

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 9th MARCH 2020

1 Present:

Trustees Ellie Phillips (Chair), Adrian Hinchcliffe, Chris Thomas, Shaun Hastings, David East.

In attendance: Andrew Sargent, Louise Dawson, Gary Harper.

The Chair welcomed Louise and Gary to their first meeting.

2 Apologies for Absence

Ayshea Lewis, Andrew Crosby, Lynsey Punton, Ted & Ann Brixey, Sue Wanless, David Gibson.

3 Approval of the minutes

Meeting 13.02.20 - were approved.

4 Matters Arising from the Minutes

4.1 Martin Conway, Community Builder

Martin's offer to do community building work is to be put the Parish Council at the next meeting. Work with young people is being developed by Chris Thomas and Adrian both at Longhoughton Primary School and Alnwick Duchess High School.

4.2 Remembering Jamie Wanless and Carol Kirkham

David had checked the area of the Community and Sports field and was of the opinion that only a sheltered area close to the community building would be suitable due to the openness of the site to strong winds. David recommended planting the trees in the autumn to avoid the need to water the trees during the summer. This was accepted and it was agreed that we would purchase three suitable apple trees probably costing about £40 each. They would need to be protected from rabbits and other predators and the protection is likely to cost the same amount as the trees. Thus we are looking for a fund of around £250. David was willing to purchase the trees and supervise their planting. It was suggested that we open a fund for contributions to the fund.

ACTION DAVID EAST and ADRIAN APRIL 2020

4.3 Advertising on the 3G Fencing and other places around the site

Two adverts had been sold and one was in place. Ellie confirmed that St James Place will take an advert but it is not priority with them at the moment.

ACTION CHRIS/ELLIE MAY 2020

4.4 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 MAY 2020.

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. It was noted that the present system was not covering the places that we would wish to be covered. We may need professional guidance on the type of cameras to use. Andy noted that one camera at the back of the building, which was intended to cover the back door was not doing so. Andy to contact a Gareth of ALNCOM for some advice.

ALNCOM had been in touch with Andy. The cost of installing suitable cameras and cables depends upon whether the existing cables are adequate and compatible with the system that ALNCOM uses. The cost may be around £2,000 or more. ALNCOM are to come to the Centre to assess the existing system and assess the cost for what we would like to see installed.

In view of the financial situation in early March it was decided to leave this until September.

ANDY SEPTEMBER 2020

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

4.6 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 some of the showers that are not used. Some advice from a plumber is needed. Suggest contacting John Neal of Southend to cap off some shower points. Andy and Adrian to run the showers.

ACTION ADRIAN MAY 2020

4.7 Signage for the Site

Agreed to chase up the Football Foundation to see what their plans are to change their logo. On 28.11.19 Liam Devlin of the FF sent the following message "I've spoken to our Comms team and as we're going through a re-branding exercise at the minute, replacement signage is on hold. When I'm advised this is back up and running, I will let you know". Agreed that Adrian would email again to ask for what the progress situation is.

ACTION ADRIAN MAY 2020

Andy noted that one of the notices had been damaged. We may have a spare. He agreed to check this out and put the new sign up if possible.

ACTION ANDY APRIL 2020

4.8 Permissive Access and Informal recreation

At a meeting with Story Homes they were asked if they would pay for the footpath linking Chancel Place with the Community Centre and the Coop. This was put to their Managing Director who advised that they could not help.

This pathway would be part of the green route around Longhoughton to avoid the B1339. At some point an application would be made to the Highways Department for this to be approved in total or in part. The Parish Council would have to request it via the Local Transport Plan.

It would be necessary to obtain the approval of Northumberland Estates and to obtain planning permission.

REVIEW MAY 2020

4.9 Children's Play Area

Ayshea Lewis is advancing on proposals to improve the play areas at Cunningham Court and Tedder Place. Approval now given to the funding. The Parish Council will contribute £40,000 Section 106 funds.

4.10 Robertson's CE Ltd

Robertson's have re-fixed the metal strip on the door to where the tables are stored. Due to a misunderstanding they are not willing to do further repairs in the changing rooms.

The Trust owes Robertson's around £220 for the repairs but it has not yet been invoiced.

ACTION ADRIAN APRIL 2020

4.11 Rugby League & Other Sports

Ellie had been advised that Alnwick Lions had decided to leave Longhoughton Centre and move to the Lindisfarne Centre in Alnwick. This decision is very much regretted by the Trust. The financial consequences of this change are to be reviewed,

Shaun expressed concern on whether Alnwick Lions are going to settle their outstanding bills.

