

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

Wednesday 14th November 2018 – Riding Mill Millennium Hall

1. **Election of chair**

LC was selected to chair this meeting and welcomed committee members.

2. **Present**

Present (in alphabetical order): Mike Barlow, Jill Bungay, David Easby, Michael Elphick, Neville Gray, Sarah Hallberg, Vicky Herod, Andy Pryor, Roly Taylor.

In attendance: Louise Currie (CAN) (LC)

3. **Apologies**

No apologies

4. **Minutes of previous meeting (23/08/18)**

Agreed without alteration and signed by the meeting chair.

5. **Matters arising not dealt with elsewhere on the agenda**

No Matters Arising

6. **Secretarial and Admin update (SH, LC)**

a. Identification of chair and officers/committee members

i. No official nominations for the committee had been received from the membership.

ii. SH re-checked that, apart from two members who are retiring from the committee (ME and AP), all other members are prepared to continue for another year and that, in the absence of any volunteers from the floor at the AGM, all members should retain the roles they have undertaken over the past year (or have been preparing to undertake): Rolling Chair; SH – Secretary and website; NG – Treasurer; RT – PAT Co-ordinator.

b. Presentation of Annual Report in advance of AGM: The report had been emailed round to all committee members prior to the meeting. Report accepted and approved.

7. Finance update (AP)

- a. Presentation of Annual Accounts in advance of AGM: Annual Accounts had been emailed round to all committee members prior to the meeting. Accepted and approved.
- b. AP provided current financial statement for YTD 2018/19. Obviously, since the last year end was 30/9/18, there is limited activity on the account for this financial year, but we have received £560 in subscriptions so far and £136 for PATesting fees.
- c. LC has received some further membership cheques to bank, which will be paid in with the monthly banking, and forms will be scanned and emailed to SH to update the membership records.

8. PAT Report (RT)

- a. RT had provided a brief report for the meeting. This was presented to committee members and accepted. It was noted that a summary of part of the PAT report was included in the Annual Report.
- b. We need to recruit 1 or 2 new testers – ideally to cover the areas Prudhoe, Slaley and Wark.
- c. Thanks due to Malcolm Brodie, who had retired as PATester earlier this year, and thanks also to the new PATesters who have already started to test in this year's programme.
- d. SH to remove the password protection on the two spreadsheets which show testing schedule and completed halls.
- e. RTC (Otterburn) has not been responding to Roly's calls/emails. He will continue to chase.
- f. Knaresdale & Kirkhaugh have also not replied to messages, so will be off the rota for this year

9. Website Update (ME, SH)

- a. ME to update the halls map – though currently has no internet – so this will be done when he is re-connected.
- b. ME also happy for us to contact him, following his retirement from the committee, with any queries re. the website
- c. SH will take over running the website until, or unless, we get another volunteer who would like to take this on

10. Final preparations for AGM

- a. Sgt. Claire Kimberley will be doing the presentation on the Rural Crime Village Halls Project

- b. LC has printed off 40 copies of paperwork for attendees – except for minutes of previous AGM, which all members have already received, so there are 20 copies to share
- c. Hall is already set up, as is projection equipment.

11. AOB

- a. Roly requested that when asking for more PAT volunteers at the AGM, could we please emphasise the need for more volunteers to cover Prudhoe, Slaley and Wark.
- b. **#VillageHallsWeek** – CAN Event 23rd Jan 2019. Heritage project to be launched Project; VoxPop (video recordings of trustees) Ian MacMillan will be the guest speaker. (LC has details)
- c. It was noted that Capheaton Village Hall aren't members of WNCBC. LC had contacted them within the last year and is happy to contact them again in the future

12. Date/Time/Location of next meeting: Weds 27th Feb 2019, 10.30am, Kirkwhelpington (JB to confirm hall availability)

Minutes compiled by:
Louise Currie (CAN) and Sarah Hallberg (Secretary, WNCBC)

Signed as a true record:

Date: