

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF MEETING OF TRUSTEES HELD ON 26th NOVEMBER 2019

1 Present:

Trustees Eleanor Phillips,. Chris Thomas, Shaun Hastings.

2 Apologies for Absence

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

3 Approval of the minutes

Meeting 15.10.19 - 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 DECEMBER 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 DECEMBER 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. This is awaiting completion of the shutter problems in the Function Room.

ACTION ADRIAN – DECEMBER 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. The keys do not work. Timpsons are to give a full refund of £147. So we now need to approach the security company separately.

ACTION ADRIAN DECEMBER 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 DECEMBER 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 FEBRUARY 2020

4.7 Sign Pointing to the Centre on the B1339

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

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.

ACTION DECEMBER 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 been asked to deal with a repair in the Ladies loo. The work to hide the radiator pipes could now go ahead. **Robertson's seem to think they have done everything. Will need to check with them again. Guarantee details are still outstanding.**

ACTION ADRIAN December 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 JANUARY 2020

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. **Sport England has turned down our application. A fresh application has been made to the Tyne and Wear Community Foundation. It will take up to February to be assessed.**

ACTION ADRIAN FEBRUARY 2020

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. **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.**

ACTION DECEMBER 2019.

4.12 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 FEBRUARY 2020

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 JANUARY 2020

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

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

ACTION ADRIAN JANUARY 2020

4.15 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 JANUARY 2020.

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. Ellie to report at the meeting.

ACTION ADRIAN/ELLIE DECEMBER 2019

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.

Adrian to follow –up. The work has been substantially finished and an invoice has been received. However, I have sent it back because it was wrongly addressed. The total is over £1,000.

ACTION ADRIAN DECEMBER 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. Waiting for Scott.

ACTION SCOTT DECEMBER 2019

4.19 Xln Telephone and WiFi Contract

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

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

Have obtained a quote from XIn 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. I do not understand this? Can anyone explain please? Once I am clear I will ask for more quotes

ACTION ADRIAN DECEMBER 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.

Chris Bowden has quoted £450 for boxing in the pipes below the radiators and putting up shelves in the store room The quote has been accepted and the work will be done on 11/12th December

ACTION ADRIAN DECEMBER 2019

5 Secretary's Report

5.1 Gas Boilers

These were serviced and recertified this week.

6 Treasurer's Report

6.1 Accounts for Year End

The discussion was about proving the debtors figures for the year end. Shaun to see Greaves Grindle

7 Centre Booking Manager

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

8.5 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.

8.8 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)

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Registered Charity Number 1133597. Registered Company Number 07031153)

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 DECEMBER 2019

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 **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.

11 **Date of future meetings 2019**

Thursday 12.12.19 at 7.00pm

Village Hall Week Monday 20.01.20 to Sunday 26.01.20 – Do we want to do anything. Too late to publicise in the Newsletter.