ACTION ELLIE APRIL 2020

4.12 WiFi

David had obtained some quotations. Vodaphone were offering £23 per calendar month for an 18 months contract. Be-Online were offering a similar price. The equipment can be retained. There was a query on whether the line rental was included in the Vodaphone quote. Chris offered to look up Vodaphone on WHICH. Provided there were no very adverse reports it was decided to go ahead and take the offer from Vodaphone.

ACTION ADRIAN & DAVID APRIL 2020

4.13 Master Keys for the Centre

No further action at the moment.

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

Noted that the Keys from Slimming World have been returned and placed in the key cabinet.

4.14 Equipping the Centre – Meeting Room Chairs

The chairs had arrived and are now in use.

4.15 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. The kitchen is not big enough to house the receptacles. Ellie to continue the search. **ELLIE TO CONSIDER MAY 2020**

4.16 Curtains for the Function Room

The curtains have been chosen. We will need to pay up front. Andy to measure up. A payment will be needed from the Indoor Bowling Club.

ELLIE ACTION MAY 2020

4.17 Astro Turf Pitch Goal Nets

Adrian had looked at the goals. They need new plastic connectors that connect the nets to the goal posts. These should be obtainable. Also the larger goals probably need new nets. Scott is investigating.

ACTION SCOTT MAY 2020

5 Secretary's Report

5.1 Invoices paid since last meeting:

SSE Gas	725.31
Electricity Bill	458.03
Warwick Housekeeping	140.00

5.2 Loss of Slimming World & Alnwick Bears

It is serious because we lose an annual income of £2,640 from Slimming World. We are losing the Bears too but the income loss is not as great. On the outgoings side the rent has gone up from £900 PA to £1,000PA. Ellie was making an approach to Weight Watchers to see if they wish to take up the Monday night slot.

With the significant loss of revenue we need a strategy for balancing the books. The Secretary suggested that we should again look at the unused parts of the building to see if a scheme to earn revenue can be found. This was agreed and the Secretary suggested that he put together an outline of a strategy for this to happen.

5.3 Electricity Contract

The electricity contract terminates on 31.08.20. LSI Energy Brokers have already been in touch.

5.4 Funding Fair at Alnwick Castle

It was definitely worthwhile going. Adrian saw the following funders with our need for funds for the floodlights:

Community Chest. The Scheme can provide grants of up to 75% of eligible costs up to a maximum of £5,000. It was suggested that we apply for the maximum. Next round will be in July 2020. They also suggested asking Councillor Wendy Pattison to contribute for her Councillor allowances.

National Lottery – not interested.

Sir James Knott Trust. Thought that the project would qualify for assistance. However, if for more than £1,000 the panel only meets twice per annum. The next is the end of July. If we restricted the request to £1,000 this could be made now. Once an application has been made they will not consider another for 18 months.

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

Karbon Homes. Fund have to benefit their tenants. None in Longhoughton but 14 in Lesbury, 59 in Amble and 449 in Hadston. Said they would come out and help do a search for suitable funds to apply to.

NorthStar. They have a fund but only loan money Project based. Interest rate 6% to 10%. Medium term loans. 0191 2292781. Alison Collins.

Northumberland Estates . Did not actually see them but they left information for me to consider. Their Community Fund is very similar to the Community Chest.

Rothley Trust – Not present, representative sick.

ACTION ADRIAN APRIL 2020

5.5 Fire Inspection

The Fire Inspection on 24.02.20 went well with only one point to note. This was a suggestion to move fire point diagram to be above the fire alarm control box. Andy will attend to this. Thank you to Andy for being present and for carrying out the monthly checks.

ACTION ANDY APRIL 2020

5.6 Green route through the Trusts.

At a meeting with Story Homes they were asked if they would fund the green route connecting the Chancel Place path with the Coop area. Within a few days the Secretary was informed that they could not help.

It has also been ascertained that we will need planning permission. It was also noted that Story Homes were putting in a gateway to Westfield Park at the south eastern corner. They were asking the Estate for permission to do this. If this goes ahead we will need to put a lock on it until the Green route is completed.

5.7 Wall Hangings – Insurance response.

Allied Westminster responded to our enquiry making the following points:

- a) The Contents sum insured should be increased to cover the value (cost) of the wall hangings.
- b) In mounting the wall hangings on we should ensure that the method used is safe, legal and satisfactory and that any volunteers involved are appropriately trained.

ACTION ELLIE MAY 2020

5.8 Stephen Carey Fund

The defibrillator at the front of the building was installed by the Stephen Carey Fund several years ago. It has been used in emergencies. Up to now the Stephen Carey Fund has paid for the maintenance of the defibrillator which is – new pads every two years - £74 and a new battery every five years - £151. The fund has approached the Parish Council to ask if it would cover these costs. The Parish Council has agreed provided the Community and Sports Centre Trust carries out routine checks. These would be to check the defibrillator condition once every two weeks and fill in a check list stating its condition for the North East Ambulance Service.

