

# **WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM**

**Registered Charity - Number 1168006**

## **Minutes of Management Committee meeting held 9-11-2017 at Riding Mill Parish Hall**

1. **Present:** Michael Wood (Chair), Michael Elphick, Andy Pryor, Neville Gray, Adrian Hinchcliffe, David Easby, Sarah Hallberg, Keith Robson.
2. **In attendance:** Louise Currie (CAN) and (from mid-way) Julia Plinston (CAN)
3. **Apologies for Absence:** Roly Taylor
4. **Approval of the minutes from the meeting held on 6-7-2017:** Approved and signed as a true record, by Chairman Mike Wood.
5. **Matters arising from the minutes**
  - Identification of a chair and committee members:  
Mike Wood will retire as chair at the end of the AGM. No offers for the chair position were forthcoming.  
Sarah was welcomed as the new Secretary – assuming there would be no further offers from the AGM floor  
Louise (CAN) was welcomed in the position of secretariat.
  - Progress report on the commencement of the agreement with CAN: Louise reported that the agreement with CAN started on 1<sup>st</sup> October and that a couple of meetings had taken place. Membership forms have been sent out and the returned information added to the database. Over 2/3 of halls had already paid their fees which is encouraging. Louise and Sarah will work together to update the database. A newsletter will be circulated in December. It was decided that the proposed questionnaire will be sent out early next year, in order to ensure it is going to gather valuable information.
6. **Secretary's Report**

The annual report prepared by Adrian had been previously circulated and it was approved by the committee.
7. **Treasurer's Report**
  - Andy circulated the accounts sheet (copy attached – Appendix 1). The apparent deficit of £891.57 is due to PAT insurance costings v. the income yet to be received from this year's testing programme.
  - 43 halls had paid their subscriptions @£35 each, which was agreed will be held at this level for 3 years. A cheque of £1,935 was paid to CAN. The consortium is subsidising each hall by £10. It was agreed that there would be probable deficits over the next 2-3yrs, which is due to the membership subsidy and this is accepted as part of the arrangement with CAN. There are sufficient reserves to utilise the funds for this purpose.
  - Andy reported that he is prepared to remain as Treasurer for the next year, with Neville shadowing him in preparation for the following year.
  - The signatories will need to be changed, so reference to the signatories standing down must be noted in the AGM minutes in order to satisfy the bank. The new signatories will be Sarah Hallberg and Neville Gray.
8. **Web-Site Operations Progress Report**
  - Michael (Elphick) reported that though there has not been a great deal of progress since the last meeting, he and Julia have had initial discussions about updating the website (possibly submitting an application to Awards for All for funding to do this).

- He and Julia have also discussed helping halls set up their own websites through a 'portal system', should they want to do so.
- Julia reported that the consultants that supported the development of the Parish Council Portal for NALC, (formerly CITA) are still supporting CAN for a further 3-5 years, so would be the logical company to use, if there is interest in a portal for member halls. It was agreed that Julia would report this to the AGM and it would also be included in the proposed Questionnaire to members, in the New Year.
- Sarah is also interested in gauging interest in halls establishing a Facebook page. It was agreed that this would also form part of the discussions in the near future
- Mike Wood reported that he is still the owner of the domain name which will need be changed when it comes up for renewal

**9. PAT Testing**

Roly was unable to attend the meeting, due to holiday, so Adrian presented a brief report submitted by Roly (previously circulated and copy attached – Appendix 2). The report stated that testing had just started, and the three kits have been calibrated and new labels and toolkit supplied, which should last circa 2 years. One tester has had to stand down due to illness but another tester will take on this work

Roly had been approached by West Denton Scout Group, asking if the Consortium would consider testing a further five scout HQ's in Newcastle – offering a Scout volunteer to be trained. This was discussed in full and having given it full consideration, including insurance it was agreed. (report attached). The bonus to this agreement is increased revenue. Roly had previously offered to organise this, if it was agreed to proceed, by the committee.

**10. Final Preparations for AGM**

Adrian reported that there had been no offers from the current committee to act as Chair, following Mike's retirement. He suggested having a rotating, rather than fixed chair. After a short discussion, it was agreed to wait and see if new committee members come forward at the AGM. If not, the decision be deferred to the first committee meeting following the AGM.

With Adrian Hinchcliffe, Mike Wood and Keith Robson retiring after the AGM, the remaining committee members are Mike Elphick (standing for a further year), Andy Prior (standing for a further year), Neville Gray, Roly Taylor and Sarah Hallberg.

Encouragement will be given to attract new members at the AGM

**11. Any other Business**

It was suggested that the 'new' committee meet briefly after the AGM, if time allows. The new committee may need to consider meeting at a different time of day, if, in the event new members come forward, they have work/daytime commitments.

**13. Date of Next Meeting**

To be decided

Signed as a true record: .....

Date: .....

# Appendix 1

W.N.C.B.C. 06.07.17 09.11.17

**West Northumberland Community Buildings Consortium  
Receipts and Payments Statement  
For the Year Ended 30th September 2017**

<u>Income:</u>	2017/8	2016/7
Community Action North'd Energy	208.66	248.63
PAT Testing	74.00	2145.50
Subscriptions (43 x £35)	1505.00	660.00
Training Courses	0.00	0.00
	<b>1787.66</b>	<b>3,054.13</b>
<u>Expenditure:</u>		
CAN re subscriptions (43 x £45)	1,935.00	0.00
PAT Expenses	739.44	1868.37
Sundries including Postage & Printing	0.00	125.74
Training	0.00	0.00
Venue	0.00	100.00
Web-site	4.79	57.48
	<b>2679.23</b>	<b>2,151.59</b>
Surplus for the year	<b>-891.57</b>	<b>902.54</b>

Independently checked by Mrs.Margaret Weatherley

*Bank Balance £3985*

## Appendix 2

### PAT Report for AGM 9 November 2017

Testing has only just begun with Melvyn Whatmough completing his halls in October. Ray Tilley begins testing in November.

All three kits have been refurbished, calibrated and supplied with new labels and a toolkit. We should have enough labels to last two years now.

I completed testing West Denton Scout HQ in October and was asked if the Consortium would agree to testing another five Scout HQ's in Newcastle. They would provide a volunteer tester. I am in two minds on this subject. The scouts are a worthwhile charity but would the kit be safeguarded properly?

I have just lost a new volunteer due to illness but hopefully Ray Hamilton will take Staley in addition to his scheduled tasks.