

Northumberland Credit Union Ltd

Minutes of the Board Meeting held on November 16th 2011

at 37, Shields Road, Stobhill

Directors Present: Nic Best, Roger Bland, Roger Hawkins, Betty Hutton (Credit Committee), Ian Hutton, Joe Lewis, Tony Medd, Alan Pond

Also present: Maureen Best (Membership Secretary), (Development Worker) Peter Stonell (Supervisory Committee)

22. Chair: Nic Best welcomed everyone.

23. Apologies: Antonietta d'Angelo, Isabelle Birch, Tim Herbert

24. Minutes Approved subject to following amendments; Betty is a member of the Board; Antonietta's name is misspelled; Gallery is the name of the Youth Project in Alnwick p3. **11**; p4 **16** 'had met'; p5 **21** 'Barnabas Safe and Sound; delete 'United Reform Church' amend to 'including Dave Sage'.

25. Matters Arising Peter said that the computers mentioned at the last meeting did not have Windows 7 and so were not suitable for our purposes. Ian H. said that John Lewis had a Compaq machine for £279 which Conaccess software will run on. There was a brief discussion- Peter said that two were needed and it was agreed that they be bought.

26. Standing Items (a) Money Laundering-no issues (b) Volunteers-no issues (c) Staff matters-Peter that pay rates needed an adjustment in line with national scales and this was agreed. (d) Office accommodation-no issues. (e) New forms-Nic working with Antonietta re; volunteer form.

27. Treasurer Ian reported that a member had sent a cheque which had bounced because he had written it in error-the member sent £20 to cover costs (£8 to bank)and the rest as a donation.

Shares are up a bit, loans are down a bit with the expectation of an increase in December. The ratio of loans to savings is 65% which is the best to date.

28. Budget Nic apologised for not having one prepared and promised one for January meeting.

29. Credit Control Tim and Mick had been to Hadston but been unable to find defaulters. One person was traced but they had moved again and so were referred back.

30. Trade Body Affiliation Nic said that new legislation had been passed and will come into effect on 9th January. We need to look at this and see what it means for us.

Roger H. said that he had looked at the ABCUL website and he will follow up what changes will be in the new rule book. Nic said that we would want to adopt changes at the AGM rather than having to call a Special General meeting later. Nic and Tony will follow this up. Tony said there will be a Chapter meeting in January.

31. Development Worker Report

WRITTEN REPORT; Unfortunately both volunteers who had stepped forward at Haltwhistle have found jobs/other volunteering opportunities so we are back to square one on this one. The vicar at Chollerford church is raising the possibility with his parochial church council of hosting a PIP at the church or other suitable venue in the village. I hope to be able to give a verbal update on any developments at the meeting.

Allan Pond Development Worker (west)

Allan said that there were currently no volunteers in Haltwhistle. He is waiting for the Vicar at Chollerford Church to hold a meeting of the church Council. In reply to a question from Roger H. Allan said that Hexham is ok. There have been no e-mails from Barbara and nil returns from the Community Centre-Alan will contact Barbara.

Nic has received a written report from Antonietta-we will be unable to get free CRB checks from ADAPT as there will be no direct work done with children, however the Gallery in Alnwick can have checks done for £10.00 (usually £60.00). It was agreed that this offer be taken up. There was a volunteer event on 11th November in Alnwick at which four prospective volunteers were identified-it was agreed that these four have CRB checks. Lionheart Radio were interested in covering a possible launch and a local Scoutmaster was interested in a possible youth collection.

There had been a meeting with Wooler Unattached Action Group with ten young people volunteering. There had been a very positive response from the Glendale Centre for a possible Paying in Point (PIP) to be set up there, and Nic suggested that there be a launch in January 2012. There will be a further visit to look at the venue and to nominate an authorising person from the group. Some training was needed and Nic suggested that Maureen could deliver this.

32. Credit Committee Betty reported that there had been five new loans totalling £5,798.

33. Supervisory Committee Peter said that he had visited Seahouses but arrived ten minutes after the PIP had closed. Further visits were planned.

34. Prudhoe Branch Roger B. reported that they had received the Prudhoe grant and asked about financial reports in respect of this. Ian said that a copy of the balance/accounts for month twelve and a copy of last year's audited accounts would do.

Roger B. said that he was concerned about a possible application for membership from a person whose late mother had been a member but who he considered untrustworthy. Nic said that membership was subject to approval by the Board-there was a brief discussion about relevant criteria for making a decision -a history of bad debt with another credit union being one consideration. It was agreed that no reason for refusal of membership needed to be given- Allan P. said that if membership was refused the membership fee must be refunded in full.

