

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 14th JANUARY 2019

1 Present:

Trustees Adrian Hinchcliffe. Eleanor Phillips (Chair)

In Attendance: David Gibson.

2 Apologies for Absence

Ayshea Lewis, Carol Kirkham, Fiona Nelson Van Loon, Andrew Crosby, Sue Wanless, Jamie Wanless.

3 Meeting Inquorate

The meeting was inquorate due to only two Trustees being present. It was decided to progress through the agenda to see what could be dealt with and to ask for approval for any actions subsequent to the meeting.

4 Minutes of the Meeting held 11.12.18

The correctness of the minutes could not be dealt with due to being inquorate.

4 Matters Arising from the Minutes

5.1 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

5.2 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 to recommend the repair to the Cantilever Swing for £420 subject to approval by the Trustees.

With regard to the surface under the Cantilever Swing, David suggested putting in a land drain to drain the area that forms a pond in wet weather. Also subject to approval by the Trustees.

ACTION ADRIAN SUBJECT TO AGREEMENT BY THE TRUSTEES.

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

5.3 Advertising the Centre as a Wedding Venue

A new approach is needed.

ACTION ELLIE TO FOLLOW UP BY APRIL 2019

5.4 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

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5.6 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.

ACTION/ADRIAN/ELLIE BY FEBRUARY 2019

5.7 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 agreement by the Trustees and obtaining a quotation from Rod Robinson.

ACTION DAVID - REVIEW IN FEBRUARY 2019

5.8 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.

ACTION ADRIAN – FEBRUARY 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/Adrian to obtain copies of the keys for the box. This would be: Master key, Front door key, Front shutter and 3G.

ACTION ADRIAN/ELLIE – FEBRUARY 2019

5.9 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 FEBRUARY 2019.

5.10 External Decoration – Front of Building

Quotation obtained for £72 plus the cost of the paint. There was concern about the new paint mixing with the old paint. Some checks to be made.

ACTION ELLIE FEBRUARY 2019.

5.11 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 MARCH 2019

5.12 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 FEBRUARY 2019

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5.13 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

5.14 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. No response. Adrian to chase.

ACTION ADRIAN FEBRUARY 2019

5.15 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

5.16 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.

5.17 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. No response – Adrian to chase.

ACTION ADRIAN FEBRUARY 2019

5.18 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

5.19 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 April 2019 Newsletter.

ACTION ELLIE ADRIAN MARCH 2019

5.20 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. No time had been spent on this since the last meeting.

ACTION ADRIAN FEBRUARY 2019

6 Secretary's Report

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. A run though of the criteria for Hallmark 2 took place.

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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. To raise this at the next meeting.

7 Treasurer's Report

It was known that Jamie was concentrating on getting out the Annual Report and Accounts.

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, particularly for hirers, however we do pay a small amount for it. Ellie thought that it may be possible for more than one person to take on the job and share aspects of it. It's not just taking the bookings which need to be considered, it's the availability to meet and greet too. All this depends upon finding more people who are willing to help and volunteer. This will be a main message at the AGM.

9 Events including Fundraising Events

The following events are to take place:

- (a) Quiz Night. Saturday 02.02.19 at 7.00pm. **Unfortunately this has had to be cancelled.**
- (b) Mindfulness – 6 week course commences on 16.01.19 (Wednesday evenings)
- (c) Tiny Afro 16.03.19
- (d) In planning
 - A race-night was suggested. Dave Gamblin had agreed to help without charge.
 - Domino night in April.
 - Quarterly bingo sessions.
 - 70s Disco.
- (e) Ellie had issued an Events calendar covering all events up to 24.04.19. This set out for each event the catering etc required and the number of volunteers needed. This would be reviewed each meeting. It is essential for people to volunteer to help at these events otherwise they will not happen.

10 Arrangements for the AGM 07.02.19

Agreed to offer refreshments – tea and coffee from 6.45pm.

Agreed that we particularly need to be recruiting more Trustees and helpers otherwise the Centre is in danger of closing. AGM Notice – Ellie to put on web site.

11 Any Other Business

The point was made that we should be spending the Coop donation money on a screen in the Function Room. Ellie to review the quotation that was obtained for this work.

ACTION ELLIE FEBRUARY 2019

11 Date of future meetings 2019

07.02.19	AGM	08.07.19
11.02.19		09.09.19
11.03.19		14.10.19
08.04.19		11.11.19
13.05.19		09.12.19
10.06.19		