

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 8th OCTOBER 2018

1 Present:

Trustees Jamie Wanless, Adrian Hinchcliffe. Eleanor Phillips (Chair), Lynsey Punton, Vicki Kelly
In Attendance: Sue Wanless, Ann Brixey, Ted Brixey.

2 Apologies for Absence

Ayshea Lewis, Carol Kirkham, Fiona Nelson Van Loon, Andrew Crosby, David Gibson.

3 Minutes of the Meeting held 10.09.18

It was noted that Eleanor Phillips was not listed as giving an apology for absence.
With this amendment the minutes were approved and signed by the Chair.

Due to the meeting being inquorate the Secretary had emailed all Trustees asking for approval to pay three expenses – Insurance, alterations to the web site and Function Room floor repairs.
Confirmation had been received from a majority of Trustees.

4 Matters Arising from the Minutes

4.1 Plumbing – Radiator Noise

This will be dealt with at the same time as investigating the leaking radiator in the Function Room.
The plumber had confirmed that the radiator valve had been fitted at the wrong side of the radiator.
It was agreed to raise this with Robertson's

ACTION ADRIAN – NOVEMBER 2018

4.2 Annual Inspection of the Children's Play Area

The 2018 inspection had taken place in June. The report had been received and as expected was very similar to last year. It recommends that the Cantilever swing needed to be dismantled and then re-assembled. With regard to the Swing Cantilever, the Secretary reminded the meeting that he had been in touch with Monster Play Systems of Watford in 2017. Model numbers and photographs of the Swing Cantilever had been sent to them and he had awaited a response. No response has been received after two reminders.

ACTION ADRIAN – DECEMBER 2018

The report also mentioned a number of situations in which weeds were identified and needed removal along with some overgrown vegetation. It was agreed that we should try to put together a working party to deal with these situations.

ACTION SUE AND DAVID DECEMBER 2018

4.3 Advertising the Centre as a Wedding Venue

It was reported that Autumn is moving from Longhoughton and may have withdrawn from offering to help. A new approach is needed.

ACTION ELLIE TO FOLLOW UP BY DECEMBER 2018

4.4 Area behind A Crosby's House

Sue & David said that the area had now been strimmed and there is a need to weed kill the area. A number of trees were to be cut out in the winter. It was suggested that we could ask the Community Service people if they can clear the trees and bushes but restrict their action to the area outside A Crosby's house.

ACTION ELLIE BY NOVEMBER 2018

It was also suggested that we weed kill the area in the Spring of 2019.

ACTION SUE/DAVID BY APRIL 2019

4.5 Storage of bulk items

The Secretary has contacted Stew Case and more discussions are needed on our requirements. Ellie suggested that the bar chairs, tables, christmas trees and some cupboard contents could be stored in that room.

ACTION ADRIAN NOVEMBER 2018

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4.6 Policies – Review

Agreed that a list of policies would be produced and the review dates identified.

ACTION ADRIAN BY NOVEMBER 2018

4.7 Advertising on the 3G Fencing and other places around the site

Scott had previously reported on his findings that the other locations that bear advertising boards had not obtained planning permission. It was thought that we should go ahead with the proposal to find advertisers to fix advertising to the 3G fence facing inwards and possibly other locations that are not in the gaze of housing. The lease does require permission from the Landlord. It is understood that the advertisers will pay for their own boards. Ellie is taking measurements.

ACTION SCOTT/ADRIAN/ELLIE BY NOVEMBER 2018

4.8 Electrical Faults

David reported that six sensors are needed to repair the faulty ones. He had obtained quotes for replacement sensors but not the labour. The alternative is to have switches installed instead of sensors. Agreed to seek quotations on the installation of switches.

ACTION DAVID - REVIEW IN NOVEMBER 2018

4.9 WiFi Boost

Trials with the booster in various positions have proved not to be successful. Access to the internet is an essential for hirers particularly conferences/workshops. There are a number coming up so we must get this right. Adrian to contact xln and discuss with Dixon's who had supplied the booster.

ACTION ADRIAN NOVEMBER 2018

4.10 Review the Office Function

Progress was reported as follows:

i) The printer needs a new cartridge. Cost to be established.

ACTION JAMIE BY NOVEMBER 2018

ii) Distribution of keys for the key cabinet and Shutter keys – Keys obtained – to distribute. Decision – distribute to all the Committee.

It was agreed to circulate the Key Holders List to establish if there is anyone missing from the list and who need the extra keys.

ACTION ADRIAN – NOVEMBER 2018

iii) It was noted that a key box is to be installed outside the 3G pitch. This was purchased by Alnwick Town FC for their own use. This will be accessed by a combination and will enable the use of one set of keys needing to be allocated to the ATFC.

