

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

## MINUTES OF MEETING OF TRUSTEES HELD ON 9<sup>th</sup> SEPTEMBER 2019

### 1 Present:

**Trustees** Adrian Hinchcliffe. Chris Thomas, Shaun Hastings.

### 2 Apologies for Absence

Ayshea Lewis, Fiona Nelson Van Loon, Andrew Crosby, Sue Wanless, Ann & Ted Brixey, Eleanor Phillips, Lynsey Punton, Scott Rowntree.

### 3 Welcome.

In the absence of the Chair, Adrian Hinchcliffe took the chair and welcomed Shaun Hastings to his first meeting.

### 4 Jamie Wanless

Jamie had died in hospital the day before the meeting. Our sincere condolences go to Sue and all the family. Jamie had acted as Treasurer of the Trust since 2016 and had done an exceptional job in sorting out the finances and getting the books of account into a good state. He had to do much research into the financial situation in 2009 when the site and Trust was created and following this he had changed the way in which the accounting is done for it to be appropriate for the activities that now take place, He had also been very much involved in introducing the Hallmaster on-line Booking System and the re-development of the Centre's web site. Until the latter months of his illness he had been an ever-present at the Management Committee meetings and had been involved in far more than what could be regarded as the Treasurer's role, giving his time freely and effectively. The Trust and all users of the site owe a debt of gratitude and thanks to Jamie for what he has achieved over the last few years. Rest in peace.

### 5 Approval of the minutes

Meeting 10.07.19 - were approved and signed.

### 6 Matters Arising from the Minutes

#### 6.1 Advertising on the 3G Fencing and other places around the site

Two adverts had been sold and one was in place. Chris following up to capture more takers.

**ACTION CHRIS BY OCTOBER 2019**

#### 6.2 Faulty Light Sensors

Trojan had fitted new sensors but those in the two changing rooms were not working. They had been asked to come back and fix.

They had investigated the lights and fans that were not working in the shower areas. They had quoted for replacing the Halogen lights with LED, replacing the fan controllers and replacing an emergency light. The quote came to £1,440 including VAT. Only when the fan controllers are changed can they test the fans.

It was agreed only to request the changes in the two shower areas that are in use.

**ACTION ADRIAN – OCTOBER 2019**

#### 6.3 Keys for the Centre

It had been identified that the new master keys would not work on some doors. Adrian to take this up with Timpsons.

**ACTION ADRIAN OCTOBER 2019**

#### 6.4 Internal and External Decoration

Greg is to quote.

**ACTION ELLIE OCTOBER 2019.**

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## 6.5 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 DECEMBER 2019**

## 6.6 Sign Pointing to the Centre on the B1339

Adrian had written to Richard McKenzie of the Highways Authority requesting advice on this. A response was awaited.

**ACTION OCTOBER 2019**

## 6.7 Robertson's CE Ltd

### Plumbing – Radiator Noise

The new radiators had been fitted in the Function Room and John Neal of South End had taken off the regulator on the radiator in the Entrance Vestibule.

### Function Room Floor

Robertson's have taken up the old floor and put down the new floor that we selected. It took longer than expected to take up the bottom layer which was glued down. A machine was brought in to do the job and this produced clouds of dust that settled throughout the building. Extra cleaning has had to be undertaken and Robertson's have brought in a contractor to clean the high level ledges, lights and other things. Adrian met a Robertson's representative earlier in the day and there are still some snagging items to deal with.

Sincere thanks are due to Andrew Sargent and Ellie Phillips who have had to deal with the contractor's in Adrian's absence. Thanks also to Andrew for assisting South End in fitting the new radiators.

Once the floor is completed and all work on the radiators the piping can be boxed in. Adrian to arrange.

It was also noted that the kitchen floor had been repaired by the contractors. Also enquiries are to be made with Robertson's about the period of guarantee on this work.

**ACTION ADRIAN OCTOBER 2019**

## 6.8 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 NOVEMBER 2019**

## 6.9 Upgrade of the Floodlights

The Secretary had been guided to Sport England who may accept an application for funding. In preparing the application the Secretary had calculated that the existing floodlights were costing around £1,550 per annum. If we were to fit LEDs the saving could well be around the £1,000 forecast. He is awaiting information from the company that did the Energy Audit. He also said that he was making the case for the LED to save money after the likely loss of Alnwick Town's use of the 3G. If the application is completed soon there will be a time lapse whilst Sport England consider the request. This could be well in to the autumn when the floodlights are needed. It was agreed that we should hang on as long as possible. If the application fails we will just repair the one light that has failed.

September – A quotation has now been received from Trojan Electrical Supplies & Services for £14,160 inclusive of VAT. This will enable the funding application to be completed but first it will be essential to do a comparison of the two quotes to ensure they are on a like for like basis.

