

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

Thursday 24th May 2018 – Wark Town Hall

1. **Election of chair**

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

2. **Present:**

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. **Apologies** – Mike Barlow.

4. **Minutes of previous meeting** (15/02/2018) - Agreed without alteration and signed by the meeting chair.

5. **Matters arising**

- a. There are no outstanding fees. Only one member had failed to renew. Lambley village hall has been sent the list of membership benefits as well as a copy of the spring newsletter and has been offered a rate of £20.00 for half year membership. LC is waiting to hear back from them to confirm if they want to continue membership.
- b. SH had sent information concerning PATesting to Stocksfield Tennis Club (re. charges for non-members) but has had no response.
- c. Total number of members is now 63

6. **Secretary/Admin Report**

- a. **New Members and half-year fees:** We have one new member - 'Young and Sweet' – also charged a reduced fee of £20. The fee of £20.00 for halls or community buildings joining WNCBC half-way through the year was agreed unanimously.
- b. **GDPR forms:** LC reported having several requests for the ACRE GDPR information sheet, as a result of the newsletter and bulletin, but no request for training. In response to questions raised by the committee members, it has been established that personal data covered by a the new GDPR

regulations includes personal or sensitive data – e.g.name, address, telephone number, photographs containing identifiable people etc. The general rule of thumb is collection of essential data only. Necessary data needs to be stored securely and you need to tell people its purpose for use. It is to be deleted when no longer needed.

- c. The first newsletter has been sent out to all members via the email addresses they provided on their membership application forms. Though there had been a slight delay in publication, feedback so far has been very good. However – some committee members reported they had not received it – they appear to be those with BT Internet addresses. SH will re-send and asked for confirmation of receipt.

The next ‘Spotlight On’ feature for the autumn newsletter will be Ovingham Reading Room, which Neville will supply.

- d. GDPR and contact information on the WNCBC website: The member listings on the WNCBC website are not currently up to date. Members are supposed to update their own information, but most do not. New GDPR means we now have some issues with this situation

- Contact names and telephone numbers listed on the website are out of date
- We do not have a specific permission to publish this information on the website.
- It was agreed that SH will delete any personal contact names and phone numbers. The situation is likely to resolve itself on the assumption that the creation of a portal website for village halls will be established, in which case any data held will not be published directly by WNCBC and permissions will be sought at the time of data gathering for the new website.
- A potential issue we have with our website, is that currently the PATesting records, along with contact details of the volunteer testers, are currently listed in the public section of the WNCBC website. This may again fall foul of the new GDPR privacy requirements, so it was agreed that that the PATesting pages will be password protected so that Roly can still access them, whilst removing them from public access.

- e. CAN’s community building service - Louise reported that this service is benefitting from the partnership with WNCBC, in that it has been contacted by several halls with whom it has had no contact for some considerable time. In turn, those halls benefit as they are receiving one-to one support, which is greatly improving their standard of governance.

- f. Questionnaires: It was previously agreed that we would send out a focused questionnaire to members. Given the current emphasis on IT, website redesign, website transferability and the potential creation of the new portal, it was suggested that the focus of the questionnaire be almost exclusively IT based. This was agreed unanimously by the committee. JB is interested in how halls feel about more use of IT – SH suggested basic training for halls that are more reticent, such as setting up WIFI etc. LC and SH will therefore work to construct a list of relevant questions and will forward a draft to the committee for their input.
- g. Broadband discounts: SH had spoken with Sylvia Pringle of iNorthumberland regarding the potential set up of a discount scheme for village halls wishing to take up high-speed broadband. Sylvia had spoken with Andy Dean of CAN following the WNCBC AGM, so he is aware that it is being considered, possibly in the same way that we run EnergyCAN (so there would be a range of broadband providers, not just BT). Sylvia had also spoken to BT re. potential for offering halls a discount. BT would need an estimate of potential numbers before calculating any discounts. This initiative would be led by WNCBC and the village halls themselves. High speed broadband is gradually being rolled out to all areas of Northumberland in phases. Following the end of this particular phase, there will only be a handful of halls in the county that are not in an area with superfast broadband. SH suggested we ask in the Questionnaire which halls are interested in broadband at a discounted rate. This was agreed by the committee. Following the questionnaire results, Sylvia will approach NNVHC to gauge if their members would be interested in such a scheme - greater numbers, the greater the discounts. As an aside, the head of BT is involved with the “Good Things Foundation” which is concerned with digital inclusion therefore this may be something he might champion or encourage – particularly where halls can be useful to provide a safe and warm space for people to use computers following the introduction of universal credit.
- h. Insurance: SH had contacted WNCBC insurers for advice re users of halls versus non PATested equipment. They confirmed that it is up to the halls to check with their own individual insurers - the assumption would be that the Hirers are responsible for PATesting their own equipment. It is suggested that halls mention to this to users when getting their own PATesting done, to see if they might take advantage of the scheme (where the number of items permits) which may mean their equipment being tested free of charge. It is also something they might wish to incorporate into their hire agreements. It would benefit the hall and user-groups. LC reminded

members that using a hiring agreement is essential – as this is the ‘contract’ between the hall and users – so plays an important part in insurance matters. LC agreed to circulate a model agreement to all committee members to use to compare about their own

