

## WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

### MINUTES OF THE MANAGEMENT COMMITTEE MEETING

10.30am - Wednesday 27<sup>th</sup> February 2019 - Kirkwhelpington Memorial Hall

#### 1. Election of chair

DE was selected to chair this meeting and welcomed committee members - particularly David Blackett, as this is his first meeting.

#### 2. Present

Present (in alphabetical order): David Blackett (DB), Jill Bungay (JB), David Easby (DE), Neville Gray (NG), Sarah Hallberg (SH)  
*In attendance:* Louise Currie (CAN) (LC)

#### 3. Apologies

Mike Barlow (MB), Vicky Herod (VH), Roly Taylor (RT).

#### 4. Minutes of previous meeting (14/11/18)

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. Newsletter (Spring 2019) - SH reported that there are already 15 articles prepared. These include, Police Project update, water rates, Denis Peel's Fire Extinguisher charge, #VillageHallsweek, the importance of keeping contact details up to date, Allied Westminster article, 'Highlights' article and EnergyCAN.
- b. Insurance 'Panel'
  - i. SH had spoken with Allied Westminster and they will send through relevant wording and links so that their info can be updated on the WNCBC website.
  - ii. SH had been contacted by one of WNCBC's members to say that Lycetts had been very competitively priced for insuring their hall. SH to investigate, since AON are no longer on the panel. Valuations? Pricing? Member discounts? Further Hallmark Discounts, etc.
- c. Police Rural Crime Scheme: There has been one meeting at Wall Village Hall and a further meeting at Humshaugh Village Hall. Two training events are to

be held on 13th and 14th March. LC and SH will both be attending and will write an article for the Spring Newsletter.

- d. Potential New Member (Tyne Valley Railway): The Old Booking Hall (TVCVR Haltwhistle) would like to join WNCBC. They have been given a reduced membership fee this year due to joining mid-year. They have also recommended someone to become a volunteer PATester – details have been sent to RT – with the possibility of a second PAT volunteer.

## 7. Finance update (NG)

- a. NG provided current financial report and bank statement as at 22/2/19. There has been little expenditure – mainly PAT expenses, PAT training and calibration of the equipment. CAN's annual invoice (£2,945.00) to be deducted from the total shown.
- b. Outstanding payments for PATesting were Acomb, Kirkwhelpington and Bardon Mill (to be chased-up). As JB was present, she will follow up for Kirkwhelpington.

## 8. PAT Report (RT)

- a. In the absence of RT, Denis Peel is managing the larger buildings in the scheme, such as Minsteracres and Shepherd's Dene, and it is expected that both should be completed by the end of March.
- b. As reported earlier in the minutes, it is hoped that a new tester has been recruited for the Haltwhistle area via the new member (TVCVR)

## 9. Website/Portal Update (SH)

- a. SH has spent a considerable amount of time looking at the website and deciding on potential changes/improvements. She is aware that some information is out of date – such as the Insurance company (AON) which needs to be removed. Information on some of the other pages is also out of date. She will look at both the publicly available information and a potential 'members only' area, and will work on setting up a demo website so committee members can see the proposed changes in action before any alteration is made to the current website. This is likely to take some time because of the amount of work involved.
  - i. *Section 1* suggestions: The links to the Insurance companies on the panel will be updated and the information reviewed. The companies themselves will be invited to update their own information; PAT scheme information to be reviewed (RT has already updated the bulk of the PAT info, not much change will be required on this section); Information such as Fire Checks to be added; Information about Risk Assessments to be added; Emergency rest Centre Information to be added
  - ii. *Section 2* suggested adds: 'News' section; Bulletins; Newsletters; Committee information; Calendar of meetings;

- iii. *Section 3* suggestions: Meetings/minutes; AGM's; Brief history of Consortium;
  - iv. *Section 4* suggestions: Social Networks (i.e. Halls' internal networking); Help; News & Info; Entertainment; Rural Crime Police Scheme;
  - v. *Section 5* suggestions: Links to social media; CAN; Village Hall Management Healthchecks; FAQ
- b. Julia will update re. portal at next meeting.

**10. AOB**

- a. Mid-year-meeting: LC raised the idea of trying a mid-year member's meeting. When the Consortium started, there were meetings held quarterly but over time they became less well attended and therefore it was agreed to only hold the AGM. However, LC reported that the North Consortium holds four meetings a year, which are very well attended by its members. Following discussion, it was decided to arrange an informal 'Members Gathering' in June (mid-year) with an interesting speaker, a chance to meet members of other halls, refreshments and cake. It was agreed this will be held in Kirkwhelpington Memorial Hall on 20th June. 7pm start, £25 fee to hall. Julia Plinston (CAN) would be asked to speak about the Village Halls Heritage Project and Sarah Littlefear (Northumberland Archives) will be asked to attend to talk about their role in the Heritage Project.
- b. Members will be invited to 'Save-the-Date' in the next bulletin, which will be followed with a reminder in the next Newsletter

**11. Date/Time/Location of next meeting**

Weds 8<sup>th</sup> May 2019, 10.30am, Ovingham Reading Room (NG to confirm hall availability)

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

Signed as a true record: .....

Date: .....