Andy Sargent said that he was willing to carry out this check provided it was clear on what he had to do.

This information will be given to the Parish Council.

ACTION ADRIAN APRIL 2020.

6 Treasurer's Report

6.1 Final Trust Annual Report for year ending 30 September 2019

Shaun confirm the Independent Examination of the Accounts by Greaves Grindle is now complete and had circulated the Final Annual Report for the year ending 30 September 2019 (note the Report is unchanged from the draft I provided you with at the 12 February 2020 meeting).

A few comments on the Accounts in preparation for the AGM;

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

- Overall income for the year of £31,849 was £9,551 lower than 2018 (entirely as a result of the high level of donations received - £18,661 – in 2018)
- Income from the hire of football pitches was £17,454, an increase of £5,399 on 2018
- Income from hire of the community building was £8,593, an increase of £643 on 2018
- Other income totalled £5,802 arising from donations, warm hub and Christmas tree & lights festival income and investment income.
- Net expenditure for the year was £48,901 (£3,357 higher than 2018) essentially as a result of the depreciation of the Westfield Park property (£55,642 in the year)
- Unrestricted funds (hire of pitches / indoor activities) generated net income of £10,277 in the year (an increase of £5,661 on 2018) enabling increases in the
- Designated sinking fund for the replacement of the astro turf pitch to £62,951 (increase of £7,892 in the year), and
- Designated pitch and building maintenance fund to £6,291 (increase of £123)
- Cash held by the Trust rose to £98,601 as at 30 September 2019 (£89,944 in 2018) as a result of the net income generated from unrestricted activities

6.2 Accounts for 5 months ending 29 February 2020 (pending).

Shaun Apologised for not being able to complete the Accounts for the 5 months ending 29 February 2020 by the time of the meeting. He will circulate the Accounts in the next 2 weeks. However, in the interim he made the following points:

- Cash in the main Lloyds bank account increased to £20,666 in the month (from £19,939 at end of January) essentially as a result of the level of receipts from outdoor / indoor activities
- This was in spite of payment of the rather high utility bills (gas £725, electric £458) that Adrian had advised us of;
- Eleanor has made great progress with the Debtors (reflecting the increase in cash). The only current issues are;
- The Alnwick Bears outstanding account balance of £1,162.50 from last year &
- Slow payment by Henderson 6 a side of their January account (£152)

7 Centre Booking Manager

Ellie commented on the loss of Slimming World which is already covered in the minutes. The Band who practice in the centre will be arranging a Gig. Ellie had given a quotation for a wedding but had not heard anything since. Recent bookings by Groundwork NE & Cumbria, Northumberland and Durham Councils, Northumbria Police had all gone well. These sort of bookings are the type we should be pursuing. The comment was made that we could offer to provide a service to provide tea and coffee etc but we may have to pay someone for doing this rather than rely on volunteers. If so the cost of the service could be added to the bill.

Ellie also mentioned that there had been a suggestion that we put on another Ageing Well event and she will be attending a meeting shortly about this. The Church (Rural Churches for Everyone) had also booked the Centre for an all day meeting 22/4/20.

8 Site Maintenance Manager

The high winds recently had blown four or five tiles off the roof and they had broken. They need replacement. Andy and David had done this on the last occasion this happened. It was thought that we should seek the help of a local professional 'roofer' to replace the tiles. The 'Roof Doctor' was mentioned. Adrian also to enquire with Paul Kiddell.

ACTION ANDY/ADRIAN APRIL 2020

9 Publicity Officer.

Chris said that he would follow up the suggestion of advertising the Centre to a number of public bodies such as NCC, NHS, Fire & Rescue for the Centre to host conferences and workshops.

ACTION CHRIS MAY 2020

10 Annual General Meeting

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

We need to ensure that we are quorate. Each Trustees to encourage family members and friends to attend the meeting. The Annual Report and Accounts (unsigned) will be sent out by email a few days before the AGM.

ACTION ALL

11 Any Other Business

11.1 Induction training

Chris mentioned that last year he had been on an induction course for charity trustees at York. He had received correspondence to say that the organization would be willing to come to Northumberland if a number of people needed training. That would reduce the cost of travel.

Adrian mentioned that the Trust has an induction package for new Trustees. We should put this on after the AGM.

ACTION ADRIAN MAY 2020

11.2 Next Meeting

It was noted that neither Ellie or Shaun will be available for the next meeting due to leave.

12 Date of future meetings – All meetings start at 7.00pm

Thursday 16.04.20

Monday 11.05.20

Monday 08.06.20

Monday 13.07.20

Monday 14.09.20

Monday 12.10.20

Monday 09.11.20

Monday 14.12.20