

## WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

### MINUTES OF THE MANAGEMENT COMMITTEE MEETING

Thursday 23<sup>rd</sup> August 2018 –Slaley Commemoration Hall

1. **Election of chair**

DE 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)

*In attendance:* Louise Currie (CAN) (LC)

3. **Apologies**

Mike Barlow (MB), Roly Taylor (RT)

4. **Minutes of previous meeting (24/5/18)**

Agreed without alteration and signed by the meeting chair.

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

- a) **Hiring Agreements** DE mentioned that LC had not sent a copy of a model hiring agreement following the last meeting. LC will circulate after the meeting. LC confirmed that the correct phrase was used on the form re. point 17. Safeguarding regarding DBS (replacing CRB) The form is to be used as a starting-point to amend for each individual hall. Some of the content may not be necessary for all halls. Clauses about appropriate policies/training can be added to hire agreements to ensure that Hirers have full responsibility for any food that they provide on your premises (these clauses can also be applied for things like safeguarding etc.) Members are encouraged to check with LC if unsure.
- b) **Training** LC circulated descriptions of the various courses available to be delivered by CAN. It was agreed that CAN will advertise the courses for all halls in the county, rather than separate courses for the West and North halls, but wherever possible they will be run in selected venues in both the North and West for ease of access. If numbers are too low to make a course feasible, the course will not run. A description of the training courses will be provided via a WNCBC bulletin, to all members, when they are advertised.
- c) **Training Fees** In the 'Memorandum of Understanding' with CAN, the wording regarding pricing for training, is unclear and needs to be clarified. LC will contact

Andy and Adrian and will clarify the agreement with us once she has done so - and prior to advertising the courses. SH to e-mail a copy of the Memorandum of Understanding to everybody on the committee.

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

- a) Autumn Newsletter SH reported that there are already circa 15 articles for the newsletter, including 'Spotlight On' Ovingham Reading Room (already sent to SH by NG)

SH has asked Roly if he would provide a brief article about our PAT service for the newsletter and will chase up when he is next available. SH listed the articles.

- b) Questionnaires Two questionnaires will be sent out in the near future. The first will be about the portal and will be sent out in the next few days to the committee for feedback/comment. The second questionnaire is specifically about the WNCBC website, and some questions in it will depend upon answers provided to the first questionnaire.

- *Portal* – now drafted and to be circulated to committee for approval. It is to determine if member halls want assistance to set up and manage their own websites
- *Website* – the questionnaire has been semi-drafted. Its purpose is to find out what members feel will be helpful from the Consortium website It will be sent out separately to the Portal Questionnaire, to avoid confusion by member-halls. The plan is to send it out in October to coincide with the next Newsletter.

- c) Membership renewal and contact info Requests for membership renewal are due in October and following our experience during the first year of running the new system, it has become apparent that we do need further information from the halls. Therefore, following discussion, the committee have agreed to the following additions to the membership form:

- An additional tick box to allow us to send newsletters, bulletins and notifications to everybody whose e-mail address has been provided on the form.
- A space on the form for halls to provide their publicly available contact details and addresses in order that WNCBC can update its membership records and the information it provides the public on the halls' behalf.

It is evident that halls are not always using or updating their details on public sites such as 'Venues for Hire'. Louise has been approached by someone in County Council and from NNPA, to ask for contact details for halls because there is either no public presence, or the information is incorrect. As a result,

halls could be potentially losing bookings, so we will encourage halls to ensure they keep this information up-to-date.

- d) AGM date The AGM date needs to be set for mid-November. AP had reported that early November makes the timings quite tight in terms of getting the accounts back from our auditor. Dates suggested are therefore Thurs 15<sup>th</sup> November or the Thurs 29<sup>th</sup> November. AP will check hall availability on those days and confirm. Suggested times are 5.30pm for a meeting prior to the AGM and 7pm for the AGM itself.
- e) Retiring Committee Members AP and ME expressed their intention at last year's AGM of resigning from the committee at this year's AGM. NG has been 'shadowing' AP throughout this year and is prepared to take over as Treasurer at the AGM, should no one else offer to take up the role. SH is prepared to take over from ME temporarily as website content manager. Ideally, however, we should look to recruit a couple of new members to the committee to replace them. DE had also expressed his wish to retire from the committee last year, but has said he would be prepared to continue for another year if necessary, and the committee is very grateful for his continued support.
- f) AGM guest speaker It was decided that an external speaker at the AGM would be a good idea. It was agreed that Sgt. Claire Kimberley will be invited as Guest Speaker to talk about the Rural Crime Project, which the police are keen to set up within communities in Northumberland. LC to liaise.

