

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF THE MANAGEMENT COMMITTEE MEETING OF

15TH FEBRUARY 2018, RIDING MILL PARISH HALL

1. Apologies and welcome

No apologies. NG was selected to chair this meeting (see also 4. Matters Arising below) and welcomed committee members.

2. Present:

Mike Barlow (MB), Jill Bungay (JB), David Easby (DE), Michael Elphick (ME), Neville Gray (NG), Sarah Hallberg (SH), Vicky Herod (VH), Andy Pryor (AP), Roly Taylor (RT).

In attendance: Louise Currie (CAN) (LC)

3. Minutes of previous meeting (9/11/2017, prior to AGM) - Agreed without alteration and signed by the rolling chair.

4. Matters arising

- *Confirmation/selection of officers:* Suggested officers proposed from the AGM will be unchanged. SH confirmed as secretary. AP confirmed as Treasurer. No offers to take the permanent Chair role so agreed a rotating chair going forwards. RT to continue to manage PATesting coordinator. ME to continue as website coordinator (to be assisted by Julia Plinston from CAN)
- *Welcome to new members:* Jill Bungay, Vicky Herod and Mike Barlow were welcomed to the committee.

5. Financial update

- AP presented the accounts summary and bank reconciliation as at 15/2/18 (scanned copies attached – see Appendix 1).
- AP confirmed that most of the usual annual expenditure has now come out of the account, so we should mainly be looking at income over the course of the year.
- CAN has been paid and all subs paid.

6. Secretary Update

- *Membership:* SH confirmed that the membership records spreadsheet is up-to-date with the forms we have received thanks to LC's efforts. There are only two forms outstanding – one of which has paid but has not completed the relevant form, and one of which we have received neither form nor payment. We have 62 paid-up members of the Consortium. One member had withdrawn from membership and SH will contact them once we have confirmed PAT testing rates for non-members (see below).

- *PAT Charges for non-members:* Previously, it had been agreed that PAT charges for non-members should be set at the rate of £32 for the service, plus an additional non-member fee of £20. Therefore, each non-member who requires PAT testing will be charged a total of £52, which covers up to 50 items. Extra items may be tested at an additional charge of 50p per item. The committee agreed that this will not be changed.
- *Insurance:* SH has changed the contact details on both the insurance policies we currently hold (Professional Indemnity and Employer Liability – both in respect of PAT testing) and has been sent amended copies of the insurance policies. She has not yet had time to read them through but will examine them soon and work out what is covered, and will check with RT to ensure necessary levels of cover for the activities we undertake. Renewal dates for both policies fall in October 2018.
- *Bulletin:* SH had sent out the first ‘Bulletin’ - which contained news and info that is of immediate interest, or which flags up important new info that cannot wait until the newsletter proper goes out. Feedback had been positive for the first bulletin and it was agreed this would be an appropriate way of disseminating current information in the future in between newsletters. ME also confirmed that the WNCBC website currently has a ‘Wanted/For Sale’ section, to which bulletins might link. The feature has not yet been extensively used, but this may well change as people are encouraged to use it.
- *Data Protection changes:* Due to take effect in May 2018, the new GDPR (General Data Protection Regulation) changes will be far-reaching and will affect every organisation which holds personal data about individuals who use its services. These changes also include a revision of the type and severity of penalty for non-compliance. LC and SH will investigate the full implications of the changes for WNCBC’s member halls and will circulate info to members. VH will forward some additional info to SH, and also stated that Wark Town Hall’s website contains some useful guidance via the following link:
<http://warkmechanicsinstitute.btck.co.uk/DataProtectionandhowwecontactyou>

7. Admin Update

- LC had worked hard to ensure membership renewals have been collected and this process has now been completed with all halls (except one, which LC is chasing). Only one organisation has decided not to continue with membership of WNCBC, which is encouraging. Collecting subs has provided LC with the opportunity to establish contact with one or two halls with whom CAN has had little contact for a few years, and has resulted in them asking for advice. There are therefore already some demonstrable benefits for both CAN and WNCBC and the ‘support offer’ to halls from the consortium is likely to grow.
- *#Village Halls Week:* this had been a success, with a good number of halls becoming involved. Next year, we are expecting more events round the county as halls will know about it in advance.

8. PAT Testing Update

- RT had forwarded a copy of his report by email to SH (copy attached – Appendix 2) who circulated it accordingly.

