

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 11th MARCH 2019

1 Present:

Trustees Adrian Hinchcliffe. Eleanor Phillips (Chair), Jamie Wanless.

In Attendance: No one.

2 Apologies for Absence

Carol Kirkham, Ayshea Lewis, Sue Wanless, Chris Thomas, David Gibson, Fiona Nelson Van Loon.

3 Election of Officials

Chair – Eleanor Phillips Proposed and seconded.

Secretary – Adrian Hinchcliffe. Proposed and seconded.

Treasurer – Jamie Wanless. Proposed and seconded.

Bookings Secretary – Eleanor Phillips (temporary).

Site Maintenance – David Gibson and Andrew Sargent.

Publicity – Left open.

4 Approval of the minutes

Meeting 11.02.19- approved and signed..

5 Matters Arising from the Minutes

5.1 Annual Inspection of the Children's Play Area

Monster Mulch of Stockton on Tees have been given the contract to renovate the Cantilever Swing including the tyre at a cost of ££520 inclusive of VAT.

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 DAVID MAY 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 APRIL 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

The area had been cleared by the Probation Service.

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

All panels had been measured by Andrew Sargent. Ellie to review the list of potential sponsors. Jamie to send the list to Ellie.

ACTION JAMIE/ELLIE BY APRIL 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 - APRIL 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 – APRIL 2019

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5.7 Internal Decoration

The Community Payback Team cannot do the work. Ellie to obtain a quote from professional painters.

ACTION ELLIE APRIL 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 APRIL 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 MAY 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 APRIL 2019

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. Robertson's have responded and intend to visit shortly.

ACTION ADRIAN APRIL 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 APRIL 2019

5.13 Walking Football and 'Just Play'.

At the joint meeting with LRFC Stew Case gave assurance that when the grants are received they will be passed over to the Trust.

5.14 Football Development Plan & the Site Development Plan.

Following the joint meeting the Memorandum of Understanding has been updated and sent to LRFC.

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 June 2019 Newsletter. Ellie has arranged for a local photographer to visit some user groups to take photographs to be used in the publicity. Work needs to be done on the design.

ACTION ELLIE/ADRIAN APRIL 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.

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An application is to be made to Community Action Northumberland for lottery funding.

ACTION ADRIAN APRIL 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

5.18 Neighbourhood Development Plan Steering Group

Chris Thomas had volunteered to sit on the NDP Steering Committee to represent the Trust.

5.19 Hallmark 1 and 2

It was reported that the meeting had gone very well. We will hear the outcome in April. See also Section 6

5.20 Checks for Legionnaires Disease

Agreed that we need to find out more about these tests and the actions to take.

ACTION ADRIAN APRIL 2019

6 Secretary's Report

Hallmark 3

We will be assessed for the Hallmark 3 standard on Thursday 04.04.19 at 10.00am.

To comply we need to publish the minutes of the Management Committee meetings on the web site. Agreed that we would put all minutes on the web site going back to October 2018. Ellie undertook to put this in place.

ACTION ELLIE

7 Treasurer's Report

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

Outdoor activities – Income of £9,832, expenditure of £4,290 giving net income of £5,542 before the transfer to the Sinking Fund.

Indoor Activities – income of £5,704, expenditure of £3,490 and net income of £2,214.

Total funds in the bank - £97,458 of which £78,028 is unrestricted and £27, 162 restricted.

Free cash funds is £4,550 being made up of free indoor funds from the indoor activity of £5.959 offset by the shortfall arising from outside activity of £1,036..

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

Hire Rates

Jamie suggested making the following changes to the hire rates:

- Make Saturday a peak rate for Hall hire.
- Make peak time start at 5.00pm to agree with the Astro turf timing
- Regularise what we offer to new 'one person' commercial start-ups whereby we have been offering free hire for a period to help them get established, Eg Zumba. He suggested three or six sessions. It will avoid the possible accusation of 'mates rates'.

Following discussion on this proposal it was felt that it would be better to implement the changes with effect from 1st October 2019. It will therefore be put on the agenda for approval at the July meeting.

ACTION ADRIAN – JULY 2019

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

Accounting System Jamie reported that the accounting system was established on a multiple number of spreadsheets and it was becoming unwieldy. He reported that he had received approval for a grant to use Sage software and is hoping to set up the new system over the next month.

8 Centre Booking Manager

A job specification had been prepared by Fiona. This was considered and Jamie agreed to make some small amendments to it. The cost per annum is likely to be £1,920 plus the cost of phone calls. This will be spread across the booking activities. Once the specification is finally agreed it will be advertised on the web site and Longhoughton Sales and Wants plus Facebook and the Bridge booklet. Holiday periods would have to be covered by volunteers.

Additional things to do are:

- Review of the invoicing system to see if it can be simplified. **Action Ellie & Jamie**
- More thought to be given to how the split would work and the need for improved communications. **Action – Ellie**

9 Events including Fundraising Events

- Tiny Afro – Over forty tickets sold. Buffet being organized by Ellie. Furniture by Andrew.
- Coffee morning taking place on 22.03.19
- Community lunch 27.03.19
- Community Bingo 29.03.19
- Seated Exercise 29.03.19

Events In planning

- A race-night
- Gin tasting
- Table Top Sale 06.04.19
- Domino night in April.
- Quarterly bingo sessions.
- 70s Disco.
- Ceilidh (possibly Autumn)

10 Minutes of AGM held 07.03.19

These were considered to be an accurate record. They will be approved at the AGM in 2020.

11 Any Other Business

(a) Community Luncheon Fund

Agreed that the funds collected from the luncheons should be ring fenced for use for warm-hubs purposes. However, Ellie pointed out that a number of spin-off activities connected to the 'Warm-Hubs' concept would also need some funding. These are Community Bingo, Arm chair exercising and there could be others. It was agreed that we may need to look for funding for these activities.

(b) Purchase and Installation of the automatic screen.

Ellie was concerned that we should spend the Co-op donation money on the items towards the projection equipment that we had specified. She had obtained an up to date quotation from Universal AV Services and proposed that the electric screen should be installed at a cost of £1,032 including installation and scaffolding hire. This would be installed over the Stage. This was agreed.

Action Ellie

12 Date of future meetings 2019

08.04.19	08.07.19
13.05.19	09.09.19
10.06.19	14.10.19
	11.11.19
	09.12.19