission that for charities with a turnover of less than £25,000 there is no requirement for an Independent Examiner. Margaret offered to audit the accounts and this was unanimously agreed.
- 5 Web Site Operations**
Michael Elphick reported that approximately 600 pages are being viewed each month. No more financial information has been received from the survey and Featherstone Village Hall has now completed details of their Hall.
- 6 PAT Testing Scheme**
 - (a) Demonstration. Mike Wood gave a demonstration of the testing equipment.
 - (b) Approval of the Scheme for PAT Testing. Members approved the scheme that had been circulated.
 - (c) Third Party testing. Members agreed that the Testers would not be allowed to undertake private ‘for profit’ testing because this was against the purposes for which Mike Gowland had obtained the grant. If the Voluntary Testers were requested to do undertake testing for other charities, this could be done at the charges agreed.
 - (d) Procedural Guides. Guides have been prepared for Volunteer Testers and Members who are taking the service. These will be sent out shortly and will be available on the web site.
 - (e) Web Site. The scheme will revolve around the records on the web site. These are to be established and they will be protected by password access.
 - (f) Timetable. This is now ready to be issued and was based on the Consortium having two testing machines.
 - (g) Mileage Rate for Volunteer Testers. It was agreed to proceed using a rate of 35p per mile.
 - (f) Issue of Correct fuse ratings. Agreed that Volunteer Testers should not be replacing fuses. Where it was considered that the fuse fitted is of an incorrect rating this should be pointed out to the Community Building.
 - (g) Third Party Appliances. Many Members have regular users who bring with them portable appliances. It was agreed that the Testing Service would test these appliances but the organisation to ensure that they are at the Building, when testing takes place, is entirely that of the Member.
 - (h) Many thanks to Denis Peel for acting as Coordinator of the PAT Testing Scheme.
- 7 Treasurers Report and Membership Update**
All members have now renewed apart from the Haltwhistle Social Welfare Centre. The total paid up is now 55. The funds stood at £512.86. Letters had been sent to around 6 Community Buildings who are not members inviting them to join.

