

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 13th FEBRUARY 2020

1 Present:

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

In attendance: Andrew Sargent (part)

2 Apologies for Absence

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

3 **Martin Conway, Community Builder, Northumberland Community Voluntary Action (NCVA).**

Martin introduced himself as a community worker with NCVA. NCVA have received some Big Lottery funding for community capacity building within Northumberland and Longhoughton is one of the communities they would like to help. Much is happening in Longhoughton Parish and Martin is available to undertake research or any tasks that help to bring the community together. The background to the projects that are underway was described. Many of the projects are being led by the Parish Council rather than the Trust although the two organisations work together. No specific ideas came to mind where Martin could be used although capacity building is one of the objectives. It was left that the Trustees would consider the opportunity that Martin had offered and would also discuss this with the Parish Council.

4 Approval of the minutes

Meeting 23.01.20 - were approved.

5 Matters Arising from the Minutes

5.1 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

5.2 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. It was noted that Lesbury Bowling Club charge £150

ACTION CHRIS/ELLIE APRIL 2020

5.3 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 APRIL 2020.

5.4 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. ALNCOM are to come to the Centre to assess the existing system and

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assess the cost for what we would like to see installed.

ANDY APRIL 2020

5.5 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 MARCH 2020

5.6 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

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 MARCH 2020

5.7 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. 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. There is to be a meeting with Story's on 19.02.20.

ACTION ELLIE MARCH 2020

5.8 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. Awaiting news.

ACTION ADRIAN MARCH 2020

5.9 Funding Required for the Floodlights and the Film Projection/Conference Equipment

Ellie and Adrian are attending a Funding Fair on 05.03.20 at Alnwick Castle. Priority will be given to the need for funding for the floodlights.

ACTION ADRIAN/ADRIAN MARCH 2020.

5.10 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 MARCH 2020

5.11 Rugby League & Other Sports

Ellie had been advised that Alnwick Lyons 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 Lyons are going to settle their outstanding bills.

ACTION SHAUN MARCH 2020

5.12 WiFi

At the Aging well event the Secretary was advised by Sylvia Pringle that the WIFI signal in the Function Room was very weak. David (East) had looked at the boosters and had found that there were a number of settings linked either public WiFi or password protection. **It was agreed that the Trust should use password protected WiFi only.**

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David needed to speak to XLN but needed clearance from the Secretary. Adrian to arrange this. David is also to seek competitive quotations for the service now that we are out of contract with XLN.

ACTION ADRIAN & DAVID MARCH 2020

5.13 Master Keys for the Centre

No further action at the moment.

Noted that Fiona had returned her set of key which are to be taken by David.

ACTION ADRIAN MARCH 2020

5.14 Equipping the Centre – Meeting Room Chairs

Ellie reported that she had placed an order for the chairs. Four arms had been received which are to be locked to the existing chairs to provide arm chairs.

ACTION MARCH 2020

5.15 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. Labelling will be necessary.

ELLIE TO CONSIDER MARCH 2020

5.16 Curtains for the Function Room

Ellie had met with representatives of Longhoughton Bowling Club. They had agreed on the design of the new curtains. Four are needed and are likely to cost £600 to £700 each totaling around £3,000. The Bowling Club are to contribute around £1,400.

Ellie and Andy had altered the Meeting Room 1 curtains to fit temporarily across the doors in the Function Room. They had them provided a temporary pair in the Meeting Room. Thanks were expressed for doing this. When the new curtains are fitted in the Function Room the ones borrowed from Meeting Room 1 will be returned.

ELLIE ACTION MARCH 2020

5.17 Cambridge and Counties Bank.

The £10,000 had been re-invested for two years at 1.80%

5.18 Preim

The Secretary had written to Preim outlining the following. No response had been received.

- a Overgrowing weeds – we will do our best to control this situation. Noted that the Community Services Group had done some very good work to improve access to the boundary fence,
- b Overhanging branches – we do not object to the tenants carefully pruning the offending branches.
- C Request Preim to mend the fence where people have pushed through onto the Trust's land. Photographs were sent.

5.19 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 MARCH 2020

5.20 Preparation for the AGM

It was noted that the AGM has a quorum of 12 members, We will need to encourage the Members to attend so that we do not have to re-convene as in 2019.

The report section has been completed and the accounts have been drafted. They still have to be vouched against the receipts.

