

WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

10.30AM WEDS 24TH JULY 2019, KNOTT MEMORIAL HALL, HEDDON

1. **Election of Meeting Chair:** David Blackett.
David Welcomed everyone to Knott memorial hall
2. **Present:** David Blackett, Vicky Herod, Neville Gray, David Easby, Jill Bungay, Mike Barlow, Roly Taylor, Sarah Hallberg
In Attendance: Louise Currie
3. **Apologies:** None
4. **Minutes of previous meeting (8/5/19):** accepted without alteration
5. **Matters arising not dealt with elsewhere in the agenda:** Jill reported that she had been asked to write a brief article for her local parish newsletter (The Chimes) re. WNCBC members' gathering/heritage project, etc. She will forward it to SH for inclusion in the next bulletin.
6. **Secretarial and Admin Update (SH, LC)**
 - a. **Treasurer Training and subsidies/Hall Costs from WNCBC (LC)** – there had been a very good response to the treasurer training. LC is arranging times/dates/logistics with Peter Bryan. Training will be on 30th September at Newton & Bywell Hall. Committee confirmed WNCBC will cover cost of training (£200) and hall rental (£30). LC to arrange payments with Neville.
 - b. **Shadowing/Mentoring of new Treasurers (LC)** – DB and SH to draft an article for the next newsletter (to be sent out in November – ready for presentation of first copies at the AGM) re. treasurer shadowing, to see whether halls might be happy for new treasurers from other halls to shadow their own treasurers and/or draw on the expertise of existing treasurers.
 - c. **Members Gathering feedback (LC/SH)**
 - i. the feedback had been universally positive, and feedback suggested members had particularly enjoyed the informal and social nature of the event with no strict agenda. Two 'new' halls had attended – and some new committee members from existing halls had attended. Julia (Plinston – CAN) has got through first stage application with Heritage Lottery Fund (HLF) and they have stated that they are interested in the project, so Julia is currently working on the 2nd Stage bid. The project is looking promising. Sarah Littlefear (Northumberland Archives)

reported to WNCBC/CAN was that following the meeting, several halls have now logged their records with the archives – which is very encouraging in terms of buy-in and engagement from WNCBC members. Halls from the North are also logging records with the Archives.

- ii. It was decided that the success of the meeting had been such that we will run another similar event next Summer and will aim to make this an ‘annual’ meeting. Committee members have therefore been asked to suggest potential speakers/themes for the next event.
- d. **Portal update – ‘Awards for All’ /Lewis Atkinson + other (SH)** – There have been sufficient positive responses to the questionnaire (now closed) to proceed with an application to A4A. For the purposes of the application two more quotes will need to be obtained. (SH/JP)
- e. **Rural Crime update (SH)** – DE reported that since we had been informed about the name of our local contact within the police, he had heard nothing further, despite attending training and information sessions. DE reported he was becoming a little disillusioned with the project. VH reported that they had reported the presence of a suspicious white van in the Wark area but had received a lukewarm reception. LC will contact Claire Kimberley for an update and to discuss the concerns.
- f. **Food Safety Training (LC)**
 - i. info re. food safety course to be sent out to members via a bulletin. This course is run by CAN – training will delivered by LC. The course is not subsidised so there will be a cost to members halls – the more attendees, the smaller the cost to each hall/individual. LC had mentioned the Food Safety course at the members’ gathering and had received a good response, with 15 potential attendees/nominees and the offer of a hall to use as a venue. The likely cost (assuming a ‘full’ course) is approx. £20 per head. It is recommended that participants refresh their training every three years. The exam is optional – though participants are encouraged to take it.
 - ii. LC to ask Christine re. article for next newsletter about Warm Hubs (Warm Hubs organise their own food safety training and certification)
- g. **Newsletter** – volunteer for ‘spotlight on’ (SH) – the next volunteer for the November newsletter is David Blackett re. Knott Memorial Hall.

7. Finance Update (NG)

- a. NG had completed, not without some technical difficulty, the HSBC’s new EU Regs and money laundering form – a new requirement by the bank. Failure to complete this form would apparently mean that HSBC would be unable to keep the account open.
- b. Financial reports were presented, agreed and accepted by all present (Attached with these minutes – Appendices 1,2 & 3)

8. PAT Testing Update (RT)

- a. Roly's report had been submitted by email on 17/7/19 and was read out to the group (Attached with these minutes – Appendix 4)
- b. LC to chase halls who haven't replied to Roly re. PATesting
- c. LC to chase up potential PATesters in Haltwhistle

9. **Website Update (SH)** – SH is currently working on building the new example website and updating the existing content. No changes have yet been made to the live site as the committee will need to view and approve the 'new-look' website prior to any changes going live.

