

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

## MINUTES OF MEETING OF TRUSTEES HELD ON 10<sup>th</sup> DECEMBER 2018

### 1 Present:

**Trustees** Jamie Wanless (part), Adrian Hinchcliffe. Eleanor Phillips (Chair), Scott Rowntree  
**In Attendance:** David Gibson, Sue Wanless

### 2 Apologies for Absence

Ayshea Lewis, Carol Kirkham, Ann Brixey, Ted Brixey, Fiona Nelson Van Loon, Andrew Crosby, Lynsey Puntou.

### 3 Minutes of the Meeting held 12.11.18

The minutes were agreed as correct and signed by the Chair.

### 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. To take this forward with Robertson's will need a professional opinion that the original installation had been done negligently. To be considered in conjunction with the Function Room floor issue.

**ACTION ADRIAN – FEBRUARY 2019**

#### 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.

Enquiries to be made with a Stockton based company and NCC.

**ACTION ADRIAN – FEBRUARY 2019**

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 FEBRUARY 2019**

#### 4.3 Advertising the Centre as a Wedding Venue

A new approach is needed.

**ACTION ELLIE TO FOLLOW UP BY APRIL 2019**

#### 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. Progress to be reported.

**ACTION ELLIE BY FEBRUARY 2019**

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 to re-contact Stew Case with the suggestion that we take the shower area for Christmas trees and bar stools. No need for any building alterations. Now Agreed.

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## 4.6 Advertising on the 3G Fencing and other places around the site

The Estate had been approached for permission. They had responded by sending a drawing showing the proposed position of the advertising. This is shown as on the inside of the 3G all the way around. It was agreed that we should also add the outside of the 3G fencing facing the railway line. It was also agreed that Adrian and Ellie would look at the fencing to determine the best position for the panels. Once this was clear Adrian would respond to Julia Robson of the Estate.

**ACTION/ADRIAN/ELLIE BY JANUARY 2019**

## 4.7 Faulty Light Sensors

David reported that six sensors are needed to repair the faulty ones. The alternative is to have switches installed instead of sensors. Agreed to seek quotations on the installation of switches. It was recognized that this decision was different to the advice in the Energy Audit Report.

**ACTION DAVID - REVIEW IN JANUARY 2019**

## 4.8 Review the Office Function

Progress was reported as follows:

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

The key list of holders was reviewed and some alterations made. Scott making some enquiries with the Football coaches.

**ACTION ADRIAN – JANUARY 2019**

- ii) The new key box has been fitted near the main door (thanks go to Andy Sargent). However, we need a set of keys to go in the box and there are none spare. Ellie to obtain copies of the keys for the box. This would be: Master key, Front door key, Front shutter and 3G.

**ACTION ELLIE – JANUARY 2019**

## 4.9 Internal Decoration

The Community Payback Team will start this work in January. Initially they have been asked to do the porch and hallway. The Trust to supply the paint, brushes/rollers, trays, protective covers.

**ACTION ELLIE/DAVID JANUARY 2019.**

## 4.10 External Decoration

Jamie to ask Greg for a quote to paint the front of the Pavilion.

**ACTION JAMIE JANUARY 2019.**

## 4.11 Improved Security by Installing a CCTV System.

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

**ADRIAN & DAVID JANUARY 2019**

## 4.12 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 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 JANUARY 2019**

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## 4.13 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. Still outstanding.

**ACTION ADRIAN FEBRUARY 2018**

## 4.14 Robertson's CE Ltd

Further investigatory work on the floor has been undertaken by the Floor Company at the approval of Robertson's. An email has been sent to them stating that the function Room floor is deteriorating and asking them to take responsibility for a complete re-lay. We are awaiting a response. The plumber who had investigated the radiator leak had discovered that it was due to bad workmanship. This has been pointed out to Robertson's.

**ACTION ADRIAN JANUARY 2019**

## 4.15 Longhoughton Village Review.

The outcome of the review was very positive. The opening up of Westfield Park will be essential. What this means and the ways of achieving it need to be discussed at a future meeting.

**ACTION ADRIAN FEBRUARY 2019**

## 4.16 Pinpoint League

Ellie had arranged for her and Adrian to meet the Pinpoint League Manager at the Centre on 26.11.18. He failed to turn up and there was no apology.

