

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

10.30am - Wednesday 8th May 2019 – Ovingham Reading Room

1. Election of chair – Jill Bungay. Jill welcomed everyone to the meeting.

2. Present

Present (in alphabetical order): Mike Barlow (MB) David Blackett (DB) Jill Bungay (JB) David Easby (DE) Neville Gray (NG)

In attendance: Louise Currie (CAN) (LC)

3. Apologies Sarah Hallberg, Roly Taylor

4. Minutes of previous meeting (27/2/19) Agreed without alteration and signed by the meeting chair, JB

5. Matters arising not dealt with elsewhere on the agenda

JB reported that Kirkwhelpington Mem Hall has now paid its outstanding PAT bill.

6. Secretarial and Admin update (SH, LC)

a) Treasurer services. Both Sarah and Louise had been approached from halls enquiring if there was some support which could be offered to halls, struggling to recruit trustees – specifically Treasurers. This led to some discussion and it seems it is often to do with lack of confidence. Three suggestions were made;

a) NG reported that he finds Andy Prior's spreadsheet very useful. He could be approached for permission to use it for others.

b) LC informed the group about Easy Accounts training and if interested, the trainer – Peter Bryan would be approached

c) DB suggested a 'Mentoring Scheme'. Treasurer's could be invited to mentor newer trustees.

It was agreed to look into the options and will be raised at the 'Members Gathering in June.

b) Members gathering Update. Members were reminded about the mid-year 'Members Gathering at 7.00pm-7.30pm on 20th June in Kirkwhelpington Memorial Hall. Guest speaker will be Julia Plinston, accompanied by Sarah Littlefear from Northumberland Archives, who will talk about the Village Halls Heritage Project. People were asked to encourage their other trustees to attend. A reminder will be included in the next newsletter and people will be asked to give an indication if they are intending to come – for catering purposes.

c) Portal update LC brought the portal survey results which Julia Plinston had prepared. To date there has been a good response to the idea. There appeared to be multiple replies from people from the same hall (sent individually), but overall, a reasonable response with

an overall interest in help to establish a website. It was suggested that a 'trial' could be established with the committee members halls. An application for funding will have to be submitted to fund the project. This will be discussed in more detail with Julia or at the Members Gathering.

(Julia's report circulated with these minutes)

d) Rural crime Project (Police) DE reported that an officer has been appointed for this project who will be contacting village hall volunteers. He said there have been useful 'Warning' items circulated by the police (e.g. a recent telephone fraud issue). DE circulated the issue around his own village. He will expand further in the Newsletter article.

e) Newsletter This is currently being prepared, to be circulated in May. Articles need to be sent to Sarah. There are currently articles from Allied Westminster Insurance, The Members Gathering, 'Spotlight On' – Kirkwhelpington Memorial Hall (already sent by JB to SH), Rural Crime Project Update (DE to draft), benefits of EnergyCAN, Police project (prepared by DE) , #VillageHallsWeek,(LC) Portal project (Julia Plinston)

7) Finance Update

NG circulated the financial details and the bank statement. He reported a healthy balance at the end of the year. He added that he has agreed a format with Adrian Hinchcliffe to show transactions from LSI, which makes it much clearer.

8. PAT update RT was not present, so there was no update available. DB suggested that when halls receive invoices, perhaps the invoice could be put in an envelope as they seem to get 'lost' amongst the PAT papers – this could be why some of the invoice payments have been late. He added that the PAT 'stickers' say "don't use after x date" – there is concern this might be shortening the PAT period. It was agreed this would be raised with Roly.

NG reported that he has had a bit of difficulty with some of the tested halls – some have sent their money, but he hasn't got details for them and this is causing a few issues with payments. It is likely that this may be due to Roly's recent absence. He will be approached for clarification

9. AOB NG raised an issue about an event his hall is arranging, and he has found out that the hall insurance cover doesn't include certain elements. He reported that he got great advice from his insurer (Insure Your Village Hall) DB also showed a very comprehensive information pack from his insurer – Allied Westminster

10. Date and Time of Next meeting – Wednesday 17th July at 10.30, in Knott Memorial Hall

Minutes compiled by:
Louise Currie (CAN)