

**Minutes of the WNCBC Management Committee Meeting**  
**10.30am Wednesday 5<sup>th</sup> February 2020**  
**Tarset Village Hall**

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**1. Election of Meeting Chair:**

Neville Gray was elected chair and welcomed everyone to Tarset Village Hall.

**Present:** David Blackett, Neville Gray, Jill Bungay, Sarah Hallberg, Vicky Herod

**In Attendance:** Andy Dean (CAN), Louise Currie (CAN)

**2. Apologies:** Mike Barlow, David Easby, Roly Taylor

**3. Minutes of previous meeting (7/11/19 – prior to AGM):** approved without alteration

**4. Matters arising not dealt with elsewhere in the agenda:**

- NG is still to explore the possibility of setting up BACS payments
- Newsletter is still to do but will be sent out in the near future (there is not much content for this issue)

**5. CAN Agreement**

- Thanks to Andy Dean (CAN), who was present at the meeting. The agreement was initially put in place just over two years ago with the aim of consolidating and strengthening the relationship that WNCBC holds with CAN and formally increasing the provision of support (both administrative and advisory) that CAN is able to provide for the Consortium.
- The agreement was to be reviewed after 2 years to check progress and identify what things were/were not working and whether the relationship should continue.
- The Memorandum of Understanding (MoU) had been updated with proposed new terms for the following period by LC prior to the meeting and had been circulated to all WNCBC Committee members for review.
- CAN do not intend to increase the charging structure any further over the course of the three years the new agreement would potentially cover.
- Following discussion, it was agreed by all members present (plus two members who were unable to attend but who had responded via email prior to the meeting) that the arrangement is working well and has proven to be mutually beneficial for both organisations.
- It was also agreed that the proposed changes to the MoU were minor in nature and incorporated sensible updates to reflect the current relationship and charging structure.

- Therefore, it was agreed that we accept the proposed changes to the MoU and enter into a further three-year agreement with CAN. This agreement will expire in October 2023. Agreement will therefore be reviewed in January/February 2023.
- Louise was thanked by all present for her huge contribution to the success of the partnership.

## 6. Secretarial/Admin Update (SH/LC)

### • Website Portal Update

- SH had, the previous day, heard from Awards for All that unfortunately, the project only meets 3 of the criteria for its awards, so they had been unable to progress the application any further. This, while disappointing, was not entirely unexpected as the criteria they impose are very strict.
- SH had also heard from the Sir James Knott Foundation. They had confirmed that the project definitely meets their criteria and had suggested that we approach the Joicey Trust and the Hadrian Trust for match funding (£3k each) and increase our application to the Sir James Knott Trust to £3k. That would only leave us with £3k to find. SH and Julia Plinston to pursue.

### • Summer Gathering

- The gathering this Summer will be held at Humshaugh and it was agreed that the focus for this year's event would be on community-owned projects (for example, the village shops at Slaley and Humshaugh). A tour of the shop can be made available if required.
- Talk/presentation by Andy Dean: *"Community-led Housing - how local communities are delivering their own affordable homes for local people."*
- Dates discussed: 22<sup>nd</sup> or 23<sup>rd</sup> July 2020 LC to check with Diana at Humshaugh (TBC).

### • #VillageHallsWeek

- The National Lottery Community Fund have agreed that they will fund next year's CAN celebration event for #VillageHallsWeek
- This year's event at Powburn had been extremely successful, with in excess of 100 individuals present.
- There has been £300k of funding for the coming year (2020/21), spread over 12 awards – with a number of halls in the West being recipients of grants.
- John Grundy's speech had been thoroughly entertaining and well-choreographed, with a good number of the halls present at the event being mentioned.
- The National Lottery Community Fund has introduced a new approach to applications for funding, cutting out the need for applicants to fill out a 'one-size-fits-all' application form. This approach has been both successful and very well received, particularly by the halls that have been awarded grants.

- **Village Hall Heritage Project**

- The funding application for this project has been successful and the project has been awarded a grant of £84,600
- Julia had asked for volunteer(s) from WNCBC to be part of the steering group. DB and SH volunteered.

**7. Finance Update (NG)**

- The **Financial Update** was presented by NG and formally approved without alteration (see Appendices 1 and 2).
- Following discussion, it was decided that we are in a financial position to continue to subsidise halls at their current rate for the coming year and it was therefore agreed that the 2020/21 fees (which become due in October) will stay the same for member halls this year. The subs for the 2021/22 year will be reviewed next year.
- It was decided that although PAT fees bring in sufficient income to enable us to help subsidise both the membership fees and the training we offer to members, they have not been increased in some considerable time. It is therefore likely that we will wish to increase them for the 2021/22 year. We will discuss a potential increase to charges next year as an agenda item.

