
Minutes of the WNCBC Management Committee Ordinary Meeting 6pm Thursday 10th June 2021 (prior to AGM) (Meeting held online – via Zoom)

Present: Jill Bungay, Louise Currie, David Easby, Neville Gray, Sarah Hallberg, Vicky Herod,
Roly Taylor

- 1) **Election of Meeting Chair:** David Easby was elected to chair this meeting
- 2) **Apologies:** D Blackett; M Barlow (will join AGM but unable to join this meeting)
- 3) **Minutes of previous meeting**
 - a. Minutes unanimously approved without alteration. Proposed: VH, Seconded: RT.
 - b. It was agreed that SH will sign the minutes on behalf of the Committee.
- 4) **Matters Arising**
 - a. RT thanked VH for putting the Wark chair (Jane) in contact with him regarding help with Government grant applications. Wall has now successfully applied for £25k. The new grants are not limited to simply utilities, etc., but may be used for ‘furthering the objects of your charity’, which includes implementing/improving/installing things which will help halls re-open.
 - b. SH & LC had organised AGM date/time/format (follows this meeting at 7pm)
- 5) **Secretarial/Admin Update**
 - a. Heritage project update will follow as part of the AGM
 - b. Newsletter is now nearly finished and is just waiting for one or two further bits of info.
 - c. RCEF update will follow as part of the AGM
 - d. Annual Report – was presented and approved unanimously. The only alteration was the date of the report which covers the time period from 2019 till 2021. SH to update. Proposed: DE; Seconded: VH It was agreed that SH will sign the Report on behalf of the Committee.
- 6) **Financial Update**
 - a. The Annual Accounts (to September 2020) had already been formally approved at the Ordinary Meeting on 4/2/21. It was agreed that SH will sign the Annual Accounts and Report on behalf of the Committee.
 - b. WNCBC needs to re-start the PAT service as soon as possible. We have sufficient funds to run for the coming year, keeping the membership fees at £35pa for the coming year (2021/22), but if the PAT service does not re-start, we will need to find other sources of funding.
 - c. NG also presented current balances as at 31/5/21, which were accepted as a true record and approved unanimously. It was agreed that SH will sign the report on behalf of the committee.
- 7) **PAT Testing Update**
 - a. PAT Report is incorporated into the Annual Report

- b. RT is wishing to retire as PAT Coordinator at the end of the coming round of testing (which will be in late Spring 2022). DB has been approached and has expressed a willingness to help, but SH had agreed to present the opportunity to WNCBC members at the AGM and in the upcoming newsletter.
- c. One member of the PAT team, Ray Tilley, has resigned this year and another couple already have or will be reducing their input. RT has asked the other volunteers to help out where they can, and they have agreed to do so, but it means each volunteer carrying an extra load, which is unfair. All volunteers were thanked formally in the Annual Report and we hope more volunteers will be forthcoming. Testing venues are covered until April/May 2022, but if we do not get more volunteers by that stage, we will have to look at the service again.

8) Website update

- a. SH has done a lot of work on updating the website content and reducing the size of the site. She has also deleted all the old membership pages on the website and is currently updating the website with links to each of our members' websites, whether that is via the NVH Portal or via their own independent websites.
- b. SH has been working with Carrie to get the NVH website portal populated. She will identify those halls with no web presence currently and WNCBC can then target these halls specifically to point out the benefits of having an active web presence in today's world.

9) **Final preparations for the AGM:** It was agreed that LC would chair the AGM for us and SH would therefore concentrate on minuting the meeting.

10) AOB

- a. SH has put together three test websites and if the next meeting is via Zoom, will be able to screen share to show committee members some of the options available in terms of function and appearance.
- b. Date and time of next AGM: Proposed date of November 2022. It is not necessary or advisable to have another AGM only 4 months after the previous one. The idea will be put to the vote at the AGM and LC will explain to members how the process works and how we will need to record end of year and annual reporting in November this year if we postpone the next AGM until 2022.
- c. CAN MOU Renewal to be mentioned at AGM
- d. PRS/PPL update to be mentioned at AGM

11) Date and time of next Ordinary Meeting:

- a. September 2021 (Date tbc) and the one following that to be
- b. February 2022 (thereafter reverting to quarterly as usual)

Minutes Compiled by
Sarah Hallberg (Secretary, WNCBC)

Signed as a true record:

Date: