

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 10th JUNE 2019

- 1 Present:**
Trustees Adrian Hinchcliffe. Eleanor Phillips (Chair), Jamie Wanless (part), Chris Thomas.
- 2 Apologies for Absence**
Ayshea Lewis, Fiona Nelson Van Loon, Andrew Crosby, Sue Wanless, Ann & Ted Brixey, Lynsey Puntou.
- 3 Approval of the minutes**
Meeting 21.05.19 - were approved and signed.
- 4 Matters Arising from the Minutes**
 - 4.1 Annual Inspection of the Children's Play Area**
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 JULY 2019**
 - 4.2 Advertising the Centre for Conferences, Workshops, Celebrations and Weddings and other activities.**
Agreed that we should be advertising the Centre for all of the above uses but some may need to be treated separately for marketing purposes. Advertising in the Bridge magazine is now likely to be August.
ACTION CHRIS JULY 2019
 - 4.3 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. Ellie to forward to Chris the work that has been done so and the list of 3G measurements.
ACTION ELLIE/CHRIS BY JULY 2019
 - 4.4 Faulty Light Sensors**
Andrew reported further problems with the sensors and the one in the Ladies has stopped working. Disabled loo goes off after 8 seconds. Trojan to be asked to resolve. Andrew also identified that the shower lights and fans are not working in some of the showers. Trojan to be asked to investigate.
ACTION ADRIAN - JULY 2019
 - 4.5 Keys for the Centre**
New keys for the Meeting Room cupboard now received. The Master keys are ordered.
ACTION ADRIAN – JULY 2019
 - 4.6 Internal and External Decoration**
The tradesman has to have Public Liability Insurance. Ellie to contact Greg.
ACTION ELLIE JULY 2019.
 - 4.7 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 JULY 2019
 - 4.8 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 JULY 2019
 - 4.9 Robertson's CE Ltd**
Plumbing – Radiator Noise

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Adrian reported that the faulty radiator had not been discussed with Robertson's for this was a minor problem compared to the Function Room floor. It had been discussed with South End.

Function Room Floor

Paul Reed of Robertson's had contacted the Secretary to advise that Robertson's would replace the Function Room floor. He stated that this would be a big job involving taking up the entire existing floor covering and releveling the floor. They may put down a damp proof course. He said that it may be necessary to take off the skirting boards. He had sent samples of new flooring by Gerflor from their Recreation Range.

The Secretary subsequently contacted Gerflor and they recommended their Multi-Use covering rather than Recreation Range. They sent samples. Of the samples it was considered that 6375 Oak Design was the most appropriate. This costs more than the Recreation range so the request has to be put to Robertson's.

John Neil of South End had visited the Centre and advised on the replacement of the radiators. South End had sent a quotation. The quotation was:

- Replacement radiators of a larger size £1,328.20 including VAT
- Replacement with Low Surface Temperature radiators £4,014.00 including VAT.

It was agreed that we would seek advice from CAN to see if there are any regulations or Codes of Practice that stipulate low temperature radiators.

There was also concern at the size of the new radiators in relation to the curtains.

We should be aiming to get the floor replaced during the quiet period in July/August.

Robertson's also said that they would sort out the patching of the kitchen floor when the Function Room is done.

ACTION ADRIAN JULY 2019

4.10 Controls for the External Door

Agreed to leaving the door on automatic.

4.11 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 JULY 2019

4.12 Loose Toilet Seat

Andrew Sargent had investigated the loose toilet seat in Changing Room 3. The cause was an eroding part that needs a plumber to remove it. It may be possible to use one of the seats in the other changing rooms that are not being used. Andrew had identified a possible solution that will cost £14. Agreed that this should be tried.

ACTION ANDREW JULY 2019

4.13 Hallmark Certificates

New quality versions of the Hallmark certificates had now been received. Ellie has had them framed. The scanned certificates to be sent to Adrian and Chris.

ACTION ELLIE JULY 2019

4.14 Upgrade of the Floodlights

The urgent item is to replace the floodlights with LEDs. It is estimated that this will result in a saving in electricity of £1,000 per annum. We have until August/September before the floodlights are needed with any significance. Once quote has been received for £9,352 including VAT, a second has been requested from Trojan. The Secretary had contacted Awards For All who had responded to suggest we contact Sport England. This was outstanding. The Secretary had also urged Trojan Electrical to produce their price.

ACTION ADRIAN JULY 2019

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

4.15 Equipping the Centre

Meeting Room 1 Chairs. Agreed to ask Charlie to do a deep clean on the chairs and consider painting the legs.

ACTION ELLIE JULY 2019.

4.16 Signage for the Site

Agreed to chase up the Football Foundation to see what their plans are to change their logo.

ACTION ADRIAN JULY 2019

4.17 Permissive Access and Informal recreation

Agreed in principle to move forward on this. The idea of fencing to protect the playing fields was accepted. It was suggested that the footpath through the Centre should have a smooth surface for buggies etc. Agreed that we should approach Story Homes about this. Ellie to arrange.

ACTION ELLIE JULY 2019

4.18 Children's Play Area

Ayshea Lewis has announced a number of proposals for the development of the play areas that the RAF are responsible for. A specialist company to review the existing RAF play areas and to identify possible improvements. Agreed to wait until we have a better understanding of these changes before taking any action on the Play Area.

