

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 15 OCTOBER 2019

1 Present:

Trustees Eleanor Phillips, Adrian Hinchcliffe. Chris Thomas, Shaun Hastings.

2 Apologies for Absence

Ayshea Lewis, Fiona Nelson Van Loon, Andrew Crosby, Sue Wanless, Ann & Ted Brixey, Lynsey Puntton..

3 Approval of the minutes

Meeting 09.09.19 - were approved and signed.

4 Matters Arising from the Minutes

4.1 Remembering Jamie Wanless and Carol Kirkham

Ellie suggested the possibility of remembering Jamie and Carol by planting two fruit trees in the grounds of LC&SC. The location would have to be in the vicinity of the building. The trees would need to be protected, Agreed to consider this for the next meeting.

ACTION ALL NOVEMBER 2019

4.2 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. An invoice had been sent to St James Place but no response.

ACTION CHRIS NOVEMBER 2019

4.3 Faulty Lighting/Fans in the Changing Rooms

Trojan 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.

This was held waiting for the work in the Function Room to be finished.

ACTION ADRIAN – NOVEMBER 2019

4.4 Keys for the Centre

It had been identified that the new master keys would not work on some doors. A Timpson's representative had visited the Centre earlier that day. He confirmed that the keys were wrong and would not work. Further deliberations are to take place.

ACTION ADRIAN NOVEMBER 2019

4.5 Internal and External Decoration

It was agreed that we should focus on re-decorating the Hall way and the Meeting Room. Quote to be obtained. Agreed to leave the outside until the Spring 2020.

ACTION ELLIE NOVEMBER 2019.

4.6 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

4.7 Sign Pointing to the Centre on the B1339

Adrian to write again to Richard McKenzie of the Highways Authority requesting advice on this.

ACTION NOVEMBER 2019

4.8 Robertson's CE Ltd

The work on the floor was just about complete. There was one area that had to be re-glued.

Robertson's had eventually accepted responsibility for the damage to the radiators and would deduct the cost from their eventual invoice for the enhanced grade of the GERFLOR floor cover. They have

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been asked to deal with a repair in the Ladies loo. The work to hide the radiator pipes could now go ahead.

ACTION ADRIAN NOVEMBER 2019

4.9 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

4.10 Upgrade of the Floodlights

An application to Sport England had been made for £8,351.91 with the Trust contributing £1,000 to the total cost of £9,351.91. The quotation from the Streadfast Group was £9,351.91 including VAT. The quote from Trojan was £14,160 including VAT but this did not include the cost of hiring a Cherry Picker.

ACTION ADRIAN NOVEMBER 2019

4.11 Equipping the Centre – Meeting Room Chairs

The Community Chest was now open. An application to the Community Chest had been made for 20 new chairs for the Meeting Room 1 and 6 chairs with arms. The total cost including VAT from Kirkhouse was £902.14. If the grant of £676.61 is approved the Trust will have to contribute £225.53.

ACTION NOVEMBER 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 NOVEMBER 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. Ellie reported that Alex Shaw had left Story Homes and she was trying to find a new contact.

ACTION ELLIE NOVEMBER 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.

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

ACTION ADRIAN NOVEMBER 2019

4.15 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.

4.16 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. Ellie has a number of outstanding issues with Stew Case on charging. Adrian to produce an agenda for the meeting.

ACTION ADRIAN/ELLIE NOVEMBER 2019

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4.17 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 18.10.19 no estimate had been received and no work appeared to have been done. Adrian to follow –up.

ACTION ADRIAN NOVEMBER 2019

4.18 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 SCOTT NOVEMBER 2019

4.19 Xln Telephone and WiFi Contract

The two year agreement is coming to an end in December. New quotes to be obtained.

ACTION ADRIAN NOVEMBER 2019

4.20 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 NOVEMBER 2019

5 Secretary's Report

5.1 GMS Contract

GMS have a contract to maintain the Astro turf pitch. The present two year contract comes to an end this month. The company has quoted £1,540.08 per annum for a further two year contract. This is 3 percent higher than the existing contract. In view of inflation, it was decided to accept the contract for another two years to September 2021.