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Lynsey and Fiona had responded to the Secretary's email. Both were willing to continue to make up the numbers but were unable to attend the meetings. Lynsey's term is up at the AGM and in view of her not being able to attend it was agreed that she would not be put forward for re-election. Fiona still has one year to go in her most recent three year term and it was decided enable her to continue as a Trustee but with the proviso that should we wish to appoint someone in her place she would resign. Thanks were expressed to both Trustees and to Andrew Crosby for their service.

6 Secretary's Report

6.1 Invoices paid from 01.01.20 to date:

Cleaning Contractor	£140.00
Gas Boiler certification and servicing	£240.00
Electrical Repairs	£1,656.00
Maintenance of the Children's Play Area	£1,256.10
Astro Turf Pitch Maintenance	£132.20
XIn Telecoms	£88.97
Jill MacMillan	£198.96
New Chairs for the Meeting Room	£1,189.75
Electricity Bill	£367.41
Cleaning Contractor	£175.00
Music Licence	£157.80
Astro Turf Pitch Maintenance	£132.20
XIn Telecoms	£88.97

6.2 Invoices to Pay

Electricity bill (January)	£458.03
Gas bill for quarter ending 27.01.20	£725.31

The gas bill for the same quarter in 2019 was £514.59. The Secretary had read the meter and I thought the reading to be underestimated so the situation may be worse. Usage billed is up by almost 10%. There was a price increase from the 01.08.19 of 67% which is the main culprit.

The only change that we have made is to fit the new radiators. It is noticeable how effective they are. However, they are being left on when do users are in so we need to start asking users to lower them when they have finished – to a '2' setting.

6.3 Fire Inspection

The Fire and Rescue Service has written to say they are going to carry out an inspection of the Centre on 24th February 2020 at 2.00pm. In preparation for this Andy has already put some new signs up to compensate for the curtains covering the fire alarm points in the Function Room. Andy and the Secretary will manage the inspection.

7 Treasurer's Report

7.1 Accounts for Year End 30.09.19

Shaun commented on a set of accounts as at 30.09.19. These were now complete but subject to the Independent Assessment. Greaves Grindle has promised that the accounts would be available for circulation on Thursday 5th March 2020 and presented at the AGM on 19.03.20.

Greaves Grindle had needed to compile the accounts this year, a task previously carried out by Jamie Wanless. Due to this they will be charging an additional amount of £600 plus VAT. Shaun had asked if the accounts could be simplified but Greaves Grindle thought that was not possible due to being a Company Limited by Guarantee and a Charity.

7.2 Accounts for the month to 31.12.19

Shaun presented a set of accounts for the three months to 31.12.19. These showed that the indoor activities were creating a deficit. However, a number of points were identified, including the recognition of bank deposits previously unidentified that needed the accounts to be re-compiled.

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8 Centre Booking Manager

Ellie reported that recent bookings were down due to the poor weather. Some non-routine bookings that are coming up. She reported a problem with SPAM emails on the web site. Chris and David offered to look at this to try to solve it.

ACTION DAVID/CHRIS MARCH 2020

9 Site Maintenance Manager

Most items had been reported previously in the meeting.

In carrying out the work on the boundary fence the Community Service team had produced some waste that needed to go to the tip. Most could be taken there without a charge.

10 Publicity Officer.

Chris reported the following:

- Pitch side adverts are on hold.
- The web site has been updated including the textile project.
- New trustees are still be sought.
- The community lunch is being advertised.
- Other regular events are being promoted.
- Articles are being put in the Bridge Magazine when possible.
- A poster for the textile project has been produced.
- Advertising postcards have been placed in various places in Alnwick.

12 Events

There is to be a Domino Drive organized by the Indoor Bowling Club.

Ellie is hoping to promote at least one event per week for young people during the Summer holidays.

13 Wall Hangings

Chris had asked for this to be considered by the Trustees for he had concerns about the quality of the end product and, as a project, it had not been discussed by the Trustees. Whilst recognizing that this is a community project the end product need to have a professional look about it for the wall hangings will probably be on the wall for several years and will have an impact on the way that the Function Room looks and people's perceptions of it.

It was agreed that this is a risk. We should do all we can to ensure that the end product is of outstanding quality.

There was concern that the hangings are fire proof and it was agreed that we should take advice from the Insurance Company.

ACTION ADRIAN MARCH 2020

15 An Other Business None.

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

Monday 09.03.20

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