

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 21st MAY 2019

- 1 Present:**
Trustees Adrian Hinchcliffe. Eleanor Phillips (Chair), Jamie Wanless, Chris Thomas.
In Attendance: -
- 2 Apologies for Absence**
Ayshea Lewis, Fiona Nelson Van Loon, Andrew Crosby, Sue Wanless.
- 3 Approval of the minutes**
Meeting 08.04.19 - were approved and signed.
- 4 Matters Arising from the Minutes**

4

 - 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 JUNE 2019**
 - 4.2 Advertising the Centre as a Wedding Venue**
Considered that at first our approach should be to attract weddings in the Parish. Use local publicity only. Objective to have a small number of weddings per annum and then to build on that. At this stage the publicity needed is to make local people aware of the Centre and suitability for a wedding reception. **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. Jamie has the list. Ellie to forward to Chris the work that has been done so far. **ACTION ELLIE/CHRIS BY JUNE 2019**
 - 4.4 Faulty Light Sensors**
Adrian reported that he had authorized Trojan Electricians to replace four faulty light sensors and this had been done. There had been a problem the light sensors in Changing Room 3 which seemed to be switching the lights off too early. This to be reported to the Trojan but first we need to understand if there are faults in other lights. Andrew Sargent agreed to check all the lights and sensors in the four changing rooms. **ACTION ADRIAN/ANDY - JUNE 2019**
 - 4.5 Keys for the Centre**
The key for Alnwick Bears should be ready this week. The Master key is still to order. **ACTION ADRIAN – JUNE 2019**
 - 4.6 Internal Decoration**
Jamie to obtain further quotes. The tradesman has to have Public Liability Insurance. **ACTION JAMIE JUNE 2019.**
 - 4.7 External Decoration – Front of Building**
Quotation obtained for £144 for two coats plus the cost of the paint. This was previously approved but the tradesman has to have Public Liability Insurance. **ACTION JAMIE JUNE 2019.**
 - 4.8 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 **ADRIAN & DAVID JULY 2019**
 - 4.9 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.

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ACTION ADRIAN/ELLIE JULY 2019

4.10 Robertson's CE Ltd

Plumbing – Radiator Noise

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.

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.

Trustees thought that this was a good offer but we need to make sure that the new floor is suitable for our needs and that the preparation for it is appropriate. It was also considered that this was the right time to swap out the four radiators for better models with simpler and more effective controls. For this purpose the Secretary would contact John Neil of SouthEnd Plumbers to ask for advice and a quotation. Jamie would also advise of an Amble Plumber for a second quote. We should be aiming to get the floor replaced during the quiet period in July/August.

The Secretary had been in contact with Gerflor who had advised that their Multi-Use product may be more appropriate. They are sending sample cards. A decision will be required fairly soon on this once we have all the advice and quotations.

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

ACTION ADRIAN/JAMIE JUNE 2019

4.11 Advertising the Centre

Agreed that Ellie would continue to keep Facebook going. Chris will take charge of the Web Site. Chris will also see if the Bridge Magazine will take copy. Ellie has arranged for a local photographer to visit some user groups to take photographs to be used in the publicity. Chris may visit the Annual Prize Presentation of LRFC later this week.

ACTION CHRIS/ELLIE ONGOING

4.12 Controls for the External Door

Consideration to be given to leaving the door on automatic.

ACTION ADRIAN JUNE 2019

4.13 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 JUNE 2019

4.14 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. A plumber to be contacted.

ACTION ANDREW JUNE 2019

4.15 Removal of Brushwood

It was noted that Jo Mallon had chipped the brushwood and the chippings had been put on the Children's Play area.

4.16 Access to the Changing Rooms on Sundays

The situation had arisen recently when the outdoor users could not gain access to the Changing Rooms toilets due to the back door (upper lock) not being unlocked. This had arisen recently and Jamie/Sue had to go to the Centre to unlock the door. If Stew Case is present there is no problem because he has a full set of keys. To overcome this problem Stew had suggested that a key for the Back Door upper lock be issued to a number of Coaches. The Trust does not want to do this for having the back door key gives access to the whole building. One solution is to put a back door key into the

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key box. An alternative would be to ask for a volunteer to open and close the building on these occasions which are infrequent. Ann and Ted Brixey may be willing to do this if asked.