The invoice from South End Plumbing and Heating Ltd has been received and is for £1,328.20 inclusive of VAT. It was agreed that this should be paid.

**ACTION ADRIAN OCTOBER 2019**

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## 6.10 Equipping the Centre – Meeting Room Chairs

The Community Chest was now open. It was agreed to put in an application to replace the chairs in the Meeting Room. The likely cost would be £24.50 per chair. The Trust would have to find 25% of the cost. It was agreed to look around for other funds that may provide this percentage.

**ACTION ELLIE OCTOBER 2019.**

## 6.11 Signage for the Site

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

**ACTION ADRIAN OCTOBER 2019**

## 6.12 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. Earlier that evening some residents of Chancel Place had suggested that we write direct to Fred Story.

**ACTION ELLIE OCTOBER 2019**

## 6.13 Children's Play Area

Ayshea Lewis is advancing on proposals to improve the play areas at Cunningham Court and Tedder Place. Agreed to wait until we have a better understanding of these changes before taking any action on the Play Area.

September – The RAF is waiting to see whether the request for funding has been approved.

**ACTION ADRIAN OCTOBER 2019**

## 6.14 Application to the Community Lottery Fund

The Community Lottery Fund has advised that our application for financial assistance with the proposals to become a Dementia Friendly community and for the remaining expenditure to establish the facilities for Films, Conferences, Workshops and Theatre have been turned down. We will need to identify new funding opportunities.

**ACTION ELLIE/ADRIAN NOVEMBER 2019.**

## 6.15 Rugby League & Other Sports

Meeting with Stew Case and Steve Beaty has still to be arranged. Discussions have started with Stew Case on the possible location for the new container for Alnwick Bears. Adrian to produce an agenda for the meeting.

**ACTION ADRIAN/ELLIE OCTOBER 2019**

## 6.16 Children's Play Area Annual Independent Report

Adrian met Kenny Middlemist of Greenfingers on 29.08.19 and asked him to undertake the following work:

- Removal of weeds in all areas that previously did not have growing vegetation. This to be done by weed killer and strimming.
- Removal of excess vegetation around the site.
- Removal of the rotten stubs (these will need a machine to dig them out and lift them up)
- Removal of soil and gravel under the clutter bridge so that it functions properly.
- Replacement of two missing posts on the hill walkway - and fix the posts to the wooden base. Plus repair one other post.
- Excavate and remove two steel plates connected to concrete foundations - where the item is no longer in use (this will require an excavator).
- Obtain a quantity of wood chippings and spread over the play area.
- Dispose of all debris.

An estimate was requested but he was asked to go ahead with the work. At 09.09.19 no estimate had been received and no work appeared to have been done. Adrian to follow –up.

**ACTION ADRIAN OCTOBER 2019**

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## 6.17 MUGA

This was part of the funding application put together by the RAF.

## 6.18 Failed Shutter

The shutter to the far doors in the Function Room has failed. It had been repaired by Andy Sargent. To do this it was necessary to disconnect the emergency light and Trojan Electric had been called in to do that.

## 6.19 Football Foundation Annual Return

This had been completed and sent off.

## 6.20 Cleaning Vacancy

There was one applicant for the vacancy – Mrs Lynette Warwick. Mrs Warwick was interviewed by Adrian Hinchcliffe and Chris Thomas and offered the contract. Mrs Warwick started at the beginning of August. She has Public Liability insurance and operates under the title of Warwick Housekeeping Services.

## 6.21 WiFi

At the Aging well event the Secretary was advised by Sylvia Pringle that the WIFI signal in the Function Room was very weak. It was agreed to contact Sylvia to ask for advice and the same with XIn. There was also a suggestion that the ring main cable could be used. Scott agreed to try this with a booster from his home.

**ACTION SCOTT OCTOBER 2019**

## 7 Secretary's Report

### 7.1 Position of Treasurer

Due to Jamie's illness, subsequent to the July Management Committee meeting he was unable to continue carrying out the role of Treasurer. Eleanor approached Shaun Hastings to ask if he would be prepared to help out in the circumstances. Shaun agreed to do so but to focus on the operating of the accounting system.

In view of the need for speed in appointing Shaun, Adrian, as Secretary, asked the Trustees by email to Co-opt Shaun as a Trustee. There was unanimous agreement for this. Shaun completed all the necessary paperwork and was registered as a Trustee with the Charity Commission and as a Director with the Companies Registrar.

Several meetings were held between Shaun, Ellie and Adrian and one meeting between Shaun, Jamie and Adrian.

