

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD TUESDAY 18TH JANUARY 2011 AT THE WHITLEY CHAPEL PARISH HALL.

- 1 **Present** Mike Wood , Chairman; Malcolm Caisley, Michael Elphick, Adrian Hinchcliffe, Norman Hooks, Keith Robson, Margaret Weatherley.
- 2 **Apologies for Absence** Pat Johnston, Liz Stewart.
- 3 **Minutes of the Meeting held 10 November 2010.**
These were approved.
- 4 **Matters Arising from the minutes**
 - (a) **Safeguarding Policy.** Mike Wood has forwarded a copy of the Greenhead Village Hall policy to the Secretary. Still to take forward by Adrian Hinchcliffe.
 - (b) **Legal Requirements Check List**
Mike Wood said that this was still at the compilation stage. Any help from other members would be appreciated.
 - (c) **Boss Project Training**
Twelve members of the Consortium had attended the training event at the Newton and Bywell Community Hall in early December. The training went well and members took away the package to install on their own computers. It was pointed out that the package is suitable for organisations that produce 'cash' accounts and not for those that produce 'true and fair view' accounts incorporating accruals. However, there is a case to suggest that the latter type of accounts may be too sophisticated for most village/community halls.
 - (d) **Photovoltaic Panels**
Little progress had been achieved since the last meeting. Keith Robson had obtained a view from a colleague who indicated that the products available today are likely to be improved in future years in terms of quality and durability. It was decided that the Secretary should invite the Architect Malcolm Newton to the next meeting to hear his views.
 - (e) **Trustees Indemnity**
The Secretary had spoken to Louise Currie on the benefits of taking out 'Trustees Indemnity' Insurance. Louise questioned the benefits of this insurance in terms of the circumstances in which it could possibly be of benefit. It is difficult to identify such circumstances. If this insurance comes as part of a package at a marginal or no extra cost then Trustees may wish to take it out knowing that they will be covered. However, the circumstances in which it would apply are hard to identify bearing in mind that it would not cover any circumstances which are illegal or outside the provisions of a Trust Deed. Louise had forwarded a copy of the ACRE Information Sheet 'Trustee Liability and Trustee Indemnity Insurance'. The Secretary had not had chance to read and absorb this information. It was agreed that he would circulate it to members and there would be a further discussion at the next meeting.
 - (f) **Pam Pryor**
Pam had confirmed to the Secretary that she is willing to continue on the Management Committee.
- 5 **Web Site Operations**
Following the issue of a note to members by the Secretary on the operation of the web-site a peak had occurred of accesses to the web-site. Also around one quarter of Halls have input the details of their Halls. Some very complimentary comments had been received about the web site and these had been passed to Michael Elphick.
- 6 **PAT Testing**
On 16 December 2010 the Secretary had informed Mike Gowland that the Consortium now had seven volunteers and a volunteer Co-ordinator and that we were keen to commence the scheme. Mike had responded by saying that the North Northumberland Village Halls Consortium was looking for three further volunteers and once these had been identified the scheme would be ready to commence.

Members questioned whether these volunteers had yet been identified and whether this Consortium could help. The Secretary agreed to contact Mike Gowland.

7 Treasurer's Report

Liz had sent a report to the Secretary saying that the bank balance stood at £1,012.90. The number of members renewing their membership now stood at 36. It was agreed that a reminder would be sent to those who had not paid.

8 Energy and Telecommunications Broker

The Secretary had had further contact with LSI about the contract. They had guided him to the Community Council for Somerset who had entered into a similar agreement with LSI. The agreement is featured on their web-site and the Secretary read out an extract. He had also had discussion with them about the contract which encourages them to find additional members and add them to the contract. For this they would receive a fee.

Members agreed that this contract should be pursued.

Once the contract is on place it will be necessary for members to sign up with LSI. It was agreed that the web-site should be used for this purpose.

9 Spring General Meeting

The date of Tuesday 17 May 2011 was fixed for the Spring General Meeting with a suggestion that it should be at Wark Town Hall. The following programme was suggested:

- a) The new arrangements for the Energy Broker (LSI)
- b) Trustees Liability and the Change to the Status of Company Limited by Guarantee
- c) Music Licence Changes (see minute 10(a) below)
- d) Survey on Hall Finance (see minute 10(b) below).

The Secretary would contact Wark Town Hall to see if the meeting could be held there.

10 Any Other Business

(a) Music Licensing

Changes to music licensing had been introduced on 1 January 2011 but will not be implemented until 1 January 2012. This concerned the Performing Rights Society licence (PRS) and the Phonographic Performance Ltd licence (PPL). There was much confusion on why there are two licences, when they are needed and the likely cost. It was agreed that the Secretary would obtain a clear understanding on this and present it to members at the Spring General Meeting. He would liaise with Louise Currie in doing this.

(b) Revenue Funding for Village/Community Halls.

Reference was made to a situation at Slaley Memorial Hall where the Parish Council had decided not to give a revenue grant to the Hall during 2011/12. There was a discussion about this but due to the lack of information it was not known how many member Halls relied upon revenue grants from their Parish Councils. In view of the deteriorating economic situation it was felt that the Committee should know more about this. It was agreed that the Secretary would put together a short survey with the intention of enabling members to complete it on the web-site.

Hopefully the results could be ready for presentation at the Spring General Meeting.

(c) Payment for the Collection of Waste.

A representative from Slaley said that their Hall is being charged for the collection of waste. From discussion it was confirmed that the County Council collect one bin from Community buildings free of charge but any additional bins are collected at a charge.

(d) Pads of Booking Forms

Peter Bryan of the Boss Project working through Louise Currie had made the Consortium aware of the availability of pads of booking forms. They are in sets of 25 per pad. There are three copies of each on NCR paper. On the reverse of the form is printed the Standard Conditions of Hire. The cost to the Consortium would be £5 per pad using free transport. We are being asked if the Consortium would like a supply of these pads for our members. The Secretary has sent out an email to members but so far only one member has said they are interested.

It was agreed that if sufficient members are interested a bulk supply would be purchased and sold to members at £7 per pad, assuming that arrangement could be made for pick up at no cost.

11 Date of the Next Meeting

Tuesday 22 March 2011 at the Slaley Commemoration Hall commencing at 9.30am.

Members thanked Malcolm Caisley for the hospitality received that morning.

Signed as Correct Date.....