

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 23rd JANUARY 2020

1 Present:

Trustees Ellie Phillips, Adrian Hinchcliffe, Chris Thomas, Shaun Hastings, David East (from item 3).

In attendance: Andrew Sargent (part)

2 Apologies for Absence

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

3 Co-option of David East

It was proposed by Ellie Phillips and seconded by Chris Thomas that David East be co-opted as a Trustee/Director. This was unanimously agreed.

4 Approval of the minutes

Meeting 12.12.19 - were approved.

5 Matters Arising from the Minutes

5.1 Remembering Jamie Wanless and Carol Kirkham

Agreed to remembering Jamie and Carol by planting two fruit trees in the grounds of LC&SC. It was agreed that David East would look around for a suitable site for the trees. David suggested apple trees in view of the site. It was also suggested that there should be a plaque to remember Carol and Jamie. Adrian to check the lease for any requirements re planting.

ACTION DAVID EAST and ADRIAN February 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 Clun charge £150

ACTION CHRIS/ELLIE MARCH 2020

5.3 Faulty Lighting/Fans in the Changing Rooms

This work is now complete.

5.4 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 2020.

5.5 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.

ADRIAN & ANDY MARCH 2020

5.6 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 those showers that are not used. Some advice from a plumber is needed.

ACTION ADRIAN MARCH 2020

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5.7 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 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 FEBRUARY 2020

5.8 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. Story Homes is to be invited to a Parish Council meeting which may give an opportunity for this to be discussed.

ACTION ELLIE MARCH 2020

5.9 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 FEBRUARY 2020

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

A representative of the Lottery advised the Secretary to make an application to Awards For All for the funding required for the Floodlights but to make the application in support of young people and their health. If we do this and are successful it does mean that we will not be able to apply for the film equipment that is still needed.

It was agreed that our priority should be the floodlights for this enables a significant reduction in running costs. The film/conference equipment will have to wait.

ACTION ADRIAN FEBRUARY 2020.

5.11 Robertson's CE Ltd

Robertson's have agreed to repair as best as possible the repairs that were done in 2018 in one of the changing rooms. A problem has also arisen with the self-adhesive metal strip covering the entrance to the room where the tables are kept and they are being asked to repair this at the same time.

The Trust owes 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 FEBRUARY 2020

5.12 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 to see Steve Beaty to try and fix the meeting.

ACTION ELLIE FEBRUARY 2020

5.13 WiFi

At the Aging well event the Secretary was advised by Sylvia Pringle that the WIFI signal in the Function Room was very weak. 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 protection WiFi only.**

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David offered to consider this further and at the same time to search the market to see if the Trust can find a better deal for the supply of telephone/Broadband than the XIn Contract which expired in December 2019. Adrian to send all the information to David.

ACTION ADRIAN & DAVID FEBRUARY 2020

5.14 Master Keys for the Centre

No further action at the moment.

ACTION ADRIAN FEBRUARY 2020

5.15 Equipping the Centre – Meeting Room Chairs

The award of £676.61 by the Community Chest is in the bank account. In view of the high usage of the chairs in Meeting Room 1, Ellie is looking to purchase a better quality chair that cleans easier and is robust.

ACTION FEBRUARY 2020

5.16 Contract for the hire of the Premises – Band Group.

The band had signed the contract and had begun the practices.

5.17 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

5.18 Curtains for the Function Room

Ellie had 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 recently. 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.

ELLIE ACTION MARCH 2020

6 Secretary's Report

6.1 Cambridge and Counties Bank.

The Trust has a deposit of £10,000 invested with the bank on a three year fixed loan at an interest rate of 1.60%. This matures on 27.01.20.

The Bank has offered the following options for re-investment:

1 Year fixed rate bond at 1.60%

2 Year fixed rate bond at 1.80%

5 Year fixed rate bond at 2.50%.

It was agreed to re-invest in the two year fixed rate bond at 1.80%.

ACTION ADRIAN

6.2 Preim

The residents of the adjoining Estate to the Centre have complained to their Landlord (?) that the Trust is allowing weeds to grow through the fence in places and some trees have branches growing into the tenants gardens. The following response was agreed:

a Overgrowing weeds – we will do our best to control this situation.

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- 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.
- ACTION ADRIAN FEBRUARY 2020**

6.3 Discretionary Rates Relief 2020-2022.

It was noted that an application to requesting 'discretionary rates relief during the two year period 2020 to 2022 had been submitted to NCC on 24.12.19.

6.4 Astro Turf Pitch Goal Nets

Stew Case and Scott Rowntree are advising that the nets need some maintenance. Scott is looking into what needs to be done and at what cost.

ACTION SCOTT FEBRUARY 2020

6.5 Music Licence

The licence comes up for renewal on 18.02.20 and the renewal fee will be £157.80.

