

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM.

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD 7.09.10

- 1 Present Mike Wood (Chair), Malcolm Caisley, Michael Elphick, Adrian Hinchcliffe, Norman Hooks, Pat Johnston, Keith Robson (part), Liz Stewart, Margaret Weatherley(part).
- 2 Apologies for Absence Pam Pryor
- 3 Minutes of the Meeting held 25 May 2010.
These were approved.
- 4 Matters Arising from the Minutes
- (a) Barley Hill Hall – Michael Elphick reported that the hall was not in a very good state. It is unknown whether the owners wish to join the Consortium.
- (b) Middleton Village Hall – The Secretary had been advised that this Hall is a member of the North Northumberland Village Halls Consortium.
- 5 Safeguarding of Children and Vulnerable Adults
The statement of advice to village halls committees that has been circulated by the Secretary was noted. CA-N also has forwarded a model policy document but in the opinion of the Secretary it is too long and cumbersome. Greenhead Village Hall already has a policy in place and offered to forward it to the Secretary for consideration.
Actions –
(1) Mike Wood to send a copy of the policy to Adrian Hinchcliffe
- 6 Web-Site
Michael Elphick described the state that the web-site development had reached. It was agreed that it should be launched in October at the AGM. Some specific points were discussed as follows:-
- It was agreed that there should be a pro-forma to record the details of each Hall.
 - For the confidential information held on the web-site there should be one single password controlled from the centre.
 - There should be a calendar of events.
 - There would be a section for ‘recent news’.
- Actions –
(1) Michael Elphick to prepare for the web-site to go operational.
(2) Arrangements to be made for members to complete a pro-forma with details of their Hall to be entered in the web-site.
- 6 PAT Testing
It was reported that Mike Gowland had been successful in obtaining the finance for the scheme to go ahead. He was now planning the training of the volunteer testers and was asking for seven volunteers from the west area. It was agreed that this would be included in a Newsletter and email to members. The Secretary was aware of two volunteers. Norman Hooks put forward the name of Matthew Singleton and Mike Wood offered to volunteer. Pat Johnston offered to identify a volunteer.
Actions
(1) The Secretary to issue a Newsletter incorporating details of the scheme and the need for volunteers.
- 7 Membership
Membership stood at 50 with the recent addition of 1st Stocksfield Scout Group. It was known that one member would not be rejoining and there was a query out with one other. It was noted that the Bridge Centre at Haydon Bridge was not a member.
It was agreed that the Secretary and Treasurer would liaise to get renewal notices out close to 1st October 2010. Several may pay at the AGM. It was agreed that a standing order facility should be offered to members.
Actions –
(1) The Secretary and Treasurer to prepare to issue membership renew notices incorporating a bankers order form.
- 8 Energy and Telecommunications Broker
The Secretary reported that Kashaf Bashir had ceased trading. Although he had not received any direct communications with Kashaf, other members who had been dealing with Kashaf reported this. It was agreed that there was no point in pursuing Kashaf.
It was agreed that the Secretary should make contact with two other broker companies to see what facilities and service they could offer to the Consortium. LSI and Utility Aid should be approached.
Actions –
(10) The Secretary to contact two other brokers to determine what they could offer the Consortium if they acted for it.

9 Programme for the Annual Meeting.

The location of the AGM had not been fixed. A location with Broadband was necessary. Pat Johnston was to check out whether Wark Town Hall was available and if they have Broadband. If no Broadband then Stocksfield Institute should be approached. It was agreed that the following presentations were to be given at the AGM.

- Consortium Web site Michael Elphick.
- Renewable Energy focusing on photovoltaic cells and the feed in tariff – Mike Wood to pursue a speaker. Linked to this Liz Stewart is to contact Tom Burston of LEADER to see if he can attend to answer any funding questions.
- BOSS PROJECT – Bookkeeping and Accounting Package – Peter Bryan.

In addition the Chair and Secretary would present an Annual Report.

Actions –

- (1) The Secretary and Chair to compile a programme for the AGM
- (2) The Secretary and Chair to compile an Annual Report for the AGM
- (3) Mike Wood to contact a potential Renewable Energy speaker.
- (4) The Secretary to Peter Bryan.
- (5) Michael Elphick to prepare a presentation on the web-site for the AGM
- (6) Liz Stewart to contact Tom Burston of LEADER to see if he can attend the AGM to answer any questions on renewable energy.
- (7) Pat Johnston to contact Wark Town Hall.

10 Treasurers Report

The Treasurer reported a balance of £733.68. Some minor items were still to pay for the web-site and the Secretary was asked to put in an expenses claim. Liz would endeavour to get the accounts out in time for the AGM. Margaret Weatherly volunteered to act as auditor for a second year.

Actions

- (1) The treasurer to prepare the accounts as at 30.09.10 in time to be included in the Annual Report.
- (2) The Secretary to send an expenses claim to the Treasurer.

11 Street Trading Policy

Northumberland County Council has issued a consultation on Street Trading Policy. In the last few days a number of issues have been identified which may have a detrimental effect on the operation of village/community halls and other community buildings. Following a discussion it was agreed that the Secretary would respond to the County Council expressing our concerns. A draft would be circulated to management Committee members before sending off the final version to meet the 10.09.10 deadline.

Actions

- (1) The Secretary to write a letter of objection to the County Council.

12 Suggestion from Ovingham Reading Room.

The Secretary had received a suggestion from Ovingham Reading Room that the Consortium should develop A *Legal requirements Check List*. This would list the various licences, consents contracts and other legal requirements that have to be obtained. Members thought this to be a good idea and that it should be developed. Mike Wood offered to put together a rough draft that could be circulated to members.

Action

- (1) Mike Wood to compile the first draft for circulation to members.
- (2) The Secretary to advise Ovingham Reading Room of the action being taken.

13 Vat on the refurbishment of Village Halls/Community Buildings

The Secretary had received a copy of a letter to Nick Herd MP from the Voluntary Sector. The letter drew attention to the absurd situation where VAT is chargeable on refurbishing village halls but new build is zero rated. It was agreed to send a further letter giving support to this and asking for this anomaly to be removed.

Actions

- (1) The Secretary to write to Nick Herd MP.

14 Date of the Next management Committee Meeting.

It was suggested that it should be held on Tuesday 2nd of November 2010 at Greenhead Village Hall commencing at 9.30am. PLEASE NOTE THAT DUE TO THE UNAVAILABILITY OF GREENHEAD VILLAGE HALL ON 02.11.10 THE MEETING HAS BEEN MOVED TO THE SAME VENUE BUT ON WEDNESDAY 03.11.10.

Thanks were expressed to Keith Robson and Michael Elphick for allowing the meeting to be held at Slaley Commemoration Hall and for their hospitality.

Signed as a correct record of the meeting..... Date.....