

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 8th APRIL 2019

- 1 Present:**
Trustees Adrian Hinchcliffe. Eleanor Phillips (Chair), Jamie Wanless, Andrew Crosby, Scott Rowntree, Chris Thomas.
In Attendance: Sue Wanless, David Gibson.
- 2 Apologies for Absence**
Ayshea Lewis, Ann Brixey, Ted Brixey, Lynsey Punton.
- 3 Death of Carol Kirkham**
Members noted with great sorrow the death of their fellow Trustee Carol Kirkham. It had been Carol's funeral and wake earlier in the day and a number of members were present to honour the service that she gave to the Trust and to support her family.
- 4 Election of the Publicity Officer**
Chris Thomas was proposed and seconded. Chris accepted the post after asking a number of questions relating to the role and its scope.
- 5 Approval of the minutes**
Meeting 11.03.19 - were approved and signed.
- 6 Matters Arising from the Minutes**
 - 6.1 Annual Inspection of the Children's Play Area**
It was reported that the Cantilever Swing had been overalled and a new tyre fitted.

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**

Ellie reported that the Payback team had pruned the vegetation.
 - 6.2 Advertising the Centre as a Wedding Venue**
A new approach is needed. **ACTION CHRIS TO FOLLOW UP BY JUNE 2019**
 - 6.3 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 has the list.
ACTION JAMIE/CHRIS BY JUNE 2019
 - 6.4 Faulty Light Sensors**
Quotes for this work to be obtained from Rod Robinson (David) and Trojan Electric (Adrian). Approved subject to getting a quotation for the work.
ACTION DAVID/ADRIAN - MAY 2019
 - 6.5 Keys for the Centre**
Chris requires a new set of keys and Ellie needs a copy of a sub master for Alnwick Bears. Jamie is also short of some keys.
ACTION ADRIAN – MAY 2019
 - 6.6 Internal Decoration**
Ellie had obtained a quote from Shaun Adams Painter and Decorator. The price was £750 for the entrance vestibule and the Entrance Hall. It was decided to seek further quotes. Jamie to approach Gregor.
ACTION JAMIE MAY 2019.
 - 6.7 External Decoration – Front of Building**
Quotation obtained for £144 for two coats plus the cost of the paint. Approval given.
ACTION JAMIE/DAVID MAY 2019.

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6.8 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

ACTION ADRIAN & DAVID MAY 2019

5.9 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 MAY 2019

6.10 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

Paul Reed of Robertson's had visited the site to see for himself. He accepted that the floor had deteriorated over the last year. He sent two representatives from a specialist flooring company to view the problem and report back to them. They visited on 03.04.19 and reported back to Paul Reed. They visited again on 08.04.19 to attempt to inject adhesive into one of the smaller bubbles. We await the outcome.

The view of Trustees is that the floor is not fit for purpose and should be completely relayed by Robertson's. It was agreed that we should ask Ed Ford to give a briefing on the difficulties experienced with the floor when it was put down.

It was also noted that the repair to the kitchen floor was not satisfactory and adhesive tape had been put in place to avoid a trip hazard.

It was also suggested that it may be worth contacting Powburn Village Hall who had recently had a new floor put down.

ACTION ADRIAN MAY 2019

6.11 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. The Secretary to bring a paper to the May meeting for consideration. Chris requested a site plan for the Centre.

ACTION ADRIAN MAY 2019

6.12 Advertising the Centre

Agreed that there is a need to better advertise the Centre. Chris would take charge of this and would come up with an advertising/publicity strategy. This may include some hard copy but Chris would review the need. Ellie has arranged for a local photographer to visit some user groups to take photographs to be used in the publicity.

ACTION CHRIS MAY 2019

6.13 Controls for the External Door

The Bolton Gate Company had not been in touch to arrange their annual inspection visit. It was agreed that we would not pursue them for this due to the cost. It was also agreed that we should consider leaving the door on automatic.

ACTION ADRIAN MAY 2019

6.14 Checks for Legionnaires Disease

Agreed that we need to run all the showers at a hot temperature at least once each month.

We should also consider closing off those showers that are not used. Some advice from a plumber is needed.

ACTION ADRIAN MAY 2019

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6.15 Hire Rates for New Starters

This followed on from the note in minute 7 of 11.03.19. For new commercial/community starters who are intending to hire for a course or continuous booking, to assist them in getting the group established we will offer the first four sessions free of charge provided it is in the off-peak time.