6.6 Grant from the Parish Council

A grant of £825.73 has been received from the County Council. This is towards the cost of the Trust's insurance which in the current year is £1,423.68.

6.7 Payments made since the last meeting.

- Rent £225.00
- Chris Bowden Joiner £450.00 – boxing in the radiators and shelving in the store room.
- Trojan Electrical Services £1,656.00 – repairs and disconnecting/connecting lighting circuit.
- GMS £132.20 Astro turf maintenance.
- Xln Telecom Services £88.97 – telephone /Broadband (for December).
- Jill McMillan £198.96 – materials for the banners.
- Electric Bill for December £367.41
- Water Bill £99.40
- Alison Heating £240.00. Annual service of the gas boilers.
- Warwick Housekeeping Services £140.00 – Cleaning
- Cleaning Materials & Paint £52.66
- Presentation Boards £159.90
- Publicity Costs for Community Lunch £66.62
- Kitchen Supplies £39.40

6.8 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.

Ellie confirmed that she has almost completed the report section of the document.

Andy Crosby had contacted the Secretary to say that he was not seeking re-election at the AGM due to not being able to attend the meetings because of working away. He will however continue with MetaFit.

In relation to Trustees, it was suggested that the Secretary writes to Lynsey and Fiona to ask if they wish to step down due to their other commitments.

Shaun confirmed that the Accounts are going to the Accountants and we should work on the AGM being held in mid-March. The date for the AGM was fixed as Thursday 19th March 2020 commencing at 7.00pm – refreshments from 6.45pm. Notice of the Agenda will have to be sent to members no later than 4th March 2020.

7 Treasurer's Report

7.1 Accounts for Year End 30.09.19

Shaun presented a set of accounts as at 30.09.19. These were now almost complete. There were still some debtors figures that needed linking up to invoices issued and to ensure that they were valid.

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ACTION - ELLIE / SHAUN.

Shaun had also identified that someone was paying cash into the bank account. It is assumed that they have a paying-in book. Their identity needs to be quickly established so that the payments can be linked to the appropriate debtors account. It is assumed that this is a football club issue?

ACTION ELLIE

Provided these issues can be resolved Shaun is hoping that the following timetable can be met for the production of the Report and Accounts and the AGM

Final resolution of the debtors for period up to 30.09.19.

- By 31.01.20 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

- By 28.02.20 GG to:
 - a) prepare the Annual Report ensuring compliance with the Companies/Charities Acts, and
 - b) complete their independent examination.

ACTION SHAUN & ELLIE

7.2 Accounts for the month to 31.12.19

Shaun presented a set of accounts for the three months to 31.03.19.

These showed the following:

Income outdoor activities £4,083, Indoor Activities £3,243 .

7.3 Accounts to the 31.01.20

These will be presented at the next meeting. Ellie was asked to forward the bank statement for January to Shaun. Adrian to send information on the Warm Hubs luncheons

ACTION ELLIE & ADRIAN

7.4 Corporation Tax Return

A request from HMRC for the 2019/20 Corporation Tax return had been received. The Treasurer had confirmed that Greaves Grindle will complete.

8 Centre Booking Manager

No one had booked for the singing duo fund raising event on 08.02.20 so Ellie was considering cancelling the event.

BDMR had booked for an event in March and Ellie had booked for a Halloween event in October.

The Centre had been booked for an election in May.

Ellie also noted that a booking enquiry has been received from the Brownies leader. She had responded to the enquiry immediately but the enquirer said she had not received it. It was sent again but we did not have the time on Thursday free that she requested. The lady has now gone to the Beacon and booked with them.

9 Site Maintenance Manager

Andrew raised the following items:

- Damaged sign outside (see also minutes 5.7).
- Toilet in the disabled loo is not flushing properly. Andrew to look at with David GIBSON.
- CCTV – see also minute 5.5
- Toilet in Storeroom – water evaporating and needing flushing to prevent smell from drains.
- Damaged steel strip on entrance to room where the tables are kept needs replacing – see also minute 5.11.

10 Publicity Officer.

Nothing to report.

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11 Need for New Trustees

There was still a need for new Trustees. It was suggested that we approach some of the new residents from Chancel Place that attended the open night for them in July.

ACTION ADRIAN/ELLIE

12 Any Other Business

(a) Food Hygiene Renewal Application

The application was taken by the Secretary for completion and sending to NCC.

(b) AGENDA for the next meeting

Agreed that the following items would be added to the agenda:

- Wall Hangings
- Martin Conway to talk to the Committee about any ways in which the NCVA can help with Community Development.

(c) Christmas Lights Festival

Ellie said that she was standing down from organizing the Christmas Lights Festival and if the event is to continue it needs more people to be involved. Insert to go in the next Newsletter.

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

Thursday 13.02.20

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