Roger B. asked Ian about bank authorisation as Ian would be away from the following week.-Ian said that items needed to be sent to Maureen and Roger H.

35. Other Branches Allendale, Roger H said that a Joint Partnership document had been sent but no reply had been received as yet.

Berwick Borough Housing arrangements were ongoing.

36. Data Protection Joe told Nic that there was an envelope with a password in it in a drawer in the office for him.

Ian said that there was a keyboard password on one of the office computers. There was a discussion about updates.

37. North East Chapter Tony said that there would be a meeting on the 9th January about LRO. There had been two speakers at the Chapter AGM –one from CUNA Mutual. CUNA tailor their fees for the services required.

Mark Studholme who had attended our last month's meeting was the other speaker.

There was a discussion at the meeting about what to do next year with ABCUL looking to reorganise Chapters. There will be a questionnaire to collect membership information to inform future grouping-we would want to avoid being included with Yorkshire and Humberside. Next year the ABCUL AGM will be held in York and the Chapter may support the cost of attending training there. All members of credit union Boards should have a working knowledge of all the roles within it. Peter asked to be given information about future training sessions.

38. Membership Secretary Maureen reported that there were fourteen new members and two new junior members.

Junior; Benjamin Chadwick, Alexander Chadwick

Adult; (from Wooler) Alison Riddell, Phillipe Sage, David Sage, Gena-Lilsa Eugster, Bill Eugster, Neil Crosbie, Jean Watson, Brenda Grace, Roy Searle, Shirley Searle

Isabel Nixon (Prudhoe), Jeffrey Watson (Stakeford)

39. Publicity Antonietta is working on posters and leaflets and is keen to set up a Facebook page. There was a discussion about the variety of Facebook options including a link to the credit union's website. Dave Sage from Wooler is a website designer who can work with Antonietta (who is a designer) to make the NCU website more interesting.

40. Debt Relief Orders There was a discussion informed by the documents circulated by Joe on DROs -whether or not there was any advantage to the credit union in retaining £300 in shares in the account of any member seeking the implementation of one. Mick Martin had advised that there was not and Roger H said that we should take what money remains in shares to use towards any outstanding loan as this was the best that the credit union could hope for. The meeting approved the use of a member's available assets in this circumstance.

41. Secretary Joe said that although he had (by e-mail in September) signalled his intention to resign at the next AGM as Secretary this had not been formally announced at any subsequent meeting and he felt that this should be minuted. He also said that he was unable to remain as a Board member after the AGM.

A survey from Liverpool John Moores University had been received and Nic and Roger H said they had completed and returned this.

There had also been a questionnaire from the FSA relating to diversity which it was agreed after discussion was not relevant to the credit union.

There was a brief discussion about avenues for recruitment of volunteers. Reach recruitment agency charge £470, WCVS are free but have not found anyone yet, 'Do It' website was down when Roger H tried it, Northumberland Lifeboat website was another option.

Allan P asked why a national website was considered when any volunteer for a credit union post must be a member of the credit union.

42. Chair Nic reported that he had updated the credit union entry on the 'Lenders Compared' website. He had attended a meeting of the Barnabas workers who were interested in the credit union as a way of saving and money management for the people they worked with-most of whom were vulnerably housed. Proofs of ID and address would be needed.

Nic asked if anyone wanted the meeting for December moved as there were some members who might not be available on the 21st December. It was agreed to leave the date unchanged.

43. Summary of Progress There has been an increase of 10% in membership, 25% in the value of loans and 50% of money on loan was outstanding-this was a result of longer term members taking larger loans over time as expected. Nic said he would

would take the latest figures to Friday 19th November's Northumberland Financial Inclusion meeting.

44. Draft Agenda for 2012 AGM Nic said that the agenda would need to go out after the January meeting-the December meeting could look at it. Tony said that LRO needs to be on the agenda even if approval is not needed-suggested between 10 and 11 on the agenda.

Nic asked Roger H if Joan could be coopted and he said yes and suggested that Isabelle be asked if she wished to be on the Board or the Credit Committee. David Shaw would definitely not want to be on.

Nic said that in all there were three vacancies including Secretary. Voting papers would need to be copied and Roger B would circulate these for Prudhoe and Alan P will ask Barbara Nesbitt at Hexham. Roger B to forward names.

Ian said that the names of members of branch committees were needed for the Director's Report.-Nic said that the AGM would recognise and endorse local committees elected by branch committees.

45.AOB None

The meeting closed at 8.50

Action Points Alan P to contact Barbara at Hexham re; nil returns

Tony to check criteria for refusing membership with Chapter

Roger B furnish names

5. Action Points