**8. PAT Testing Update (RT)**

RT provided an email report which SH summed up briefly. RT highlighted the need for more PAT volunteers in light of the pending retirement of two volunteers, and confirmed that currently, the service is at capacity in terms of members. (A copy of the report is attached – see Appendix 3)

**9. Website Update (SH)**

SH had encountered problems with the map of members' locations. Michael Elphick is kindly helping with this. There are also problems with RT's access to update the pages/spreadsheets he manages. SH is working to sort access out for him.

**10. AOB**

None

**11. Date, time and location of next meeting**

10.30am, Weds 20<sup>th</sup> May 2020, Wall Village Hall

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

Signed as a true record: .....

Date: .....



Appendix 1 : Finance Report

W.N.C.B.C.	
<b>Bank Reconciliation</b>	
<b>To 31 Jan 20</b>	
Current Account	31/09/19
	6204.09
Un-presented cheques as at 31/01/20	7.29
Cheques to bank (2X£32)	-64.00
Cash surplus year to 31/01/20	2185.56
<b>Bank balance as at 31/01/20</b>	<b>8332.94</b>
Money yet to Bank (2 X £32 PAT) + (6 X £35 subs from CAN)	274.00
chqs. un-presented (L Currie expenses)	-7.29
CAN invoice No 29 dated 28 Jan 20 for secretarial work still to	-3200.00
<b>Available Funds</b>	<b>5399.65</b>
<b>Year end forecast</b>	
PAT testing fees still to be received	1200
PAT testing costs insurance and calibration	-1000
WNCBC insurance etc	-250
Training	-500
<b>Total</b>	<b>-550</b>
<b>Estimated year end funds</b>	<b>circa £4750</b>

W.N.C.B.C.		
West Northumberland Community Buildings Consortium		
Receipts and Payments Statement		
Up to 31 Jan For the Year Ending 30th September 2020		
	2019/20	2018/19
<b>Income:</b>		
Community Action North'd Energy	81.81	933.90
PAT Testing	801.50	2220.50
Subscriptions	2030.00	2260.00
Training Courses	0.00	0.00
	<b>2913.31</b>	<b>5,414.40</b>
<b>Expenditure:</b>		
CAN re subscriptions	0.00	2945.00
PAT Expenses incl Insurance	448.00	435.54
Sundries including insurance, Postage & Printing	19.79	220.02
Training	200.00	0.00
Hall rentals	36.00	152.50
Web-site	23.96	71.88
	<b>727.75</b>	<b>3,824.94</b>
Surplus for the year to date	<b>2185.56</b>	<b>1,589.46</b>

Appendix 2 – Finance Report (continued)



Contact tel 03457 60 60 60  
see reverse for call times  
Text phone 03457 125 563  
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www.hsbc.co.uk

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Mr N Gray, West Northumberland  
Community Buildings Consortium  
7 Burnside Close  
Ovingham  
Prudhoe  
Northumberland  
NE42 6BS



Your Statement

Account Summary

Opening Balance	7,885.12
Payments In	453.81
Payments Out	5.99
Closing Balance	8,332.94



30 December 2019 to 29 January 2020

International Bank Account Number  
GB38HBUK40230641396986

Branch Identifier Code  
HBUKGB4132W

Account Name  
West Northumberland Community Buildings Consortium

Sortcode Account Number Sheet Number  
40-23-06 41396986 157

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
29 Dec 19	<b>BALANCE BROUGHT FORWARD</b>			7,885.12
30 Dec 19	CR Tarsset Village Hal TARSET VILLAGE HAL		32.00	7,917.12
02 Jan 20	CR Higher Ground Alle PAT TESTING		52.00	7,969.12
20 Jan 20	CR CHQ IN AT 402416		192.00	8,161.12
21 Jan 20	CR COMMUNITY ACTION N EnergyCAN		81.81	8,242.93
24 Jan 20	DD ZEN INTERNET LTD CR Colwell Village Ha PAT INVOICE	5.99	32.00	8,268.94
25 Jan 20	CR Humshaugh Village INV 20/5		32.00	8,300.94
28 Jan 20	BP ACOMB VI HAL PAT TESTING		32.00	8,332.94
29 Jan 20	<b>BALANCE CARRIED FORWARD</b>			8,332.94

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

 5/2/2020

Fore Street Hexham Northumberland NE46 1LY

### Appendix 3 - PAT Report

Thanks Sarah but please accept my apologies as I will be in Scotland.

PAT is progressing nicely. Ray Tilley accepted another customer, Higher Ground Allendale, who might wish to join the consortium.

Volunteer testers are definitely required now as two have just reduced their workloads considerably. Horsley Heath is a difficult one to organise, there are multiple users of the building, and difficult to test. This is due for testing in March. I would be grateful if you could trawl for one of our current volunteers to do this.

Stocksfield CC, Prudhoe St Mary Magdalen's Church and Spetchell Centre need a volunteer to test them in July/August. A new volunteer could do the training and pass the test in time to complete this lot. Please ask for volunteers again.

The volunteers from Haltwhistle never materialised and we could do with more from the west.

I am currently testing at 19 locations either alone or with others and am not disposed to taking on any more.

Regards  
Roly