



WEST NORTHUMBERLAND COMMUNITY BUILDINGS CONSORTIUM ANNUAL GENERAL MEETING

7pm Wednesday 7th November 2019 – Riding Mill Millennium Hall

Present: (List compiled from signing-in sheets)

Sarah Hallberg (Tarsset VH) Roly Taylor (Wall VH) Neville Gray, David Blackett (Knott Mem Hall) Jill Bungay (Kirkwhelpington Mem H) Norman Robson, Bill Grigg, (Acomb VH) Helen Manson, Val Coulson, (Ninebanks VH) Stephen Trobe (Whalton VH) David Goodchild, Robin Ramsay (Ponteland Mem H) Pat Kennedy, (Blanchland VH) Denis Peel (Wylam Inst) Michael Elphick (Slaley Comm H) Mike Wood (Greenhead VH) Gayle Tailford, Kate Rutherford (Langley VH) Jane Gibson (Hearth Horsley) Norman Hooks (Stocksfield Comm Ass) Janet Padgett, Suzanne Barker, Judith Wilthew (Riding Mill) Diana Linnett (Humshaugh VH), Janet Gordon (Gilsland VH)

In attendance: Louise Currie (CAN), Jude Deeks, Ruth Armstrong, Pamela Forster and Maggie Martin (NHCT and NCC)

1. **Welcome:** Members were welcomed by meeting chair LC
2. **Apologies:** Pauline Wright (Heddon WI), Lesley Amos (Heddon WI), Mike Barlow (Dalton VH) David Easby (Wall VH) Vicky Herod (Wark TH) Richard Virden (Corsenside PH) Carl Rawlings (Merton H Ponteland) Mary Douthwaite (Haydon Bridge VH) Emma Young, Robert Philipson (High Forest Comm Ass & Allenheads Trust); Geoff Robinson (Colwell VH), Marion Brown (Ovingham Old Sch), Bellingham TH trustees, Barrasford VH trustees, Pauline Wright, Lesley Amos (Heddon on Wall WI)
3. **Presentation:** Jude Deeks (Locality Co-ordinator Empowering Communities Project, West Northumberland) and her four colleagues – Ruth Armstrong, Pamela Forster and Maggie Martin, attended the meeting and facilitated a workshop at the meeting to gather valuable information which will be used to shape their work in the future. The project takes an asset-based approach – the assets in this instance being people/community buildings/community groups, and more importantly, what happens in them – to contribute to improving health & wellbeing in the rural communities. The information received from the rural halls/groups is passed on to the project evaluators and will form an asset map. The intention is that this will enable co-ordinated support (in the form of both physical help and funding) to be delivered to communities by the project.
4. **Minutes of previous AGM**
Approved by all members present and accepted. Signed as a true record by Neville Gray.
5. **Matters Arising**
Mike Barlow was present at the previous year's AGM, but his presence had not been minuted. Apologies were extended to Mike, in his absence, at this year's AGM.

6. Annual Report 2018/19

SH and LC presented the Annual Report to members present (see attached copy). There were no questions from the floor and the Annual Report was accepted by the floor without alteration.

Additional comment on the report was made by LC and SH as follows:

