

**Minutes of the WNCBC Management Committee Meeting**  
**5.30pm Thursday 7<sup>th</sup> November 2019**  
**Riding Mill Millennium Hall**

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**1. Election of Meeting Chair:**

Mike Barlow was elected chair and welcomed everyone to Riding Mill Millennium Hall

**Present:** David Blackett, Neville Gray, Jill Bungay, Mike Barlow, Roly Taylor,  
Sarah Hallberg

**In Attendance:** Louise Currie

**2. Apologies:** David Easby, Vicky Herod,

**3. Minutes of previous meeting (24/7/19):** accepted without alteration

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

- Article about the Summer Gathering, from JB had been submitted and included in the Spring/Summer Newsletter. JB was thanked for her contribution.
- NG has resigned from the committee of his Village Hall. SH and LC had checked WNCBC governing document and there is nothing to prevent NG from continuing as treasurer for the Consortium.
- LC will forward a copy of the WNCBC Constitution round to all members of the committee.

**5. Secretarial and Admin Update (SH, LC)**

- **Committee for 2019/20:** All of the current committee members have confirmed that they are prepared to stand again for the coming year.
- **Annual Report:** The Annual Report for the 2018/19 year was presented to the committee and formally approved without alteration in advance of the AGM.
- **Newsletter:** The next volunteer for the 'Spotlight On' feature in the Autumn/Winter newsletter had already been decided at July's meeting (David Blackett re. Knott Memorial Hall).
- **MOU Renewal:** Andy Dean (CAN) to be invited to the next meeting to discuss the renewal of the MOU between the Consortium and CAN

**6. Finance Update (NG)**

- The **Annual Financial Report** for the 2018/19 year was presented to the committee and formally approved without alteration in advance of the AGM.
- NG will explore the possibility of being able to set up online BACS payment from the WNCBC Account. Even where there are complex signing arrangements (i.e. two or more signatories required per payment), it is possible to set up online

payments on the account – with co-signatories being able to approve transactions online. The payment to CAN is outstanding for this final (3<sup>rd</sup>) year of the agreement (Memorandum of Understanding) and is £50.00 per hall x 64 members = £3,200. The MOU stipulates that a new agreement/MOU needs to be drafted in good time for the next period of the partnership. LC will discuss with Andy Dean (CAN Chief Executive)

- NG suggested using the 'Easy Accounts' package for the Consortium accounts in the future. Feedback from those that attended the training, was very positive.

#### **7. PAT Testing Update (RT)**

- Four halls/community buildings have so far been tested in the 2019/20 round of PAT schedules (the PAT Schedule runs from September to September), with two of the new season's tests being run ahead of schedule.
- WNCBC currently have 12 trained volunteers who service in excess of 60 halls/buildings.
- A number of our volunteer testers may be likely to retire in the coming year or two, so it would be a good idea to recruit some further testers – particularly for the Haltwhistle, Gilsland, Ovingham, Prudhoe and Ponteland areas.
- Currently, the PAT scheme is at full capacity, and WNCBC would need to purchase further testing kits and recruit further volunteers to service any additional halls/buildings.

#### **8. Website Update (SH)**

- SH has now updated a significant proportion of the website.
- Minutes/Agendas for past Ordinary Meetings and past AGMs have now been added to the website and can be accessed on demand.
- Past Newsletters have been added to the website and copies can be downloaded as required
- Some obsolete pages have been deleted and a number of existing pages have been updated.
- The Insurance pages have yet to be updated and SH will create new pages specifically for CAN and for the Police's Rural Crime Scheme.
- It was noted that the appearance of RT's PAT spreadsheets needs some work, as the date columns are laid out in a confusing way – meaning that the information is not as clear as it might be. SH will try to update the appearance of the tables to make the information clearer.

#### **9. Final Preparations for the AGM**

- Copies of all relevant paperwork had been supplied by LC and SH.
- It was agreed that LC should chair the AGM again, as that had worked well the previous year.

**10. AOB**

- DB raised the issue of ‘mentoring’ treasurers of member-halls – as tabled at a previous committee meeting. He has offered to take on this role if there is any interest. It was agreed that we would gauge interest in the next newsletter or bulletin.
- EnergyCAN . NG reported that the commission to the consortium from this was £933.90

**11. Date, time and location of next meeting:** 10.30am, Weds 5<sup>th</sup> February 2020, Tarsset Village Hall.

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

Signed as a true record: .....

Date: .....