## **7. Finance Update (AP)**

Papers from AP were circulated (attached with these minutes – Appendix 1)

- a. Bank Balance £5635.95 as at 20/8/18
- b. All PAT payments have now been received
- c. Since AP will be resigning as Treasurer at the AGM, we will need one more signatory on the bank account to replace him. Current signatories are AP, NG and SH

The forms to change the mandate, will be brought to the next meeting.

## **8. PAT Report (RT)**

LC apologised for not printing off the report previously circulated by RT. (attached with these minutes – Appendix 2) SH read it out to the group. VH had reported that some of the PAT volunteers from Wark had been assigned a 'difficult' location for testing, with equipment in hard-to-reach places. It was decided that we may need to remind locations that it is their responsibility to ensure items for testing are made accessible to the testers. Volunteers should also feedback to Roly any problems or difficulties they encounter. There will need to be labels printed with the details of the new treasurer for the PAT Invoices. NG will make the arrangements.

**9. Website Update (ME, SH)**

- a) ME will update the hall location map on the WNCBC website
- b) SH is still in the process of updating the general information on the website
- c) SH had removed all names and personally identifiable contact information from the WNCBC website as agreed (see also 6c. above)

**10. Any Other Business**

- a) EnergyCAN LC reported that Tom Stukins (Snods Edge) has received speculative calls from energy suppliers. He has been dealing with Energy CAN and wants to be assured that LSI are sourcing the best deals for their clients. Brief discussion took place and NG suggested LC check with Adrian Hinchcliffe, who runs the EnergyCAN scheme for CAN, that it would be useful if he could update the consortium about the project.
- b) #VillageHallsWeek – LC reminded the committee that there is to be a second National #VillageHallsWeek which will run the week of 22<sup>nd</sup> – 28<sup>th</sup> January 2019. It is probable that CAN will host an event to celebrate the wonderful work of county’s village halls sometime in that week. Details to be confirmed. Halls will be encouraged to organise events which LC would be happy to promote in local papers, as last year
- c) Catton Church – LC asked if we we received payment from Catton Church in respect of PATesting? AP confirmed that they paid at non-member rates and are likely to stay non-members.

**11. Date and Time of next meeting**

The next meeting will be held at 5.30pm, immediately before the AGM in November (see agenda item 6d. above). It was agreed that this would be held in Riding Mill and AP agreed to look at suitable dates. The AGM will follow on from this meeting at 7.00pm.

LC raised the issue of who would chair the AGM, as the consortium has operated a ‘Rotating Chair’ for the meetings over the last year. It was agreed that LC would chair the meeting, with support from SH as necessary. The meeting closed at 12.00 noon.

Signed as a true record: .....

Date: .....

## APPENDIX 1 – FINANCIAL REPORT (AP)

<b>W.N.C.B.C.</b>				
<b>Bank Reconciliation</b>				
<b>Year ended 30th September 2018</b>				
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				759.35
Bank balances as at 31/07/18				5635.95
Current Account	28.07.18.	5689.15		
Deposit Account	28.07.18.	0.00		
				5689.15
money banked				32.00
money to Bank				148.00
chqs. un-presented				-233.20
				5635.95
difference				0.00
chqs. Un-presented:	£28., £205.20			
Banked		£32		
To bank	32, 52, 32, 32			
Independently checked by Mrs. Margaret Weatherley				



## APPENDIX 2 – PAT REPORT (RT)

Hi Sarah,

As previously apologised I won't be at the Slaley meeting.

I will need the new Treasurer to produce address labels for the PAT invoices. As we test approximately 60 venues each annual programme an initial order of 200 would last roughly 3 years. I will need them for distribution by the AGM in November.

The PAT programme for 2017/8 is now completed. All three kits will be collected by DPD on Thursday 30 August for calibration by First Stop Safety. The invoice for this service will be sent direct to the Treasurer. I will get the kits back on 20 September ready for distribution to the first volunteers. PAT for 2018/9 will begin in October.

Many thanks

Roly