7. Finance update

(AP) Andy presented the finance update (attached) and reported a potential slight surplus at the end of the year (at a similar level to last year) There may be training costs to come out of the projected figures. Andy was thanked, and the figures were accepted. (copy of report attached)

8. PATesting update

(RT) Roly presented the PAT report (attached) and confirmed that training for new testers is underway. They were taken to Minsteracres to form part of their training. Some discussion took place regarding invoices – which all have AP’s details printed on them. This will be addressed before AP stands down as Treasurer at the AGM in November. Roly was thanked, as were all the voluntary testers.

9. Website Update

- a. ME and SH had met with Julia and Lewis Atkinson (CAN’s IT support - about which the committee have already been informed by email) re. the potential creation of a new Portal for the Village Halls network. We are unable to develop this further until we have canvassed members, which will form part of the questionnaire.
- b. SH is currently updating general information on the website, while ME is making the required technical changes. Some have already been done, so the website now translates across various devices.
- c. ME will update the halls location map on the website (done via postcode).
- d. SH will check the website and remove all personal data. She will also delete members who have left and add new members.
- e. ME will password protect the data-sensitive PATesting pages so that RT can still access them, but ensure they are not in the public domain.
- f. Questionnaire – some suggestions for info has been suggested as follows:
 - How do people currently access the website (laptop/mobile, etc.)
 - For what purpose do they use it?
 - What info do we need to provide legally?
 - What info do we currently not provide that halls would like to see added?
 - What do members currently search for on the website and why?
 - Who is the website primarily aimed at (i.e. our members, the general public, and committee?)

- If part of the website is aimed at the general public, should we offer an exclusive members section, providing additional benefit to paid up members (i.e. the EnergyCAN info and PATesting scheme info, newsletters, etc?)
- What external links would they like to see? (own websites, Charities Commission, ACRE, CAN etc.)
- Would members like a detailed search facility?
- Would members like archives of emails, etc?
- Training – social media, WiFi?

10. AOB

- a. Spare equipment - Slaley Commemoration Hall has funding to replace its AV equipment and therefore has a number of pieces of old equipment available to other halls (speakers, projector, screen, etc.). ME will email details to SH, who will circulate to members in a bulletin.
- b. Training – LC would also like to know from members what their training needs might be. LC/CAN are already able to offer various training courses to halls (eg. Food Safety, H&S, Trustee responsibility, First Aid, etc.). LC will provide info before the next meeting.

11. Date/Time/Location of next meeting

Thursday August 23rd 2018, 10.30am at Slaley Commemoration Hall

Signed as a true record:

Date:

APPENDIX 1: FINANCE REPORT FROM ANDY PRYOR

W.N.C.B.C. 20.05.18.		2017/8		2016/7	
Income:					
Community Action North'd Energy		583.66		248.63	
PAT Testing		1564.00		2145.50	
Subscriptions (62 x £35)		2190.00		660.00	
Training Courses		0.00		0.00	
		4337.66		3,054.13	
Expenditure:					
CAN re subscriptions (62 x £45)		2,790.00		0.00	
PAT Expenses		1,085.04		1088.37	
Sundries including Postage & Printing		13.00		125.74	
Training		0.00		0.00	
Venue		25.00		100.00	
Web-site		40.13		57.48	
		3953.17		2,151.59	
Surplus for the year		384.49		902.54	

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				384.49	
Bank balances as at 20/05/18				5261.09	
Current Account	28.04.18.	4843.59			
Deposit Account	28.04.18.	0.00			4843.59
money banked				505.50	
money to Bank				128.00	
chqs. un-presented				-216.00	
				5261.09	
difference				0.00	
chqs. Un-presented:			£28,£32,£156		
Banked		98.50, 375.32			
To bank		32.32, 32.32			

Independently checked by Mrs. Margaret Weatherley

APPENDIX 2: P A TESTING REPORT FROM ROLY TAYLOR

PAT Coordinator report 24 May 18

Completed Tests

43 of 63 Halls have been completed. Otterburn Sports Hall was scheduled for December last but despite repeated attempts no contact was made with the Hall. A request in May for PAT will depend on availability of volunteer and kit. David Pentney hasn't responded to my email so is on holiday or doesn't want to do Otterburn before December. Testing of the remaining 20 Halls is scheduled to the end of July, the kits are sent for calibration and servicing in September.

Volunteers

We have five new volunteers:

David Blackett – Heddon-on-the-Wall. Qualified

Mike Feeney – Heddon-on-the-Wall. On-line training

Tim Bird – Donkleywood. On-line training

Bruce Napier – Wark. On-line training

Mike Gibson – Wark. On-line training

Tim, Bruce & Mike acted as writers at Minsteracres which speeded up testing enormously.