6.16 Installation of the electronic screen

Ellie reported that the screen will be installed this week.

7 Secretary's Report

(a) Hallmark 3

At the assessment on 04.04.19 we had been informed that our application had been successful and had achieved Hallmark 3 along with Hallmark 1 and 2. The Centre is the second in Northumberland to achieve this status. This gives rise for a celebration.

Chris to organise appropriate publicity once the certificate is received.

ACTION CHRIS.

(b) Funding Requirements

The Secretary had drawn together a number of funding needs facing the Trust so that an overall view can be taken and a strategy and Action Plan developed. The paper also identified several funds that are open to the Trust. It is clear that we need to develop a strategy rather than just coming up against things as they occur. The paper identified the following projects that will need funding:

- Energy efficiency items stemming from the Energy Audit.
- Electricity generation and storage stemming from the Energy Audit.
- Projection Equipment for the Conferences/Workshops and Film Club.
- Possible extension of the Children's Play area.
- Opening of the centre for wider recreational use.
- Other miscellaneous items eg. CCTV, Decoration, Facia Boards, Centre awareness.

The possible funds that we could apply to are:

- Awards for All - Up to £10K per annum.
- National Lottery Community Fund. Between £20k and £100k
- Berwick Community Trust Core Legacy Fund Up to £5k
- DEFRA £3m Village Hall fund Minimum £10k maximum £75k – 20% of eligible costs.
- Other smaller funds such as the Rothley Trust.

It was noted that some of the above funds may have restrictions and the need for matching funds.

It was agreed that we need a well thought out strategy for seeking funding for the purposes set about above. A Centre Development Plan would be the best way forward in articulating this. It was agreed that the 2016 Development Plan should be updated and developed for these needs and it would be presented at the next meeting. If some of these funds become unavailable to us due to time deadlines a tentative application could be put in if time permits.

ACTION - ADRIAN

7 Treasurer's Report

For the five months to end of March 2019 the Treasurer reported the following results:

Outdoor activities – Income of £11,425, expenditure of £5,133 giving net income of £6,292 before the transfer to the Sinking Fund.

Indoor Activities – income of £7,242, expenditure of £4,252 and net income of £2,990.

Total funds in the bank - £98,192 of which £71,432 is unrestricted and £26,759 restricted.

Free cash funds is £4,791 being made up of free indoor funds from the indoor activity of £6,756 offset by the shortfall arising from outside activity of £1,965.

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

It was agreed to write off a long outstanding debt for the British Legion.

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8 Centre Booking Manager

A job specification is now ready to advertise in Longhoughton Sales and Wants and the Bridge Magazine. The cost per annum is likely to be £1,920 plus the cost of phone calls. This will be spread across the booking activities. 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

Ellie reported that the seated exercise class had started and the first session had been well attended. She also noted that the local Labour Party were using the Centre quite frequently. The proposed Art Therapy class was on hold due to the instructor being ill. Funding is needed to pay for the hire charges.

The Table Top event was cancelled due to the low take up of tables that had been ordered.

Chris Thomas had offered to put on an Art Appreciation Course/Seminar in the Autumn. The Members welcomed this proposal which would be a prestigious course and worth advertising widely.

Events In planning

- Warm Hubs digital skills event
- Gin tasting
- Domino night in April.
- Quarterly bingo sessions.
- 70s Disco.
- Ceilidh (possibly Autumn)
- Halloween event

Ellie reported that the combination code for the Alnwick keybox that contained the key for the 3G had been compromised and some boys had been in using the 3G Pitch. It was agreed that Ellie should re-set the combination code and inform Alnwick Town officials.

Ellie also reported that the hob had been left on by the Café user the previous day. This to be taken up with Stew Case.

10 Site Maintenance

Two items were mentioned:

- (a) Andrew Sargent regularly picks up litter
- (b) The showers to be run at a hot temperature to protect against legionnaires disease.

11 Any Other Business

(a) Metafit

Noted that Andrew has cancelled the course next Saturday.

(b) Date of the Next Meeting

Due to holidays and other issues the next meeting will take place on Tuesday 21 May 2019 commencing at 7.00pm NOTE 7.00PM.

12 Date of future meetings 2019

21.05.19 at 7.00pm	09.09.19
10.06.19	14.10.19
08.07.19	11.11.19
	09.12.19