

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 11th FEBRUARY 2019

1 Present:

Trustees Adrian Hinchcliffe. Eleanor Phillips (Chair), Andrew Crosby, Fiona Nelson Van Loon, Jamie Wanless, Chris Thomas

In Attendance: Ann Brixey, Ted Brixey.

2 Apologies for Absence

Carol Kirkham, Ayshea Lewis, Sue Wanless, Scott Rowntree, Lynsey Punton, Vicki Kelly.

3 Co-option of a Trustee/Director

Mr Christopher Thomas was proposed to be co-opted as a Trustee/Director. Proposed Adrian Hinchcliffe, Seconded Andrew Crosby and unanimously approved. Chris had completed all the necessary consents to become a Trustee and Director. The Chair welcomed Chris to the Trust.

4 Approval of the minutes

Meeting 11.12.18 – approved.

Meeting 14.01.19 - approved.

5 Matters Arising from the Minutes

5.1 Annual Inspection of the Children's Play Area

The Secretary had been in touch with Monster Mulch of Stockton on Tees. They had visited the site and quoted the following:

Repair to the existing Cantilever Swing - £420 inclusive of VAT.

Replace existing swing with a 1.2m Birds Nest Basket at a cost of £1,194 inclusive of VAT.

Apply a bonded mulch to the ground area - £906.60 inclusive of VAT.

Install a black wetproof surface - £1,039.80 inclusive of VAT.

After discussion it was decided agreed to the repair to the Cantilever Swing for £420 plus the cost of a new tyre as the existing one is beginning to show signs of rotting.

With regard to the surface under the Cantilever Swing, it was agreed that David is to put a land drain to the area that forms a pond in wet weather. Confirmed that this will not affect the drainage in the area.

ACTION ADRIAN MARCH 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 MARCH 2019

5.2 Advertising the Centre as a Wedding Venue

A new approach is needed.

ACTION ELLIE TO FOLLOW UP BY APRIL 2019

5.3 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 MARCH 2019

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

ACTION SUE/DAVID BY APRIL 2019

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

Permission obtained from the Estate

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

It was also agreed that Adrian and Ellie would look at the fencing to determine the best position for the panels.

ACTION/ADRIAN/ELLIE BY MARCH 2019

5.5 Faulty Light Sensors

David had met Rod Robinson earlier in the day. Rod had agreed that the best solution is to put the lighting on to switches. Approved subject to getting a quotation for the work.

ACTION DAVID - MARCH 2019

5.6 Review the Office Function

Progress was reported as follows:

Distribution of keys for the key cabinet and Shutter keys – Keys obtained – to distribute.

Decision – distribute to all the Committee.

ACTION ADRIAN – MARCH 2019

5.7 Internal Decoration

The Community Payback Team will start this work in February. 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 MARCH 2019.

5.8 External Decoration – Front of Building

Quotation obtained for £144 for two coats plus the cost of the paint. There was concern about the new paint mixing with the old paint. Some checks to be made.

ACTION JAMIE/DAVID FEBRUARY 2019.

5.9 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 APRIL 2019

5.10 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. Outstanding.

ACTION ADRIAN/ELLIE MARCH 2018

5.11 Robertson's CE Ltd

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. These issues are going to be included in a letter to Robertson's.

Function Room Floor

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. No response received from Robertson's. In view of this the Secretary is to write to them via a recorded delivery letter.

ACTION ADRIAN MARCH 2019

5.12 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 MARCH 2019

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

5.13 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. Stew has responded to say that the application has been made. This item to be on the agenda for the meeting with LRFC on 28.02.19.

ACTION ADRIAN MARCH 2019

5.14 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 has been arranged for 28.02.19. The meeting to incorporate the discussions with Steve Beaty of Alnwick Bears.

ACTION ADRIAN MARCH 2019

5.15 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 April 2019 Newsletter. Ellie has arranged for a local photographer to visit some user groups to take photographs to be used in the publicity. An email has advised the user groups of this.

ACTION ELLIE/ADRIAN MARCH 2019

5.16 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 some work on this. No time had been spent on this since the last meeting.

ACTION ADRIAN MARCH 2019

5.17 Controls for the External Door

Ann Brixey said that she could not reach the control switch to set the door to 'automatic' because it is too high up on the door. This was a problem for the Loose Needles Group who needed the door to work on automatic. The Secretary agreed to ask the Bolton Gate Company if the switch could be moved to a more accessible location when they make their annual visit in March 2019.

ACTION ADRIAN APRIL 2019

6 Secretary's Report

6.1 Hallmark

The Hallmark 2 inspection is to take place on Monday 04.03.19 at 11.00am. Adrian, Ellie, David and Jamie to attend if possible. Ellie and Adrian had been looking at Hallmark 3 and thought we could achieve this level too. Louise Currie of CAN had said that we must first get through Level 2 and then fix a date for a Level 3 assessment. A preliminary to Hallmark 2 would be to review Hallmark 1.

6.2 Neighbourhood Development Plan Steering Group.

The Trust has been invited to nominate a representative to sit on the Steering Group. It cannot be Adrian or Ellie. Volunteers sought.

6.3 HSE Health and Safety Checklist for Village and Community Halls.

The meeting reviewed the checklist that had been completed by the Secretary. It showed compliance with the items listed except the following:

- Has an evacuation plan been implemented and tested? The Trust had dealt with the question previously in relation to the Fire Risk Assessment. It was agreed that with different user groups using the building it was not effective to practice an evacuation procedure. The exits are clearly marked and all work.