ACTION ELLIE /JAMIE JUNE 2019

5 Secretary's Report

5.1 Electrical Work

The annual inspection of the Fire Alarm System and Emergency Lighting System took place on 07.05.19. Some remedial work was necessary with the Emergency Lighting System. At the same time they were asked to replace four lighting sensors (three changing rooms plus the disabled Loo) that were not working.

There has been a subsequent complaint that the sensors in Changing Room 3 are switching the supply off too quickly. Andrew Sargent was aware of this problem and would report back on precisely what the issues are.

ACTION ANDREW JUNE 2019

5.2 Gas Contract

The existing gas contract runs out on 31.07.19. LSI Energy Brokers have been in touch and were authorised to act on behalf of the Centre. They produced a schedule of the best quotations they could obtain. The lowest price was an estimated annual cost of £1669.65 but this contract was on offer for a period of four years. This price is nevertheless 30% up on the prices we are currently paying. After discussion between the Secretary and Treasurer this price was accepted for a four year period.

5.3 Hallmark Certificates

New quality versions of the Hallmark certificates had now been received. These were handed to Ellie for scanning and framing.

5.4 Development Strategy 2019-2024

The strategy had been compiled by the Secretary. Discussion took place as follows:

(a) Energy Efficiency and Reduced Energy Usage

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. It was agreed that we should immediately apply to Awards For All.

ACTION ADRIAN JUNE 2019

(b) Energy generation

Put on the back burner for now.

(c) Better utilisation of the Building Capacity

Agreed to await the outcome of the sale of the SPAR building.

(d) Equipping the Centre

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

ACTION ELLIE JUNE 2019.

(e) Renewals and Maintenance

Decorations and the fascia boards may have to be financed from our own resources.

(f) Signage for the Site

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

ACTION ADRIAN JUNE 2019

(g) MUGA

Still under review by the Parish Council and RAF.

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(h) 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 JUNE 2019

(i) 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. Agreed to wait until we have a better understanding of these changes before taking any action on the Play Area.

(j) 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

(k) 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.

(l) Promoting Weddings and Conference

See minute 4.2 above.

12.4 Astro Turf Pitch

(a) AND (b) may need funding for marketing. No suggestions at the moment.

(c) Await outcome of MUGA and Airplay proposals. If competitive matches are to be attracted we will have to purchase new goalposts.

12.5 Rugby League & Other Sports

Considered that we need an update meeting with Stew Case. LRFC have not agreed to joint use of the field. Steve Beaty has informed the Secretary that they still want a Steel Container. Situation needs attention.

ACTION ADRIAN/ELLIE JUNE 2019

12.6 Sporting Packages

Marketing funding needed.

12.7 Other daytime uses

Marketing funding needed.

6 Treasurer's Report

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

Outdoor activities – Income of £13,311, expenditure of £6,880 giving net income of £6,187 before the transfer to the Sinking Fund.

Indoor Activities – income of £8,110, expenditure of £5,038 and net income of £3,072.

Total funds in the bank - £98,931 of which £72,621 is unrestricted and £26,309 restricted.

Free cash funds is £5,194 being made up of free indoor funds from the indoor activity of £7,863 offset by the shortfall arising from outside activity of £2,669.

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

The Treasurer to start work transferring the accounts from the spreadsheets to THE Sage package.

7 Centre Booking Manager

Ellie has reconsidered her intention concerning the role of Bookings Manager and is prepared to continue in that role provided someone else can be found to do the invoicing. She felt that this role is a key position for welcoming users and being the person that they have contact with. Jamie felt that he may not be able to continue to carry on doing the invoicing. It was therefore agreed that we would look for a contractor to do this work. Jamie would draw up a job specification for this role.

ACTION JAMIE JUNE 2019

Chris reminded the Committee of the RAF Commander's offer to assist the Community and wondered if the Camp was able to provide someone to help.

ACTION ADRIAN JUNE 2019

8 Events including Fundraising

Nothing new to report other than a craft fare has been booked for August Bank Holiday Monday.

9 Commitment to Regular Users

It was agreed that the Trust would offer regular users the opportunity to use the Centre free of charge for fund raising events.

It was also agreed not to charge LRFV for their annual event later this week

ACTION ELLIE JUNE 2019

10 Date of future meetings 2019

10.06.19 at 7.00pm

09.09.19 at 7.00pm

08.07.19 at 7.00pm

14.10.19 at 7.00pm

11.11.19 at 7.00pm

09.12.19 at 7.00pm