

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

## MINUTES OF MEETING OF TRUSTEES HELD ON 12<sup>th</sup> DECEMBER 2019

### 1 Present:

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

In attendance: David East

### 2 Apologies for Absence

Eleanor Phillips, Ayshea Lewis, Fiona Nelson Van Loon, Andrew Crosby, Lynsey Punton.

### 3 Approval of the minutes

Meeting 26.11.19 - were approved.

### 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 JANUARY 2019**

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

Two adverts had been sold and one was in place. All prospective advertisers have been circulated twice by email. An invoice had been sent to St James Place but no response. To try again later in 2020. Request Ellie to promote via Facebook.

**ACTION CHRIS/ELLIE MARCH 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.

The work on the Function Room to be finished so this work can go-ahead. Adrian to contact Trojan.

**ACTION ADRIAN – JANUARY 2019**

#### 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 MARCH 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 MARCH 2020**

#### 4.6 Sign Pointing to the Centre on the B1339

Adrian to write again to Richard McKenzie of the Highways Authority requesting advice on this. Richard McKenzie said it will require a brown sign. The cost will be possible up to £1,000 and we would have to pay. **Decision to leave this for now in view of the likely cost.**

#### 4.7 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 FEBRUARY 2020**

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## 4.8 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 spoke 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".

**ACTION ADRIAN MARCH 2020**

## 4.9 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 FEBRUARY 2020**

## 4.10 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. Provisional agreement has been sent, however, Ayshea warns that we must wait for full permission which will be January 2020.

**ACTION ADRIAN JANUARY 2020**

## 4.11 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 FEBRUARY 2020.**

## 4.12 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. Ellie has recently seen both Stew and Steve separately to sort out invoices. Adrian to produce an agenda for the meeting. Ellie to report at the meeting.

**ACTION ADRIAN/ELLIE JANUARY 2019**

## 4.13 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. David offered to have a look at the boosters and to check the strength of the signal.

**ACTION DAVID JANUARY 2020**

## 5 Secretary's Report

### 5.1 Master 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

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would not work. Timpson's have given a full refund of £147. This is now in the Trust's bank account. So we now need to approach the security company to try and get the right keys.

**ACTION ADRIAN JANUARY 2020**

## 5.2 Robertson's CE Ltd

The work on the Function Room floor is complete. A guarantee from the manufacturer Gerflor has been received covering a 12 year period but with reducing liability over the period. There are repairs that were done in 2018 that were not satisfactory. Robertson's sent staff on 11.12.19 to do some repairs in Ladies Loo and other locations. All have now been dealt with apart from some defects in one changing room. The staff were to report back to Robertson's on this. We owe Robertson's around £220 for the repairs but it has not yet been invoiced. Adrian to withhold payment until all defects are dealt with.

**ACTION ADRIAN JANUARY 2019**

## 5.3 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. Sport England has turned down our application. A fresh application has been made to the Tyne and Wear Community Foundation but notification has been received that this has not been successful. AH had discussions with the Community Foundation who were helpful. Further application for funding are to be made. If we cannot raise the £8,352 needed then we may have to re-think.

**ACTION ADRIAN FEBRUARY 2020**

## 5.4 Equipping the Centre – Meeting Room Chairs

We have been awarded £676.61 by the Community Chest and that is what we asked for. So we need to approve the contribution of £225.53 and we can order the chairs. Agreed.

**ACTION JANUARY 2020.**

## 5.5 Children's Play Area Annual Independent Report

The following work has now been done:

- 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.

AH had received an invoice for £1,256.10 for this work but it was wrongly addressed to the Parish Council and therefore sent back. When the correct invoice is received it will need to be allocated against the restricted fund for the Children's Play Area.

**ACTION ADRIAN JANUARY 2020**

## 5.6 Xln Telephone and WiFi Contract

The two year agreement is coming to an end in December. New quotes to be obtained. Have obtained a quote from Xln but I consider it to be poor. I have looked on the internet and there are lots of companies we could apply to. One of the things we get with XLN is Public WiFi. Agreed that Public WiFi is the facility of being able to use WiFi without having to enter a password. Further quotes to be obtained.