- a. Thanks to LC from SH for the work she has put in over the past year
- b. Thanks to NG for taking on the role of Treasurer and for his hard work over the course of the year
- c. Thanks must also go to Margaret Weatherly for Auditing the WNCBC Accounts
- d. Thanks to SH from LC for the work she has put in over the past year
- e. Thanks to all the PAT volunteers and to Roly for running the programme.
- f. LC thanked all members who have already submitted their renewal forms for 2019/20 and issued a reminder to those who are yet to renew their membership.
- g. LC summarised the Annual Report 2018/19. One or two additional points were raised by SH and LC
 - i. **Summer Gathering 2020:** The inaugural event had been successful and well-attended, and members present at the AGM (a good number of whom had attended the Summer event), felt there would be value in making it an annual event. Members were asked to submit to LC and SH, any ideas they have for interesting topics/speakers for the coming year's event.
 - ii. **Training in 2018/19**
 - There had been overwhelmingly positive feedback from attendees of the Treasurer Training course on 30th September, which had been organised by LC and fully subsidised by WNCBC. SH had received a request to see whether the course might be run again. LC to investigate.
 - Mike Wood raised a question from the floor in respect of whether Level 2 Food safety training certification for village halls is required in order to achieve Level 5 Food Safety certification. LC thinks not but will investigate and clarify.
 - iii. **PATesting:** New Volunteers are being sought – ideally to cover the Haltwhistle, Gilsland, Ovingham, Prudhoe and Ponteland areas. Roly Taylor confirmed that training and equipment is provided to volunteers by WNCBC
 - iv. **Rural Crime Initiative**
 - SH will add Rural Crime pages and the Rural Crime toolkit to the WNCBC website.
 - A 'stop/search' scrutiny panel is currently being formed by the police and members who have signed up to the Rural Crime Initiative have been invited to be a part of it.
 - v. **#VillageHallsWeek 2020** will be running from 20th – 26th January 2020. CAN would like to run another event, but this is subject to securing funding. ACRE has published a free marketing pack on the ACRE website, and this is available to all halls.

- vi. **The Village Halls Heritage Project** – a bid has now been submitted to the Heritage Lottery fund and CAN is currently awaiting the results. Nothing further can be done on the project until funding has been secured.

7. **Financial Report 2018/19:** NG presented the Financial Report (copy attached – Appendices 1, 2 and 3). There were no questions from the floor and the report was accepted by the floor without alteration.

Query was raised from the floor concerning the CAN energy scheme and the commission WNCBC receive from it. NG and LC explained that the Consortium passed their scheme to CAN some years ago, on the understanding that any commission received by CAN, for member halls in the West Consortium (who were already signed up) would be paid across to the consortium. LSI now contacts the halls directly. Commissions are paid by LSI directly to EnergyCAN when halls take out new contracts and EnergyCAN then calculates the commission due to the West Consortium. (There is a slightly different arrangement in place for the North Consortium).

The three-year agreement between WNCBC and CAN comes to an end at the end of the 2020 period, and the agreement therefore will be reviewed and re-negotiated in the next few months. Currently, WNCBC subsidises the annual membership renewal cost of each hall by £15 (the actual renewal cost per hall this year is £50 – of which the hall only pays £35 per annum and WNCBC meets the £15 shortfall).

The PAT service is currently sustainable and WNCBC sees no need to increase the PATesting fees for the 2019/20 year.

8. **Election of Committee:** LC reminded members that WNCBC is allowed up to 15 committee members at any one time and encouraged members from the floor. As minuted in the 2017/18 AGM Minutes, the 2019/19 committee comprised 8 members. All committee members have expressed a willingness to serve on the committee again in the 2019/20 year. A motion was raised by the floor to re-elect the committee en masse. The motion was carried unanimously by members present and the Committee was therefore re-elected in its entirety.

9. Election of Officers and other roles

a. Officers

- i. **Chair:** The system of having a rotating Chair for meetings had continued to work well last year, so it was agreed to continue with this system.
- ii. **Secretary:** SH was re-appointed as Secretary
- iii. **Treasurer:** NG was re-elected as Treasurer.

b. Other Positions

- i. **Website Manager** – SH agreed to carry on in the role until another volunteer could be found to take on the role.



- ii. **PAT Co-Ordinator** – RT agreed to remain in position as PAT Co-Ordinator.

10. Vote of Thanks to Committee Members

- a. WNCBC would like to formally minute its thanks to each of the existing committee members for the commitment they have made to the running of the Consortium over the past year. LC offered a formal vote of thanks to the committee for their contribution over the course of the last year and was, in turn, thanked for her individual contribution.