## 4.17 Walking Football and 'Just Play'.

The FA has sent an application form for the 'Just Play' grant. It has been sent to Stew Case to complete information about coaching and facilities for playing. Stew has requested a number of policies and other documentation needed by the FA. What we have has been sent to Stew.

**ACTION ADRIAN JANUARY 2019**

## 4.18 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. Joint meeting to be arranged in late January/February. The meeting to incorporate the discussions with Steve Beaty of Alnwick Bears.

**ACTION ADRIAN FEBRUARY 2019**

## 4.19 Advertising the Centre

Agreed that there is a need to better advertise the Centre. An A4/5 brochure could be delivered at the same time as the bi-monthly Community Newsletter. Some prices have been obtained, more to get. It was considered that we are now be aiming for distribution with the February 2019 Newsletter.

**ACTION ELLIE ADRIAN JANUARY 2019**

## 4.20 Energy Audit

The report conclusions had been divided into three categories:

- Energy Efficiency Improvements - £11,250
- Improved Heating Controls and Comfort Conditions - £6,000.
- The generation and storage of electricity - £41,500.

Each of the above categories is dependent on obtaining funding. Christine Nicholls of CAN has recommended a number of funding bodies to contact in each of the above categories. The Secretary had now started work on this.

**ACTION ADRIAN JANUARY 2019**

## 5 Secretary's Report

### (a) National Village Halls Week 2019.

This is the week commencing 21<sup>st</sup> January 2019. CAN is having a promotional day on Wednesday 23 January 2019 and are inviting halls in Northumberland to put on a display of the history and heritage

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of their Hall. We have indicated that we are willing to do this. Ellie is suggesting that we should use a loop of pictures and wording to depict what the Centre is about.

**ACTION ELLIE & ADRIAN JANUARY 2019**

## 6 Treasurer's Report

### 6.1 Management Accounts to 30.11.18.

A Treasurer's report was circulated prior to the meeting. This showed the following:

- Outdoor activities – net income of £1,075
- Indoor activities – net income of £1,331
- Income for the hire of the Hall is significantly up on last year.
- The cost of electricity is up £152
- Monies in the bank - £93,439 of which £66,841 is unrestricted and £26,599 is restricted.
- The outdoor income for November was reduced due to weather cancellations.
- Debtors are high this months

### 6.2 Accounting System.

Jamie reported that he had looked at two accounting packages – Sage and Quickbooks. Quickbooks would cost £18 per month. Sage do subsidise some of their packages for charities. Jamie has applied to see what the costs will be to LC&SCT

**ACTION JAMIE JANUARY 2019**

### 6.3 Annual Report and Accounts

Progressing. Jamie to circulate parts of the report to Chair and Secretary for input.

**ACTION JAMIE JANUARY 2019**

## 7 Centre Booking Manager

Ellie reported that the Prize Bingo Session had produced a profit of £147 and the Christmas Tree and Light festival had made £181. The 3G is well booked and there is interest in forming a girls team.

## 8 Events including Fundraising Events

The following events are to take place:

(a) NTC Theatre Night – “The Little Maid who Danced to every Mood” 5 January 6pm.

(b) Quiz Night. Saturday 02.02.19 at 7.00pm. Suggested entry fee of £5 per person. Raffle to be included – donation welcome. Need to advertise in January. David and Andy agreed to have a go at compiling the questions.

**ACTION DAVID AND ANDY DECEMBER 2018**

**ACTION ALL – RAFFLE PRIZES**

(c) Mindfulness – 6 week course commences on 16.01.19 (Wednesday evenings)

(d) Tiny Afro 16.03.19

(e) In planning

- A race-night was suggested. Dave Gamblin had agreed to help without charge.
- Domino night in April.
- Quarterly bingo sessions.
- 70s Disco.

(f) Ellie to present a forward plan at the next meeting. **ACTION ELLIE JANUARY 2019**

## 9 Arrangements for the AGM 07.02.19

Agreed to offer refreshments.

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## 10 Any Other Business

There was a query on whether the Management Accounts to 30.11.18 includes the amount received from the Coop as a donation?

## 11 Date of future meetings 2019

14.01.19

07.02.19 AGM

11.02.19

11.03.19

08.04.19

13.05.19

10.06.19

08.07.19

09.09.19

14.10.19

11.11.19

09.12.19