10. Any other business

- a. **Committee eligibility:** Two members of the current WNCBC committee wish to resign from the committees of their respective halls. Both are willing to continue on as part of the WNCBC committee if a) the other members deem it acceptable and b) the WNCBC governing documents allow it. SH and LC will investigate WNCBC governing docs to see what (if anything) they say about eligibility of committee members.
- b. **PAT Service:** RT will be temporarily unable to lead the PAT service for a short while due to health reasons. During that period, DB has agreed co-ordinate the service temporarily.
- c. **AGM:**
 - i. The WNCBC AGM usually takes place in November. LC to check availability of committee members and venues for weeks commencing 4/11/19 and 11/11/19. Once she has confirmed availability, we will set the date and SH will communicate the date to the members via a bulletin.
 - ii. Committee members have been asked to think of potential speakers for the AGM and to let LC have any suggestions.

11. **Date, time and location of next meeting:** 5.30 pm, before the AGM. Date/venue TBC

Since the meeting: The date has been confirmed as 7th November and will be held in Riding Mill Millennium Hall at 7.00pm

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

Signed as a true record:

Date:

APPENDIX 1 - FINANCIAL REPORT (PAGE 1 OF 3)

W.N.C.B.C.

West Northumberland Community Buildings Consortium
Receipts and Payments Statement
Up to 23 July For the Year Ending 30th September 2019

<u>Income:</u>	2018/9	2017/8
Community Action North'd Energy	528.48	758.59
PAT Testing	1840.50	2126.00
Subscriptions	2260.00	2190.00
Training Courses	0.00	0.00
	4628.98	5,074.59
<u>Expenditure:</u>		
CAN re subscriptions	2,945.00	2790.00
PAT Expenses	6.40	2358.34
Sundries including Postage & Printing	30.00	43.14
Training	0.00	0.00
Venue	50.00	75.00
Web-site	53.91	70.08
	3085.31	5,336.56
Surplus for the year to date	1543.67	-261.97

APPENDIX 2 – FINANCIAL REPORT (PAGE 2 OF 3)

W.N.C.B.C.


Bank Reconciliation

To 23 July 2019

Current Account	30/09/18	5658.73	
Deposit Account	30/09/18	<u>0.00</u>	
			5658.73
Un-presented cheques as at 30/09/18			-1044.10
Reconciled bank balances as at 30/09/18			4614.63
Cash surplus year to 23/07/19			1543.67
Bank balances as at 23/07/19			<u>6158.30</u>
Money yet to Bank			0.00
chqs. un-presented (D Blackett PAT expenses)			<u>41.60</u>
			<u>41.60</u>
PAT testing complete and fees outstanding for Chollerton, Heddon KMH Stamfordham and Ponteland Council 48 halls known to have been tested and invoices paid - 9 halls still to test			
Available Funds			<u>6116.70</u>

APPENDIX 3 – FINANCIAL REPORT (PAGE 3 OF 3)

RECENT TRANSACTIONS Page 1 of 2



West Northumberland CBC

40-23-06 41396986 GBP 6,158.30 Make a Transfer Print

Community · West North C

Balance details **Recent transactions** Next working day transactions Statements

All transactions for the last

7 days
14 days
1 month
3 months
6 months
12 months
Choose custom date range

Download

Advanced search Items posted may still be reversed, returned, or recalled.

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Date	Type	Description	Paid out	Paid in	Balance
23 Jul 2019		Balance carried forward			6,158.30
22 Jul 2019	CR	CHQ IN AT 402416		212.50	6,158.30
27 Jun 2019	CR	PONT WAR MEMHAL PAT TESTING		32.00	5,945.80
25 Jun 2019	DD	ZEN INTERNET LTD	5.99		5,913.80
23 Jun 2019		Balance brought forward			5,919.79

Last updated 23 Jul 2019 08:45

Back to top ↑

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APPENDIX 4 – PORTABLE APPLIANCE TESTING REPORT (FROM ROLY TAYLOR)

PAT REPORT: (received via email on 17/7/19 and read out to the committee during the course of the meeting)

“Volunteer testers. We have had no luck with new testers (except for the fantastic, hard- working, very likeable David Blackett).

Neil Bates is still employed, has a bad back and is rarely available.

Vicky found two volunteers in Wark who decided it wasn't for them after helping out at Minsteracres.

A trawl by Louise brought two volunteers from Haltwhistle. Despite being sent the training codes and further requests to do the final test, one hasn't replied, the other says he will... but...

Denis Peel has informed me that he only wants to do Wylam in future.

Age is likely to cause one or two stalwarts to retire.

Perhaps ignorance of what is required is deterring other possible volunteers. I would quite cheerfully conduct training sessions around the area, but they would have to be in July/August to fit in with our schedule and returning all kits for refurbishment and calibration.

PAT is on schedule.”