4.11 Internal Decoration

The Community Payback Team has offered to undertake internal decorations and possibly some outside work where they can reach without using ladders. The service would be free but the Trust would have to purchase the paint. It was agreed that we should take up this offer. Ellie, has formed a group to decide on this involving Vicki and others. It was noted that new curtains for the Function Room are likely to be donated by January.

ACTION ELLIE NOVEMBER 2018.

4.12 External Decoration

Swapping out the high level timber fascia boards for UPVC. Quotes to be obtained.

ACTION DAVID APRIL 2019.

It was also felt that the external front of the building needs painting for it currently gives a bad impression. Quotes to be obtained.

DAVID NOVEMBER 2018

4.13 Improved Security by Installing a CCTV System.

The equipment could be purchased for around £200. Some advice would be needed. A quote for installation to be obtained from Rod Robinson

ADRIAN JANUARY 2018

4.14 Data Protection.

New data protection legislation came in on 25.05.18. Under the legislation the Trustees are defined as 'Data Controllers' and need to be aware of how the legislation applies to LC&SCT and how we

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propose to ensure that we are complying. We need to consider the situations in which we are holding personal data and ensure that it is secure and only used for the purposes for which it is collected and held. Such situations are as follows:

Members names and email addresses – these are currently held on the Secretary’s computer.

Circulation lists to sell tickets for events.

Circulation lists for News items.

Information on Bookings and hire.

Accident Books.

One of the principles of the new legislation is that people must positively agree (opt in) for their information to be held.

It was agreed that the Secretary would write to all members on this issue. There is also an issue with Hallmaster that needs to be better understood.

ACTION SECRETARY NOVEMBER 2018

4.15 Arrangements with the RAF

It was reported that Ellie and Adrian had met Ayshea to talk try and clarify the role of the Beacon and the Community and Sports Centre. It was agreed that both organisations would work together for the benefit of the community and that there should be an ongoing dialogue on the programme for each and any overlapping events should be discussed before they are promoted.

4.16 Sign Pointing to the Centre on the B1339

This has been taken up with Councillor Wendy Pattison. Wendy has suggested that we work through the Parish Council.

ACTION ADRIAN NOVEMBER 2018

4.17 Catering Facilities

Sufficient crockery and cutlery has now been purchased so that the Centre can cater for sit down meals for up to 80 people.

4.18 Robertson’s CE Ltd

The quotation for £495 plus VAT has now been accepted. The repairs are expected to be done in late October or early November.

Robertson’s had also agreed for further investigation of the Function Room floor.

4.19 Longhoughton Village Review.

Access and utilisation of the Community and Sports Centre site has been commented on by residents through the Longhoughton Village Review. Many people in the village feel that the site is not accessible to them yet they would like access for different purposes including informal recreation. There is also the issue of access to the site from Chancel Place so that people do not have to go right around via Burnside. There is also a minority view that the site is underutilised.

The Committee accepted the perceptions expressed and agreed that the site could be opened up for more activities and recreation and for through access. The football pitches would need protecting. More investigation is needed.

ACTION ADRIAN NOVEMBER 2018

4.20 Pinpoint League

Scott has been trying to have the 3G listed as a pitch for the Pinpoint league. We will need to have larger goals posts. Grants are available from the FA covering half the costs. There is a lack of information on this possibility and a feeling that we are missing out. Ellie offered to try to contact a senior official of the Pinpoint League.

ACTION ELLIE NOVEMBER 2018

4.21 Walking Football.

This has now been established by LRFC. A grant of £250 is available plus a £250 ‘Just Play’ grant. Contact has been made with the FA and more news on the grants is expected in November.

ACTION ADRIAN NOVEMBER 2018

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4.22 Football Development Plan & The Site Development Plan.

From the discussion it is clear that we need an integrated plan and not two separate plans. LRFC are responsible for the turf pitches and LC&SCT is responsible for the STP. Both need to have an integral Development Plan. Additionally the Memorandum of Understanding needs revisiting to ensure we have included the need for STP pitch inspection and FA listing.

ACTION ADRIAN NOVEMBER 2018

4.23 Advertising the Centre

Agreed that there is a need to better advertise the Centre. An A4 brochure could be delivered at the same time as the bi-monthly Community Newsletter. Some prices have been obtained, more to get.

ACTION ADRIAN NOVEMBER 2018

4.24 Energy Audit

A draft Report had been received and circulated to all the Committee. The report is far from being finalised but puts forward several options for reducing the usage of energy on the site and for generating electricity through photovoltaic panels. It was agreed that a sub group of the Committee needs to consider the report in more detail and communicate with Brian Watson. If we are to pursue any of the proposals we will need to find funding. It was agreed that we should make some enquiries to see what grants are available.

