

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD 25 MAY 2010 AT THE RIDING MILL VILLAGE HALL

- 1 Present Malcolm Caisley, Michael Elphick, Adrian Hinchcliffe, Norman Hooks, Pat Johnston, Pam Pryor, Liz Stewart.
Linda Shepherd, Riding Mill Village Hall.
- 2 Apologies for Absence
Keith Robson.
- 3 Chairman for the Meeting
In the absence of Mike Wood, Malcolm Caisley was elected to act as Chair for the meeting.
- 4 Approval of the Minutes of the Meeting held on 23.03.10
The minutes were approved and signed by the Chair.
- 5 Matters Arising from the Minutes
(a) Refuse Collection
The position re the collection of waste from Village Halls was clarified. The Council will collect a single bin from each Hall at each weekly call. If there is more than one bin to collect they will charge an annual fee of £109. It was agreed that this information would be sent out to the members.
- 6 Review of the Special Meeting held 12.05.10
(a) Safeguarding of Children and Vulnerable adults.
The secretary had produced a summary of what he thought were the key points for Village/Community Hall Trustees. The meeting examined each point and made some alterations. It was also agreed that the document would include a reference to the CAN policy document. It was agreed that the updated document would be sent to Louise Currie for confirmation that it is correct. Once confirmation is received it will be sent out to members.
- (b) Web-Site
Michael Elphick produced a document covering the further development of the web-site. The following was agreed:
- Zen Internet was to be appointed as the host for the web-site at a cost of £3.99 (plus VAT) per month. Initially we will sign up for three months.
 - The roles and privileges in Word press were agreed. These are Administrator, Editor, Authors, Contributors and Subscribers.
 - The suggested names for the above roles were accepted
- (c) PAT Testing Scheme
No news yet on the funding. It was agreed that the scheme would be published in summary to members. Volunteers would be needed. Before implementation the administrative scheme should be reviewed for best practice.
- On a separate point, it was considered the terms of hire for a community building should contain the requirement that any portable appliances that are taken into the building by the hirer should have passed a PAT test within the last twelve months.
- 7 Membership
The membership still stands at 51 but six have still not paid their subscription. It was agreed that the Secretary would write to the six to urge them to pay.
- It was agreed that any new member joining after the 31st March each year would not have to renew their membership until the 1st October in the following year. Barley Hill Hall and Middleton Village Hall have recently been identified as new Halls which were not previously on the list. Efforts will be made to encourage these and the other non-members to join.

- 8 **Treasurers Report**
The Treasurer reported a balance of £698.37. There was discussion on whether bills and regular payments could be paid by direct debit. It was agreed that the Treasurer would investigate.

- 9 **The Survey of Community Buildings**
It was agreed to defer the survey until later in the year. It would be ideal to have the survey available on the web-site. It would be put on the agenda for the next meeting with view to identifying the questions that we wish to ask.

- 10 **Renewable Energy**
It was noted that the company representative that attended the Special Meeting was not able to speak due to time constraints. With the recent increase in the price of selling electricity to the grid it was expected that the provision of renewable energy schemes would become more popular. It was agreed that this should be one of the topics for the next General meeting.

- 11 **The Sale of Alcohol in Village Halls**
One member reported that his Hall had used the new licensing regulations for the Committee to become responsible for the sale of alcohol. He said it had become a ‘revenue earner’ but it did require volunteers to run the Bar

- 12 **Annual General Meeting**
It was fixed for 20 October 2010 and suggested to be held at Wark Town Hall. Pat Johnston agreed to see Judith Weir (Wark Town Hall Secretary) to see if this would be possible. The Treasurer was confident the accounts could be produced and audited within three weeks of the year end.

- 13 **Next Management Committee Meeting.**
Fixed for 9.30am Tuesday 7 September 2010 at Slaley Commemoration Hall.

Thanks were expressed to Linda Shepherd and Pam Pryor for hosting the meeting at Riding Mill Village Hall and for the hospitality.

Signed as a correct record of the meeting

Date