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

- Legionnaires Disease. The showers in the changing rooms are a potential for legionnaires disease. The Trust needs to better understand this risk and how it can be dealt with along with the frequency of testing. The showers are used only infrequently and some not at all. The need for the showers to be discussed with Stew Case of LRFC on 28.02.19

ACTION ADRIAN MARCH 2019

- Drains. It was noted that the drains in the changing rooms smell on occasions and this is dealt with by the Cleaner by pouring dettol down the drain.

6.4 Fire Risk Assessment 2019

The Committee worked through the Fire Risk Assessment that had been compiled by the Secretary. The Assessment was agreed as satisfactory subject to the following points and changes:

- Some rooms in the building only have a single means of escape.
- The door into the Function Room stage area to be checked. This is kept locked.
- The kitchen door closing mechanism needs an adjustment so that it closes properly. **ACTION DAVID.**
- The testing of the emergency lighting is the responsibility of Andrew Sargent and David Gibson. **ACTION DAVID GIBSON AND ANDREW SARGENT**
- Check out the correct position of the fire extinguisher to the left of the stage. **ACTION ADRIAN.**

6.5 Health and Safety Policy Review 2019

The Committee worked through the Health and Safety Policy that had been updated by the Secretary. The Policy was agreed as satisfactory subject to the following points and changes:

- Responsibility for maintaining and checking the First Aid box – Andrew Sargent.
- Responsibility for Fire Precautions and checks – David Gibson and Andrew Sargent.
- Information to Hirers – Eleanor Phillips.
- A point on the licenced opening times to be considered by the Secretary.

6.6 Data Protection and the General Data Protection Regulations

The Secretary presented the following documents:

- (a) A summary of the requirements of GDPR in relation to LC&SCT.
- (b) Policy and Procedure to be adopted.
- (c) Complaints Procedure to be adopted.
- (d) Policy on Public Interest Disclosure (Whistle Blowing) to be adopted.

Following a long discussion the above documents were approved subject to the following points:

- The appointment of a Data Protection Contact rather than a Data Protection Controller as recommended by ACRE.
- The Privacy Notice to be amended to include reference to 'sports activities'.
- The listing of personal data held by the Treasurer to include bank details for volunteers. It was agreed that reference to these policies and the Privacy Notice to be included in the Conditions of Hire, the web site and on Noticeboards.
- A review of the policies in six months time.
- Hallmaster to be contacted to check on their GDPR. **ACTION ADRIAN**

7 Treasurer's Report

For the four months to end of January 2019 the Treasurer reported the following results:

Outdoor activities – Income of £7,493, expenditure of £3,349 giving net income of £4,144 before the transfer to the Sinking Fund.

Indoor Activities – income of £4,157, expenditure of £2,706 and net income of £1,451.

Income for both outside and inside activities are up compared to last year.

Total funds in the bank - £96,426 of which £69,350 is unrestricted and £27, 075 restricted.

Free cash funds is £4,499 being made up of free indoor funds from the indoor activity of £6,042 offset by the shortfall arising from outside activity of £1,543.

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

The point was made yet again that difficulty is being experienced with collecting outstanding amounts for outdoor hirers. Action is being taken.

Jamie suggested making Saturday a peak rate for Hall hire and for the astro turf pitch to start the peak time from 5.00pm. **To be considered at the next meeting – ACTION ALL.**

A procedure involving a cash imprest is to be established for the payment of cash expenses by the Community lunch team.

New Commercial start Ups. Agreed that a lower hire rate be offered to new commercial start up for a period of three months. This was considered adequate for a group to find sustainability.

Accounting System Jamie reported that the accounting system was established on a multiple number of spreadsheets and it was becoming unwieldy. He had identified that a Sage package would be better. He had obtained a grant to pay for the package and was hoping to set it up.

8 Centre Booking Manager

Ellie reported that she took on the job of Bookings Secretary for a three months period and it was now up. It is important that we find a volunteer to take over this position. The position involves: issuing the rota, handling the bookings, meeting and greeting, invoicing, and dealing with queries. She was of the view that the job would be a bit easier if the Booking System was a bit more flexible and user friendly.

Jamie suggested that that we should consider splitting the job and paying someone to do those aspects of the job where we find difficulty in finding volunteers. The handling of bookings was time consuming and needed the interrogation of the booking system a number of times each day and then to acknowledge the enquiries. Often this involved answering questions before the booking could be confirmed. Another main aspect of the job is the 'meet and greet' for new hirers and dealing with emergencies. A third aspect is invoicing which is done once each month. It was suggested that these three main aspects could be undertaken separately but it would need a team of people to undertake the 'meet and greet'. Communications between the groups would have to be excellent. It was agreed that we should prepare a plan to take this forward as follows:

- A job specification to be prepared. **Fiona volunteered to do this**
- Review of the invoicing system to see if it can be simplified. **Action Ellie & Jamie**
- Ask Newton and Bywell what they pay their contractor. **Action Adrian**
- More thought to be given to how the split would work and the need for improved communications. **Action - Ellie**

9 Events including Fundraising Events

Ellie mentioned that she had sold 50 tickets for the Tiny Afro event

Events In planning

- A race-night
- Table Top Sale 06.04.19
- Domino night in April.
- Quarterly bingo sessions.
- 70s Disco.

10 Any Other Business

None.

11 Date of future meetings 2019

07.03.19 Reconvened AGM	08.07.19
11.03.19	09.09.19
08.04.19	14.10.19
13.05.19	11.11.19
10.06.19	09.12.19