- Mike Wood, Trish Hardy and Malcolm Brodie had retired as PAT Testers – and thanks are due to them for the time, effort and commitment they have shown. Replacement testers have been found to cover all areas except for Heddon and Prudhoe. LC will contact Heddon and ask if they have anyone they could put forward as a volunteer.
- VH had previously provided details of 6 potential volunteers in the Wark area who had expressed an interest in becoming PAT testers. She will contact them again to see if they might still be interested and will let SH have the details in order that WNCBC can contact them formally to talk them through the requirements and register their interest.
- Untested external equipment: Where do halls stand re. Insurance if damage has been caused to, or in halls, as a result of outside groups using equipment which has not been PAT tested? SH to investigate.

9. Website Update

- ME reported that no changes had yet been made since our previous meeting but that there were several ideas in the offing.
- It was noted that some of the website content is now out of date. SH agreed to undertake updating website content once any changes had been agreed and once she had been shown how to use the website management system. This would also include space for archiving bulletins and newsletters, etc.
- It was agreed that a meeting with ME, Julia Plinston (CAN), SH and LC would be arranged, so we all understand the needs and future ideas for the website.
- SH agreed to set up a WNCBC Facebook page once the above meeting had taken place.
- The idea of a website 'Portal' for member halls, was discussed. (previously raised at the AGM). One or two of the members present were able to show others what it would look like (as they are members of Parish Councils that already use the dedicated CAN Portal) There was interest in establishing this for village halls. LC agreed to discuss with colleague, Julia Plinston

10. Any Other Business

- *Benefits of membership:* Having received queries from one or two halls following the membership price increase, SH had contacted Adrian, who had put together an excellent list of membership benefits (copy attached – Appendix 3). SH presented copies of the list to the committee members, who have been asked to read through it and suggest any additional benefits they think might be relevant.
- AON can no longer be included in the WNCBC panel of hall insurers as they no longer offer relevant cover for charitable organisations. LC has details.
- *Logo:* Following the shortlisting of earlier versions, SH had amended the logos and presented a sheet containing all the potentials. Committee members were asked to vote for their preferred option and the new logo was subsequently agreed. SH will forward copies of the new logo to Louise and to the rest of the committee. She will also set up some bulletin templates and possibly some letterhead ideas.

- *Newsletter:* It was agreed that the first Newsletter would be scheduled for the end of March. SH and LC to liaise.
- *Newsletter frequency:* It was agreed that a newsletter would be sent twice a year (assuming there was enough content), with bulletins in between as necessary.
- *Newsletter Content:* Intro of the new committee – who are we and which halls are we from; SH will ask Adrian and Mike if they would like to contribute an article each (or a joint one) to the newsletter; feature: spotlight on halls – Tarsset Village Hall will be the first one featured, with Ovingham next in line. If we don't receive any volunteers, LC will contact halls individually as required; Data protection – advice and guidance for halls (what they need to do before May).
- *Questionnaire:* It was agreed that sending out a questionnaire without a clear objective might be counter-productive. All agreed that a questionnaire should be sent out, but not until we have a focussed approach to what we want to know. LC and SH to work on it. ME thinks there may a copy of the original questionnaire in the archives – and will forward it to us if he can find it.
- *Location and costs of committee meetings going forward:* It was agreed that travelling to a different hall each time for our quarterly meeting would be a good thing to do. It was also agreed that WNCBC will pay a flat rate of £25 to its host hall for a 2-hour meeting slot. This was considered to be a fair rate, and would ensure that no hall loses out. It is likely that Riding Mill will remain the venue for the AGM, but this has yet to be discussed.
- *Broadband* It was suggested that the Consortium might invite a panel of BB suppliers (as with insurance). SH agreed to contact Sylvia Pringle (NCC iNorthumberland) to establish whether she has contacts within BT and to see whether she feels we might be able to negotiate a discount for consortium members if 'X' number of halls installed Broadband as a 'group'.
- *Defibrillators* There may be some concern from more isolated halls about defibrillators and the lack of phone signal, following an incident at Stonehaugh. Phone coverage is still inadequate (non-existent in some places) across rural areas – and this may be an area in which WNCBC can help by lobbying for mobile network coverage expansion in rural areas. It was agreed that SH would speak to Sylvia Pringle to see if she knows who we need to speak to in NCC about this 'out of area issue'.

11. Date, time and location of next meeting

Wark Town Hall – 10.30am on Thursday 24th May 2018. VH to book the Town Hall.

