

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

**MINUTES OF THE ANNUAL GENERAL MEETING HELD 21st OCTOBER
2014 AT RIDING MILL PARISH HALL**

1 Present

Michael Elphick, Slaley CH; Adrian Hinchcliffe, Newton and Bywell CH; Beth Gascoign, Stocksfield CC; Keith Robson, Slaley CH, Julia Plinston, Liz Stewart, Greenhead VH; Robert Philipson, High Forest CA & Allenheads Trust; Mike Wood, Greenhead VH; Neville Gray, Ovingham RR; Alan Brewin, High Forest; Pamela Pryor, Riding Mill Village Halls; Kate Rutherford, Langley VH; Denis Peel, Wylam Inst; Roly Taylor, Wall VH; Geoff Robinson, Colwell VH; Louise Dawson, Great Whittington VH; Valerie Bell, Haydon Bridge Community Association; Vicky Robson, Ponteland Memorial Hall; Peter Stoddart, Newton and Bywell CH; Stewart Thirkell, Ovingham RR; Ann Thirkell, Ovingham RR; Alan Thompson, Riding Mill PH, Liz Treadway, Great Whittington VH.

In attendance

Louise Currie, CA-N, Bernard Hammick, HallMaster

2 Apologies for Absence

David Easby (Wall), Margaret Weatherley (Slaley), Marion Brown (Ovingham Old School), Mary Kelly (Prudhoe Church Hall), Mike Barlow (Dalton), Austin Iliffe (Whitley Chapel), Pat Johnston (Newbrough), Georgia Shorrock (Gilsland).

3 Minutes of the AGM held 06.11.13

The minutes were approved as a correct record.

4 Matters Arising from the Minutes

None.

5 Annual Report for the Year to 30.09.13

The report was presented by the Secretary with the aid of slides and is to be placed on the web site. The report noted the substantial support received from Community Action - Northumberland.

On the issue of membership, the Committee had raised the point of whether the consortium should widen its membership by encouraging more 'community buildings' to join. After a discussion, the consensus of the meeting was that there should be no publicity drive to encourage non – village hall/community buildings to join but if applications were received they should be accepted. There was a concern that having too many non village/community halls as members this could move the Consortium away from its origins.

The report was accepted.

6 Accounts for the Year to 30.09.14

The Treasurer presented a statement of accounts for the year to 30 September 2014. This showed income of £2,510, expenditure of £1,387 giving a surplus for the year of £1,123. There was an opening balance of £3,163 and a closing balance of £4,285. The accounts were subject to certified by an Independent Examiner. The Treasurer answered a number of questions on the accounts.

The meeting received the accounts.

- 7 **Election of Chairman**
Mike Wood was nominated, accepted the nomination and was unanimously elected.
- 8 **Election of Secretary**
Adrian Hinchcliffe was nominated, accepted the nomination and was unanimously elected. Adrian did say that due to moving from the area he was prepared to carry on for a further year but was hoping that someone could be found to take on the Secretary's role at the AGM in 2015.
- 9 **Election of Treasurer**
There were no nominations for this post. After discussion Liz Stewart agreed to continue as Treasurer for a short period whilst the a wider appeal could be made . Liz is to leave West Northumberland in Spring 2015, so it is imperative that a new person is found.
- 10 **Election of up to 12 Committee Members**
The following members were nominated. Keith Robson, Michael Elphick, Margaret Weatherly Georgia Shorrocks, David Easby, Roly Taylor and Pam Pryor. All were nominated and elected unanimously.
- The need for succession planning was emphasised by the Chair and Secretary. Several members of the Management Committee had been on the committee since the inception of the Consortium in 2007/08. Also, it was essential to protect the good work that had been done by Michael Elphick by finding a volunteer to shadow him with view to taking over the management of the web site.
- 11 **Presentation – HALLMASTER VILLAGE HALL ON-LINE BOOKING SYSTEM**
Bernard Hammick of HallMaster gave an interesting demonstration of the companies on-line booking system. The demo was on-line and went through the various aspects of the system. Members asked many questions and most of these were answered by examples. Bernard said the company already had over 100 users and would change the package to meet the needs of each Hall. There were hand-outs and further information will be included on the web site.
- 12 **Presentation – EMPLOYMENT LAW AND PRACTICE RELATING TO VILLAGE HALLS**
Louise Currie of CAN gave a presentation of covering the statutory and 'good practice' requirements for village Halls in situations where the Hall Trustees become employers, or alternatively contract with individuals or businesses for the supply of services. The presentation brought members up to date with the latest requirements and gave guidance on when to employ a 'contractor' or have them as an 'employee'. Louise produced some excellent guidance notes which are to be put on the web site.
- 13 **Close of the Meeting**
The Chair thanked both speakers for their excellent presentations. He also expressed enormous thanks to Pam Pryor for the use of the Riding Mill Parish Hall and for the wonderful hospitality that Pam had provided..

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