The outcome of these meetings is that the role of Treasurer is effectively being split between three persons. Shaun will be responsible for the books of account and bank reconciliation and the production of the monthly and final accounts. Ellie will be responsible for the invoicing of hire invoices and for the follow up of unpaid invoices. Adrian will pay all invoices and expense claims and deal with the Community lunch and other restricted funds including dealing with the Bank and other financial institutions where the Trust has money invested.

Shaun will require access to the Lloyds Bank Account and it was agreed for him to become a signatory to the accounts.

This arrangement will be reviewed at the next AGM.

### 7.2 Renewal of the Insurance

The insurance with Allied Westminster is due for renewal on 21.09.19 with a premium of £1,423.68. The Secretary had gone through the proposals. There had been an iteration with Allied to update a small number of issues including the obtaining of Hallmark 2 and 3. A further discount of £60 was received for this. The Secretary tabled the renewal schedule. This is the second year of a three year agreement. The renewal proposal was agreed for payment.

Following payment Shaun and Adrian will work on splitting down the insurance to arrive at the amount that is presented to the Parish Council for payment as a grant.

**ACTION SHAUN & ADRIAN OCTOBER 2019**

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## 7.3 XIn Telephone and WiFi Contract

The two year agreement is coming to an end in December.

**ACTION ADRIAN NOVEMBER 2019**

## 7.4 Invoice for Completion of the Corporation Tax Return

The Secretary had received an invoice from Greaves Grindle for £98.40 for the completion of the Corporation Tax Return for the year ending 31.09.18. It was not known whether Jamie had authorised this. However, it was decided to pay the invoice. Adrian to speak to the Accountants.

**ACTION ADRIAN OCTOBER 2019**

## 7.5 Annual Licensing Fee - £180

An invoice had been received from Northumberland County Council for the payment of the annual licensing fee of £180. It was agreed that this should be paid.

## 7.6 Community Luncheon

It was noted that Pat Ellis is taking responsibility for the financial side of the Community Lunch. Income and expenses will be dealt with by Pat and the net difference given to Adrian. A float of £100 is held for this purpose.

## 7.7 Shelving in the Store Room

The Store Room is in need of shelving to allow things to be stored in an orderly manner. Agreed for this to happen. A suitable person to be found to do this work.

**ACTION ADRIAN OCTOBER 2019**

## 8 Treasurer's Report

Shaun reported that he was spending time to familiarise himself with the accounts and Jamie's spreadsheets. He had followed the logic used by Jamie to produce the June accounts and was now in the process of producing accounts for July. He had held familiarisation sessions with Ellie and had a list of questions for Adrian. Shaun said that Jamie's accounts were exemplary but it was not easy taking over spreadsheets put together by someone else. He was very much aware that we are coming up to the year end and the books needed to be up to date and complete by 30.09.19. There was a question of the Sage package that it was thought had been purchased by Jamie. This will need further investigation.

## 9 Centre Booking Manager

No report, on holiday.

## 8 Site Maintenance Manager

No report, on holiday.

## 9 Publicity Officer.

Chis reported as follows:

The following was achieved during the last month:

- Designing Raptor Banner for printing by Fantasy Prints, Berwick (to be completed)
- Updated LCSC website (ongoing)
- Follow-up mailshot for selling pitch side advertisements (to be completed)
- Published an article in the July & August issues of The Bridge.
- Promoting Art Talk art appreciation classes (not going ahead owing to lack of support)
- Design of logo and appropriate maps for Paths, Plants and People (ex-Green Necklace)
- Delivered postcards promoting the Centre and its facilities to supermarkets and Funeral Directors.

Outstanding (to do next month)

- Complete the design for the Raptor banner and action its manufacture

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- Pursue potential clients for sale of pitch side advertisements.
- Monitor LCSC website and update as appropriate
- Other tasks as requested.

## **10 Events**

Chris reported that insufficient numbers had come forward for the Art Appreciation courses that he had proposed for the Autumn. With small numbers it was not worth running the courses in view of all the work that needed to be done in preparation. Regrettably he had therefore cancelled the courses.

## **11 Need for New Trustees**

The Trust is in urgent need of new Trustees. Committee meetings are in danger of not being quorate. It was suggested that we should approach some of the people from Chancel Place who attended the 'welcome' meetings in July and advertise in the Community Newsletter.

## **12 Day of the Meeting**

A number of Trustees had given apologies due to a clash with other events/circumstances on Mondays. It was felt appropriate that we should ask the Trustees if it would be better holding the meeting on another weekday evening during the same second week in each month.

**ACTION ADRIAN OCTOBER 2019**

## **13 Date of future meetings 2019**

14.10.19 at 7.00pm (to be reviewed – see minute 12)

11.11.19 at 7.00pm

09.12.19 at 7.00pm