

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

**Minutes of the Management Committee Meeting held 7 February 2012 at the  
Newbrough Town Hall.**

- 1 **Present**  
Mike Wood (Chair), Michael Elphick, Adrian Hinchcliffe, Norman Hooks, Pat Johnston, Keith Robson, Liz Stewart.
- 2 **Apologies for Absence**  
Margaret Weatherley, Louise Currie, Mel Hall.
- 3 **Minutes of the Meeting Held 29 November 2011.**  
These were agreed as a correct record and signed by the Chair.
- 4 **Matters Arising from the Minutes**
  - (a) **Bulk Oil Purchase** Michael Elphick reported that the community of Slaley and Hexhamshire were now trying to identify members for an oil buying cooperative.
- 5 **The Northumberland Energy Club – Progress Report**

A mail shot prepared by LSI had been circulated in December to all members who had not been in contact with LSI. This was followed up by an email in January. It is know that some members responded and Corbridge Parish Hall say they have reduced their energy costs by 45%. The Secretary had sent out an email featuring the savings and encouraging members to get a no obligation quote.

A further payment of £50.00 was on its way from LSI for the period up to the end of December 2011. The Secretary said that two contracts listed on the Schedule are in respect of members of the North Northumberland Village Halls Consortium (Netherwitton and South Charlton) and in accordance with the agreement that we offered them they are due to receive a payment of £12.50 from this Consortium. It was agreed that this should be paid.

LSI had also produced an attractive looking leaflet for members to hand out to prospective businesses. These were handed out to members. It was noted that the leaflet was slightly misleading in offering the Domestic ‘Switch and Save’ facility which is not part of the Northumberland Energy Club.
- 6 **PAT Testing Scheme – Progress report**

A progress report from Denis Peel was read out the points to be noted were as follows;

  - ⌚ Testing is progressing well but the late start has meant a delayed programme in some places.
  - ⌚ Need to enquire with the equipment distributors in York if a swap out is possible. If so there may be volunteers to go to York for that purpose. – The Chair to make an enquiry.
  - ⌚ Incorrect fuse ratings. Need for the Volunteer Testers to carry some spare fuses to avoid having to go back for a second test.
  - ⌚ The decision on acquiring a third testing unit to be left until the review in the Summer. It was noted that three Churches in Allendale had received the service and paid £36.00 . It was decided that they would not treat these as members and the whole of the £36 would go as revenue from Testing.

There had been a late request for Merton Hall, Ponteland to receive the testing service.
- 7 **Web Site Operations**

Michael Elphick reported that the web site was receiving around 800 views per month which is roughly about the same level as reported in November 2011.

- 8 **Treasurers Report and Membership Update**  
Liz reported receiving a number of membership renewals and two new members. On PAT Testing up to the end of December there was income of £586 and expenditure of £172.
- 9 **Health and Safety Policy**  
The Secretary had been asked whether the Consortium had a health and safety policy and the answer was no. On making enquiries ACRE does have an Information Sheet covering Health and Safety Legislation and Village Halls. However, this is 38 pages long and is considered to be far too long for Members. It was however agreed that the Consortium should have a model policy for members to consider especially as it is a requirement of Hallmark Level 2. The Secretary agreed to producing a summary of the Acre Information Sheet with view to making it available to members.
- 10 **Connect4Change**  
The Secretary reported that there had been a VCS Consortium meeting in January but he could not attend and so far had not received the minutes. C2C had issued a consultation on the VCS Assembly. It was agreed that the Secretary would respond for the Consortium.
- 11 **Spring Meeting**  
The meeting was fixed for Thursday 10 May 2012 commencing at 7.00pm. The Secretary would try to fix the meeting at Corbridge or Acomb. It was agreed to investigate the following programme:
- ⌚ Hallmark – Louise Currie
  - ⌚ Insurance – A presentation of the key issues and what represents good practice.
  - ⌚ Stocksfield Community Centre – conversion to Incorporation and the trading arm.
  - ⌚ Update on PAT Testing and the Northumberland Energy Club.
  - ⌚
- 12 **Hallmark**  
Five members had expressed an interest in undertaking training to acquire Hallmark Level 1. It was agreed this would be one of the topics at the Spring meeting with the hope that more will come forward to make the training viable.
- 13 **Food Safety Course**  
It was noted that there are places available on a food safety course being promoted by the Ovingham Reading Room on 10 March 2012.
- 14 **First Aid Course**  
It was noted that a First Aid Course is being run at Greenhead in March.
- 15 **Private Water Supplies**  
Attention was drawn to the recent publicity about the need for quality testing of water supply where the supply comes from a private source.
- 16 **Periodicity of Electrical Installation Testing.**  
One member had reported that their company of electrical installation testers had suggested there has been a relaxation in the regulations with the 5 year period being pushed back to ten. The Secretary had checked this with Louise Currie who was not aware of any such change. He had asked the member to come up with more information from the Contractor.
- 17 **Employers Liability Tracing Office**  
Members who have employees will have to provide to their Insurance Company their Employer reference Number (ERN) so this can be part of a national data base which will enable the speedier tracing for liability claims.
- 18 **CRB Checks**  
The future requirements are still not clear.
- 19 **Registration for Food Businesses**  
The County Council are to introduce a Food Hygiene Rating (under the Food Standards Agency) for all premises that supply food direct to the public. This is likely to affect a number of Community Buildings that prepare food on their premises for consumption by the public on

or off the premises. It is understood that the Council has written to all Halls. It is not clear whether all Halls will need to be registered. It was noted that the ACRE Village Information Sheet 20 covers the topic of health and hygiene in Village Halls.

- 20 **Date of Next Meeting of the Management Committee.**  
To be held on the same day and at the same location as the Spring Meeting commencing at 5.30pm.

Thanks were expressed to the Pat Johnston for enabling the meeting to take place at Newbrough Town Hall and for the hospitality received.

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