ACTION ADRIAN NOVEMBER 2019

5.2 Return of Community Lunch Float

Pat Ellis had returned £95 of the float. This had been transferred to Bank Account 30.90.13 18205568 by Adrian. The float that is now held by Pat is £5.00

6 Treasurer's Report

6.1 Accounts for July and August

Shaun presented accounts for July and August 2019. For the two months the indoor and outdoor activities showed a surplus of £847 after depreciation. The statement also included the bank accounts which showed an overall balance of £101,760.89 at the 30th August 2019. In addition Debtors at the end of August were £2,984.50, Prepayments £1980.50 and Creditors £444.09 (CR). Shaun also showed the Balance Sheet as at 30.08.19.

On return from holiday Shaun will be focusing on preparing the year end accounts to 30.09.19. He will call a meeting in early November with Ellie and Adrian to clarify any points on income and

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expenditure. Ellie to complete all invoicing as at 30.09.19 and Adrian to compile a list of payments that relate to the old year.

Shaun will also need to speak to the appropriate person at Greaves Grindle.

7 Centre Booking Manager

7.1 Ellie's report included the following:

- The Centre is being increasingly used during the daytime.
- The Police have booked the Function Room next week for a major briefing.
- The Police are considering using the Centre for Police Cadet training.
- An application has been made to the Police Benevolent Fund for a new projector for the Centre.
- Two new football bookings have been received this week for the 3G through to April.

7.2 Charging for the Community Lunch

It was agreed not to start charging for the Community Lunch. To be reviewed in one year's time.

8 Site Maintenance Manager

8.1 Shutters

The shutters on the first door in the Function Room are to be inspected and any maintenance done before the curtain poles are fixed. **ACTION DAVID AND ANDREW**

8.2 Garden Waste

The Community Payback team has left some garden waste. **ACTION Chris offered to take to the tip.**

8.3 Football table in Referees Room

This can be taken to the tip. **ACTION Chris to see if he can manage it.**

8.4 Toilet Seat in Ladies

Has worked loose. Adrian partly tightened up. Needs a spanner. Andrew to look at.

ACTION ANDREW

8.5 Sorting of waste in the Kitchen

Suggested that we need to encourage recycling of waste in the kitchen. Presently this is not happening. Difficulty is finding a receptacle that enables this to be done by users. Labelling will be necessary.

ELLIE TO CONSIDER

8.6 Planter at the Entrance

Has been moved. Needs adjustment.

8.7 Rotten Stumps

Kenny Middlemist may have done this under his contract. **Adrian to check this out.**

8.8 Curtains for the Function Room

Ellie has obtained quotes from two local companies and has done research re made to measure curtains to fit and hang ourselves. The quotes below are not based on the exact same fabric so prices are different – but have been chosen from mid-range prices:

FUNCTION ROOM ONLY

PECS of Amble - £2,363.90 plus VAT

All Sewn Up - £3,792.52 plus VAT

On-line research - £2,230/£2,900 includes VAT and delivery.

Poles £340 (Andy would fix up)

Funding. The Bowling Club has raised £1,409 including £328 from the Domino drive last week. In principle the trust could make up the balance. Aim for £3,000 in total if possible so the Trust is contributing circa £2,000.

ACTION ELLIE NOVEMBER 2019

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9 Publicity Officer.

Chis reported the following activities during the month:

- Designing Raptor Banner for printing by Fantasy Prints, Berwick . In progress.
- Web site reviewed and updated
- Follow-up mailshot for selling pitch side advertisements – in progress.
- Will aim to put something into the Bridge Mag next edition.
- Delivered postcards promoting the Centre and its facilities to supermarkets and Funeral Directors when necessary.

10 Events

10.1 Halloween Party

Ellie reported that she was organizing a Halloween party on 02.11.19. It is understood that the Beacon are also organizing one on Friday 01.11.19.

10.2 Craft Fair

Fiona had cancelled her booking.

10.3 Race Night

Ellie following up. Breamish Village Hall has made £630 on a race night recently with only 30 people present.

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. Two names were mentioned
Alison Anderson
Katie Souter – Adrian to send contact details to Ellie.

13 Date of future meetings 2019

Thursday 14.11.19 at 7.00pm

Thursday 12.12.19 at 7.00pm