ACTION ELLIE, ADRIAN & JAMIE NOVEMBER 2018

5 Treasurer's Report

The Treasurer had circulated a financial report for the 12 months to the end of September 2018 and went through this with the meeting.

The report first gave an overview of the accounts featuring the differences between 'Restricted Funds', 'Unrestricted Funds' and 'Designated funds'. Jamie went on to say that he, Ellie and Adrian had met to review some of the accounting policies and through his report were proposing some changes. These are:

- (a) To retain only one year of maintenance costs in the maintenance reserve. This amount has been assessed at £6,168 from historical maintenance costs.
- (b) The transfer to the 3G Sinking Fund will be restricted to the amount available from the outdoor activities. This year that will be £7,588. This means that the outdoor activity will no longer be subsidised by the indoor activity. However, it does also mean that the sinking fund may not have sufficient funds in it to cover the cost of a new 3G carpet when it is ready for renewal. If this situation does arise the Trust will have to look around for grants to cover any deficit.
The Trustees approved these changes.

For the twelve months to the end of September the report showed:

- A net income of £3,259 on indoor activities.
- A net income of £1,968 on outdoor activities.
- Income from the hire of pitches down on last year by £2,855.
- Income for the hire of the hall up by £75.
- Insurance costs down by £141 compared to last year.
- Electricity costs up by £173 compared to last year but gas costs down by £794.
- Building maintenance up by £1,060 relating to alarm and fire protection.
- Pitch maintenance up by £2,509 due to replacement pitch lights and the cost of pitch inspection.
- Total monies in the bank accounts of £89,943 (£64,273 in unrestricted funds and £25,670 in restricted funds).
- Free funds of £2,620.
- An improving situation in the recovery of bad debts.

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6 Centre Booking Manager

Ellie reported an improving situation in the receipt of bookings with the highlights being as follows:

- Alnwick Town FC had booked the 3G from now until March. This would bring in a significant revenue (£4250)
- Zumba classes are booked until December.
- In January 2019 the NHS are putting on exercises suitable for older people.
- Also in early 2019 Karbon Homes are to run a six week course on 'everyday mindfulness'.
- Other bookings – Ceilidh; birthday party; Christmas Lights; Queen tribute night; Domino Drive; NTC theatre presentation.

In relation to the NTC event the Committee agreed to a proposal from Ellie to use Eventbrite for the issue of tickets, although tickets would also be available for Committee members. It was also noted that NTC will accept ticket money only which financially makes the event much more manageable.

RAF Pantomime

It was also noted that the RAF are putting on a pantomime on 19.11.18. This will be behind the wire but the whole parish community will be able to attend. Arrangements are being made for non-RAF families to get onto and off the Camp.

7 Fund Raising Events

Ellie suggested that the Trust needs to be promoting more fundraising events. The following was discussed:

- (a) Quiz Night. Suggested for Saturday 02.02.19 at 7.00pm. Raffle to be included. Need someone to compile the questions. There were various suggestions and it was agreed that Ann Brixey would first make contact with a regular quizzier to see if they would be willing to share a set of questions which we could then tweak.

ACTION ANN NOVEMBER 2018

- (b) Family Christmas Prize Bingo - 08.12.18 6.30pm for 7.00pm. Linsey offered to lead on this. Prizes to be donated. **ACTION LYNSEY NOVEMBER 2018**

It was agreed that at the next meeting we would try and compile a programme for 2019.

8 Community Luncheons

Concern expressed that the numbers were down at the September luncheon. Agreed that more publicity is needed. October date is 24.10.18. This will revert back to soup and sandwiches. Ellie to send round an event planner with the hope of getting volunteers for the monthly dates in 2019.

ACTION ELLIE NOVEMBER 2018

9 Site Maintenance Manager

No report.

10 Metafit

Hopefully Andy C will be at the next meeting and will be able to report on the progress with the Saturday morning METAFIT. It would be helpful to know the income and expenditure and the numbers attending and whether this is a sustainable activity.

11 Any Other Business

- (a) It was reported that George Kilgour, a resident of Burnside, has volunteered to lock up each Monday evening. Ellie to see him. **ACTION ELLIE NOVEMBER 2018**
- (b) A verbal request had been received from the Scouts for consideration of reduced hire fees for the months until February 2019. This was because they are having difficulty balancing the books with the funding available from parents. This request was sympathetically considered by the Committee. However, it was thought that prior to making a decision we should assist the Scouts with suggestion of funding opportunities and whether they have taken into account the funding from the Co-op expected on 24 November.

ACTION ELLIE NOVEMBER 2018

12 Date of future meetings 2018

12.11.18

10.12.18