

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 10th JULY 2019

- 1 Present:**
Trustees Adrian Hinchcliffe. Eleanor Phillips (Chair), Chris Thomas, Scott Rowntree.
- 2 Apologies for Absence**
Ayshea Lewis, Fiona Nelson Van Loon, Andrew Crosby, Sue Wanless, Ann & Ted Brixey, Jamie Wanless
- 3 Approval of the minutes**
Meeting 10.06.19 - were approved and signed.
- 4 Matters Arising from the Minutes**
 - 4.1 Advertising on the 3G Fencing and other places around the site**
The fixings were discussed after Chris had viewed those at Lesbury. There is to be a emailing shot to potential advertisers. Agreed this to be from the Trust's email address. Chris organizing.
ACTION ELLIE/CHRIS BY SEPTEMBER 2019
 - 4.2 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 - SEPTEMBER2019
 - 4.3 Keys for the Centre**
Keys were issued to Chris Thomas.
 - 4.4 Internal and External Decoration**
Greg is to quote.
ACTION ELLIE SEPTEMBER 2019.
 - 4.5 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 SEPTEMBER 2019
 - 4.6 Sign Pointing to the Centre on the B1339**
This had been discussed with Iain Robson of the AONB. He said that the appropriate sign would be white and not brown. He suggested that we discuss it with Richard McKenzie. Adrian to do. Iain also said questioned whether it would be necessary if we gave out good directional information with our hire instructions. Ellie said that we do but they get ignored.
ACTION SEPTEMBER 2019
 - 4.7 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. It had been discussed with SouthEnd.

Function Room Floor

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Robertson's had been in contact to say that they would not pay for floor level that we had requested because it was a higher specification than the original flooring. It would cost £300 extra. It was agreed that the Trust should go for the higher specification and accept the cost.

It was still hoped that the work would be undertaken in August.

ACTION ADRIAN SEPTEMBER 2019

4.8 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 SEPTEMBER 2019

4.9 Loose Toilet Seat

These had been changed by David Gibson.

4.10 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.

ACTION ADRIAN SEPTEMBER 2019

4.11 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 SEPTEMBER 2019.

4.12 Signage for the Site

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

ACTION ADRIAN SEPTEMBER 2019

4.13 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 SEPTEMBER 2019

4.14 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.

ACTION ADRIAN SEPTEMBER 2019

4.15 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

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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.

Ellie was progressing this proposal and had already had a number of meetings.

ACTION ELLIE SEPTEMBER 2019

4.16 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 SEPTEMBER 2019.

4.17 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 SEPTEMBER 2019

5 Treasurer's Report

There was no report from Jamie due to illness. Jamie had asked for help with processing invoices. Ellie was to meet Jamie to receive instruction on how to do this.

ACTION ELLIE SEPTEMBER 2019

6 Secretary's Report

(a) Children's Play Area Annual Independent Report

The report had been received and circulated to all Trustees. It identified a number of things that need attention. Some of the play items need some minor repairs but the main thing identified is the need for the removal of surface weeds and some rotting timbers. It was agreed that we should employ Greenfingers for this task.

ACTION ADRIAN SEPTEMBER 2019

(b) MUGA

There was a report going to the next Parish Council meeting with a proposal for a MUGA to be established at Tedder Place Play Area. This was noted.

(c) Failed Shutter

The shutter to the Meeting Room door had failed. It had been repaired by Andy Sargent. Thanks were expressed to Andy for doing this.

(d) Football Foundation Annual Return

This had arrived for completion and the Secretary was attempting to do so. In previous years Jamie has handled most of it. Some input from Stew Case may be needed.

(e) Cleaning Vacancy

Charlie Gillon has tendered his resignation as our Cleaning Contractor. This will apply from the end of July. This is very much regretted for Charlie is very reliable and does a very good job.

It was agreed to advertise the vacancy and to retain the payment of £10 per hour.

ACTION ADRIAN/ELLIE

(f) 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 Xln. 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 ADRIAN/SCOTT SEPTEMBER 2019

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7 Centre Booking Manager

It was noted that the Probation Service had been given a second key for the front door.

Ellie noted that some regular users were booking late which meant that other users were booking their slots. This is an issue.

The Centre would again be used as a polling Station on 18.07.19.

Ellie said that the Elworthy pitch is being used but is not booked.

8 Site Maintenance Manager

Agreed to pay some costs towards a temporary direction sign for the Centre.

There are a number of black bags full of cuttings that the Community Payback Team have filled from the Play Area. These need to be taken to the tip for composting. Chris agreed to do this with Andrew's help..

ACTION CHRIS.

9 Publicity Officer.

Report for June 2019.

Chis reported as follows:

The following was achieved during the last month:

- Printed and distributing generic advertisements (postcards) to supermarkets and other venues. *Now posted by Morrisons, Sainsburys, Co-op Funeral Care (Alnwick), Alnmouth PO, Alnwick Library and Council Offices.*
- Designing Raptor Banner for printing by Fantasy Prints, Berwick (to be completed)
- Updated LCSC website (ongoing)
- Preparing mailshot for selling pitch side advertisements (to be completed)
- Published an article in the June issue of The Bridge. A second article sent for publication in the July issue
- Studied fixing at the green side advertisements at Lesbury Bowls Club

Outstanding (to do next month)

- Complete the design for the Raptor banner and action its manufacture
- as Circulate the flyer for pitch side advertisements when ready
- Monitor LCSC website and update as appropriate
- Other tasks requested...

10 Events

Ellie reported the following:

She was developing the concept of the banners for the Function Room with Jill McMillan.

The costing for the materials was estimated at £650. The concept would be The Four Seasons (four banners). They have to be fireproof. It was noted that this was in the specification for the Lottery funding application but amounts cannot be spent until after the project is approved. We may need to look elsewhere for funding.

11 Community Centre Welcome to new Residents

The welcome to new residents had taken place before the meeting. Eleven new residents had turned up and were given a talk about the Trust and a tour of the building. It was considered to be very successful.

12 Any Other Business

- (a) Training for new Trustees. Chris had attended two courses in York. The first was on the law and finance relating to being a trustee and the second was on 'Conflicts of interest' and finance pitfalls. He raised the question of whether 'conflicts of interest' should be on the

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agenda as a standard item. He noted that the training could have been obtained in Northumberland rather than having to go to York.

(b) Summer events at the Centre.

A resident raised the question of whether there was to be some events at the Centre for children over the holidays. Scott said that he was available for a three week period and offered to put some football session on. It was noted that should parents offer to put on events they had to be DBS cleared.

13 Date of future meetings 2019

NO MEETING IN AUGUST

09.09.19 at 7.00pm

14.10.19 at 7.00pm

11.11.19 at 7.00pm

09.12.19 at 7.00pm