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## ACTION ADRIAN JANUARY 2019

### 5.7 Shelving in the Store Room/Boxing in the Radiator Pipes

This work has been done on 11.12.19 and 12.12.19. Agreed to make the payment of £450

## ACTION ADRIAN JANUARY 2019

### 5.8 LEADER GRANT Monitoring Information.

A request had been received from the Rural Payments Agency for monitoring information relating to the receipt of the grant to re-do the kitchen in June 2018. Targets were set for footfall resulting from the grant. The actual footfall has been got out for the period 01.04.18 to 31.12.19 and the targets have been exceeded. The information has been sent off to the NCC Leader Administration and the Rural Payments Agency.

### 5.9 Contract for the hire of the Premises.

Ellie has had discussion with a Peter Hegney who is a representative of a band group. They want to hire the Community Centre for band practice. An agreement has been suggested whereby they put on a number of gigs in lieu of paying hire fees. The formulae is set out in the contract. It was agreed that the Secretary could sign the contract even though it was a little unusual.

## ACTION ELLIE/ADRIAN JANUARY 2020

### 5.10 Purchase of Display Boards for own use and hiring out.

AH declared an interest in this item due to being a Parish Councillor. Wearing his Parish Council hat as Chair of the Neighbourhood Development Steering Group, the Group were preparing for a major Parish wide consultation in January 2020. Four drop-in events were being planned at Boulmer, Howick village halls and two at the Community Centre. Presentation boards were needed for these events. AH had purchased two sets of three presentation boards for they were needed. AH suggested that the boards could be owned by the Trust for its own use and hired out to other organisation such as the Parish Council. A fee of £10 per set for a five day hire was suggested. This was agreed and AH was authorised to pass the boards to the Trust at the original cost.

## 6 Treasurer's Report

### 6.1 Accounts for Year End 30.09.19

Shaun had met with Greaves Grindle on 03.12.19 and had agreed the following timescale for the production of the Annual Report and Accounts:

- December 2019 – final resolution of the debtors for period up to 30.09.19.
- By 31.01.19 provide GG with
  - a) A full set of accounting information for the year by fund with supporting balance sheet (Shaun)
  - b) The Report of the Trustees for incorporation in the Annual Report (Ellie/Adrian with some assist from Shaun).
- By 28.02.20 GG to:
  - a) prepare the Annual Report ensuring compliance with the Companies/Charities Acts, and
  - b) complete their independent examination.
- In accord with this timetable the Trust could hold its AGM in March 2020.

This timing was agreed subject to AH reviewing the Constitution for the timing of the AGM and the despatch of the Agenda and other documents to members.

## ACTION SHAUN ELLIE AND ADRIAN

### 6.2 Accounts for the month to 31.10.19

Shaun was awaiting the clarification on the debtors for the month. Once this is clear the accounts will be compiled. Provisionally it looked like the external activities had made a small loss and the internal activities a small surplus. Shaun requires copies of the bank statements for October and the breakdown of costs and income for Warm Hubs.

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## ACTION ADRIAN

### 6.3 Parish Council grant to the Trust.

AH explained that the Parish Council gave an annual grant to the Trust based on the amount of insurance paid for the 'community' activities. Last year this amounted to over £800 for the total cost of insurance of circa £1400. It was agreed that Shaun and Adrian would look at this to see if an amount for the grant can be determined. The next Parish Council meeting is 20.01.20.

## ACTION SHAUN/ADRIAN

### 6.4 Offer of Experience

Shaun said that he had mentioned to Greaves Grindle about the possibility of a young accountant doing the Trust's accounts. This would be a good opportunity for someone who needs to gain experience.

### 6.5 Corporation Tax Return

Greaves Grindle had completed the return. They thought that their submission may have been late. AH did not recollect any notices from HMRC.

### 7 Centre Booking Manager No report

### 8 Site Maintenance Manager

#### 8.1 Shutters

The shutters on both doors in the Function Room have now been maintained. The exit signs could now be reconnected.

#### 8.2 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

#### 8.3 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 JANUARY 2019

### 9 Publicity Officer.

Chris mentioned that he had been working on other community initiatives.

He had some expenses to claim that he had incurred in relation to the Warm Hubs publicity. AH asked Chris to complete an expenses form for payment to be re-imbursed.

## ACTION CHRIS/ADRIAN

### 10 Events

A pie and pie supper was mentioned for Saturday 08.02.20.

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## **11 Need for New Trustees**

David had responded to the advert in the Newsletter. He was willing to stand as a Trustee. Adrian to send David the application form and consents etc. David could then be co-opted as a Trustee at the next meeting. Then at the next AGM he would be elected for a three year period.

**ACTION ADRIAN**

## **12 Date of next meeting**

Thursday 23.01.20 at 7.00pm