Signed as a true record:

Date:

APPENDIX 1: ACCOUNTS SUMMARY AND BANK RECONCILIATION FROM ANDY PRYOR

W.N.C.B.C. NINCBC 15/2/18
Accounts as at 14/2/18

West Northumberland Community Buildings Consortium
Receipts and Payments Statement
For the Year Ended 30th September 2018

	2017/8	2016/7
Income:		
Community Action North'd Energy	208.66	248.63
PAT Testing	870.50	2145.50
Subscriptions (PA & ES)	2170.00	660.00
Training Courses	0.00	0.00
	3249.16	3,054.13
Expenditure:		
CAN re subscriptions (62,445)	2,790.00	0.00
PAT Expenses	869.04	1868.37
Supplies including Postage & Printing	13.00	125.74
Training	0.00	0.00
Venue	0.00	100.00
Web-site	22.16	57.48
	3894.20	2151.59
Surplus for the year to date:	-445.04	902.54

Independently checked by Mrs. Margaret Weatherley

W.N.C.B.C.
Bank Reconciliation
Year ended 30th September 2018

Current Account	30/09/17	5607.06	
Deposit Account	30/09/17	0.00	
			5607.06
Un-presented cheques as at 30/09/17			-730.46
Reconciled bank balances as at 30/09/17			4876.60
cash surplus year to 30/09/18			-445.04
Bank balances as at 06/10/17			4431.56
Current Account	29.01.18.	4916.56	
Deposit Account	29.01.18.	0.00	
			4916.56
money banked			264.00
money to Bank			106.00
chqs. un-presented			-855.00
difference			4431.56
			0.00
chqs. Un-presented:	£855 (CAN)		
Banked	£192, £40, £32		
To Bank	£32, £32, £42		

Independently checked by Mrs. Margaret Weatherley

APPENDIX 2: PA TESTING REPORT FROM ROLY TAYLOR

PAT Report for Committee Meeting on 15February 2018

Testing 2017 – 2018

Testing is progressing nicely and is currently on track with 29 halls tested. Stocks field tennis club no longer requires testing while Wylam Institute and Wylam Methodist Church only require testing at 2 year intervals.

After receiving approval for the Newcastle Scouts to provide a volunteer tester and complete their own testing I emailed my West Denton contact in early January but have yet to receive a reply. A lady from Prudhoe has telephoned me requesting PAT but unfortunately I didn't get her telephone number and although she says she has sent emails I have received nothing.

Volunteers

Malcolm Brodie has had to stop testing due to illness. Happily he provided a replacement (Tim Bird of Donkleywood). I have spoken with Tim and sent him the online training code.

Pat Hardy has informed me that she has changed her job and cannot guarantee doing any PAT.

Neil Bates, himself a new volunteer, has found us another volunteer called Alasdair Mitchell. I have telephoned and left a message and await a reply. There is no urgency other than I don't want him to lose interest.

Neil Bates will add Stamfordham to his list of halls leaving problems with Ponteland and Heddon on the Wall.

Ray Hamilton will test the halls previously completed by David Wright.

I have had excellent responses from volunteers willing to test Minsteracres and Shepherd's Dene.

Kits have been issued to Sally Danys and Paul Denis, Denis Peel and Ray Hamilton.



APPENDIX 3: BENEFITS OF MEMBERSHIP FROM ADRIAN HINCHCLIFFE

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

THE BENEFITS OF MEMBERSHIP

The Consortium was created by members for the benefit of members. Here are the benefits of membership:

- 1 Access to discounts on insurance.
- 2 The PAT Testing Service that offers a testing service that is around one third of commercial rates.
- 3 Access to EnergyCAN with low value electricity and gas contracts and benefits from collective purchasing.
- 4 Access to an Information Service that offers information on a full range of topics relating to running a Community Building including funding.
- 5 Guidance on constitutional issues and charity matters.
- 6 Information on licencing and the regulations that relate to community buildings.
- 7 A frequent Newsletter updating members on current news and issues.
- 8 A louder voice on issues by enabling the Consortium to speak on behalf of its 64 members.
- 9 Access to training courses and discounts offered to CAN to members.
- 10 Access to a network of 64 members for sales, purchases and information.
- 11 Membership of a network of similar type organisations in West Northumberland.
- 12 Access to other discounts organised by the Consortium.
- 13 Guidance on best practice.