4.19 Development of the Warm Hubs Concept

At the Lottery Community Fund funding appointment attended by Adrian and Jamie, they expressed interest in our outline proposals for developing the Warm Hubs concept by social health and wellbeing needs, becoming a Dementia Friendly community, silver surfing, and talks lectures etc. An estimate of £12,500 had been put forward for this project. It now needs to be developed with a clearer specification and fully costed. This needs to be done by September. Agreed Ellie to do this.

ACTION ELLIE AUGUST 2019

4.20 Facilities for Films, Conferences, Workshops and Theatre

The Community Lottery thought that this was also a suitable project. The specification and case needs to be better documented and costed. Quotations need to be obtained. The total project to be circa £17.5k adding to an overall application of around £30k. Other village halls who have these facilities to be contacted.

ACTION ELLIE/ADRIAN AUGUST 2019.

4.21 Rugby League & Other Sports

Meeting with Stew Case and Steve Beaty to be arranged. Discussions have started with Stew Case on the possible location for the new container for Alnwick Bears.

ACTION ADRIAN/ELLIE JULY 2019

4.22 Commitment to Regular Users

Ellie had been in contact with all regular users. The offer of help had been warmly received.

5 Treasurer's Report

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

Outdoor activities – Income of £14,353 expenditure of £7,742 giving net income of £6,611 before the transfer to the Sinking Fund.

Indoor Activities – income of £9,197, expenditure of £5,280 and net income of £3,917.

Total funds in the bank - £99,353 of which £73,407 is unrestricted and £25,943 is restricted.

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Jamie again referred to the difficulty being experienced with collecting outstanding amounts for outdoor hirers.

Jamie also referred to the difficulties being experienced in invoicing the use of the turf pitches. This was not the Trust's responsibility and it was only done as a favour to LRFC. He expressed the view that it was not worth doing and consideration should be given to passing it back to LRFC.

Jamie said that he was finding it difficult to do both the Treasurer's job and the invoicing. He said that he would like to discontinue from doing the invoicing at the end of July and gave notice of his resignation from the Treasurer's job on 30th September 2019. The Chair thanked Jamie for all the work that he has done for the Trust since 2016 and understood his wish to discontinue.

7 Secretary's Report

Nothing new to report.

6 Centre Booking Manager

In view of Jamie's situation it was agreed not to pursue finding a contractor to do the invoicing at the moment. We would solve the need for invoicing from August internally.

Ellie reported success with a number of groups that were starting to use the Centre during the daytime mid-week. These are:

- GL Dance – coming back on back on Tuesday AM from September.
- Mature Movers – Friday morning
- Sunday singing.

Alnwick medical practice had booked the Centre for an all-day event on 18.06.19.

Community lunch – dates have been set out until the end of the year.

7 Site Maintenance Manager

Nothing new to report.

8 Publicity Officer.

Chris tabled a Publicity Strategy which is attached to these minutes. There was discussion on the strategy and all considered it to be appropriate. The Chair thanks Chris for putting this together.

Chris also produced as summary of what he had done for the Trust over the last month. This included:

- Posters for the community lunch.
- Taking and compiling photographs for gallery and for publicity purposes.
- Publicity posters for the Art talks.

9 Co-op Sponsorship

The Coop were again inviting local organisations to be part of their local funding scheme. It was agreed that the Centre should partake. After a long discussion on the cause for wanting sponsorship it was agreed that we should go for 'Play and Games Equipment for all Ages'.

10 Community Centre Welcome to new Residents

It is known that a number of new residents in Chancel Place and other people who have recently moved to Longhoughton are interested in helping and getting involved. It was agreed that we should put on a welcome event that focusses on the Community and Sports Centre and the activities that take place. At the same time we should make people aware of the vacancies for Trustees. It was agreed that we would hold the next Committee meeting on the same date from 7.00pm and people would be invited to stop and listen if they wished. The date fixed was Wednesday 10th July 2019 commencing at 6.00pm with wine and nibbles. Chris offered to do and invite.

11 Date of future meetings 2019

10.07.19 at 7.00pm	14.10.19 at 7.00pm
09.09.19 at 7.00pm	11.11.19 at 7.00pm
	09.12.19 at 7.00pm

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LC&SC Publicity Strategy

Principal task:

To increase the number of hirers for events, especially during the day at off-peak times

Principal message:

LC&SC is a high quality venue for hire. Achieves Community Action Northumberland's Warm Hub status and CAN Hallmark 3.

Target audiences

Alnwick and district area – Boulmer, Howick and Longhoughton in particular

- The wider community for business, social, health, educational and cultural purposes
- Local Clubs and Societies

Media platforms

- Social media – Facebook is the main means of reaching our customer base and communicating with them. Ellie Phillips to continue to manage this
- LC&SC website
- Parish Council community newsletter
- Northumberland Gazette – District News and What's On
- Alnwick Supermarkets' community noticeboards– postcards
- Postcards in cafés and other venues
- The Bridge (Aln & Coastland Parishes monthly Magazine)
- BBC North East TV available for the right event
- Lionheart Radio available for the right event

Budget:

None.

Timescale & review:

It would be reasonable to assume that an increase could be detectable by the end of 2019

Publicity Officer
Chris Thomas
June 2019