11. AOB

- a. **#VillageHallsWeek:** CAN's **Village Hall's Celebration Event 23/1/19:** The event had been highly successful and well-attended
- b. **Query from the floor:** Denis Peel raised a query about the fact that when halls are submitting funding applications, funders sometimes state that the accounts which are submitted to the Charities Commission are insufficient, and request additional information that is not legally required and, in some instances, is impossible for a Village Hall to provide.
- c. **Query from the floor:** Denis Peel had written an article in the last WNCBC Newsletter entitled 'I might have been 'done' again' concerning the importance of reading the small print on invoices. His hall had received an invoice containing a discretionary payment which, according to the small print, could be deducted by the recipient if the invoice is paid promptly. Had he not noticed this discrepancy; the hall could have been routinely overpaying very easily. He wished to remind the halls present to ensure they read the small print on their invoices.

12. **Date of next AGM:** November 2020 – date to be arranged.

13. **Close of Meeting** The meeting was formally closed and thanks were extended by WNCBC to the Riding Mill Memorial Hall for hosting the meeting.

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

Signed as a true record:

Date:

APPENDIX 1: FINANCIAL REPORT

West Northumberland Community Buildings Consortium Treasurers Report – year ending 30 September 2019

Firstly I would like to record out thanks to Margaret Weatherley of Slaley who has once again kindly audited our year end accounts.

This year we had a surplus of £1589.46 taking our year end reconciled bank balance to £6204.09.

There was a significant reduction in PAT testing costs of around £1900 due to insurance premiums being out of sync at the year end and no tester training being required. Income from Energy CAN commissions increased by around £75.

As mentioned last year our payments to CAN for administration support increased by £2.50 per hall (£155 overall) as part of the 3 year agreement we signed with CAN starting in the 2017 – 18 financial year. The amount we have paid to halls who have hosted our meeting this year went up by £82. This is mainly due to our committee decision to make a donation of £25 to those halls which is only fair.

Overall the accounts show a sound position.

In the forthcoming financial year our subsidy per hall (in relation to the CAN administration charge of £50) will increase by a further £2.50 to £15 based on a continuing membership charge of £35. Taking this into account and allowing for the possibility of increased costs for PAT tester training, likely increases in insurances, and subsidised training there is no need to increase our membership and PAT testing fees.

Towards the end of this year financial year we will need to discuss with CAN the costs of their ongoing administration support as the initial 3 year agreement comes to an end. The arrangement has worked well and once again our thanks go to Louise Currie and her team for their efforts.



Neville Gray

Honorary Treasurer

APPENDIX 2: FINANCIAL REPORT (CONTINUED)

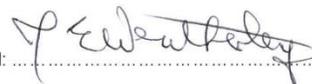
W.N.C.B.C.

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

<u>Income:</u>	2018/9	2017/8
Community Action North'd Energy	933.90	758.59
PAT Testing	2220.50	2126.00
Subscriptions	2260.00	2190.00
Training Courses	0.00	0.00
	5414.40	5,074.59
<u>Expenditure:</u>		
CAN re subscriptions	2,945.00	2790.00
PAT Expenses (Tester expenses plus Insurance)	435.54	2358.34
Sundries including WNCBC Insurance	220.02	43.14
Training	0.00	0.00
Hall rentals	152.50	75.00
Web-site	71.88	70.08
	3824.94	5,336.56
Surplus for the year to date	1589.46	-261.97

Independantly checked by Mrs Margaret Weatherley

Signed:



Date

18/10/2019

APPENDIX 3: FINANCIAL REPORT (CONTINUED)

W.N.C.B.C.

Bank Reconciliation

To 30 September 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			<u>4614.63</u>
Cash surplus year to 30/09/19			1589.46
Reconciled bank balances as at 30/09/18			6204.09

Current Account	30/09/19	6551.61	
Deposit Account	30/09/19	<u>0.00</u>	
Money yet to Bank			0.00
Unpresented cheques and 2019/20 subs in advance			<u>-347.52</u>
			-347.52
Reconciled bank balances as at 30/09/19			6204.09

(Note: Unpresented cheques £25, £27.50, £190.02 Subs in advance 3 X £35)

Independantly checked by Mrs Margaret Weatherley

Signed: Margaret Weatherley Date: 28/10/2019