

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)
(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF COMMITTEE MEETING HELD WEDNESDAY 11th OCTOBER 2023 AT THE COMMUNITY AND SPORTS CENTRE

1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe, Vicki Kelly (part time), Kris Cochrane, Andy McDade, Vanessa Chapman, Stewart Barrett

Apologies for Absence

David Arscott, Mike Pritchard, Martin Mawer.

2 Resignation

The Trust had received an email from Guy Downes stating that due to a change in his circumstances he has decided to resign as Chair and as a Trustee/Director with effect from 05.10.23. However, Guy has offered to continue looking after Social Media, the website and the Film Club. The meeting reluctantly accepted Guy's resignation and wished to thank him for his input and enthusiasm over the last year and all that had been achieved during this period.

Due to Guy's resignation, it was agreed that Jeremy Pickard would continue as 'Acting Chair': the position of Vice Chair would not be filled at this point in time.

3 Minutes of Previous Meeting

Minutes of the Meeting held 13th September 2023 were approved as a correct record.

4 LRFC Liaison

a) **Grass pitch agreement.** This agreement has been finalised and will be added to the Memorandum of Understanding. It will enable LRFC to apply for a grant for grass pitch improvement and maintenance which will be essential for them to move into higher leagues.

b) **Pitch advertising.** The details of the existing advertisers have been received. There is a suggestion that potential sponsors are invited to a presentation at the Centre. This will be pursued with Martin Mawer.

c) **App control for the floodlights.** The App is now operational and can set each day and time. Currently it is being controlled by Jeremy, Kris and Stewart. It is being set to come on ten minutes prior to a booking and go-off five minutes after the end of the booking. Consideration is being given to extending its operation to the gas heating system. **Action Kris**

d) **Minutes of the Special Meeting with LRFC.** Theses have been circulated.

5 Matters Arising from the Minutes

A separate listing of all actions is being maintained by the Acting Chair and will be circulated with the minutes.

6 Secretary's Report and Development Strategy

6.1. Draft Neighbourhood Plan

The Trust is being treated as an important consultee for consultation on the draft Neighbourhood Plan. It was agreed that the Acting Chair should respond on behalf of the Trust. The site is affected by the proposals to build six properties alongside Park Road and for much of the Johnnie Johnson site to become parkland with footpath connection to the Community Centre. A response has to be in by 13.11.23.

Area for public recreation. The Secretary said that the Trustees had previously agreed for the area to the west of Burnside to become a public area for general recreation including dog walking. Part of this agreement was that a dog-proof fence would be established so that no dogs or people had access to the playing fields. The Secretary asked for the present trustees to confirm this proposal, which was agreed.

6.2. Signatories for the Bank Accounts

Lloyds Bank seem to have lost the application for Jeremy to have full signing rights. Another application was signed at the meeting. **ACTION Adrian**

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6.3. Annual Inspections

At the end of October the alarm system, emergency lighting and the gas boiler are all due for recertification. The Secretary will be arranging for these to take place.

ACTION Adrian

6.4. Development Strategy for 2023-28

To be updated for progress but low priority at the moment.

ACTION Adrian

6.5. Conversion of the Changing Rooms

The Secretary reported that the alterations are virtually complete apart from some snagging items although most have now been resolved. Evolution has finished the floor and they have been paid £4,451.75. Greg the builder has submitted his final invoice for £7,296 to bring his payments up to the agreed contract value of £37,440. It was agreed to pay Greg the full amount in view of the snagging items being complete with the exception of some minor work under the outside window sill.

Thanks were expressed to Vicki and Vanessa for undertaking the painting (including the skirting boards) which helped considerably. There is still a considerable echo in the room and sound attenuation measures will probably need to be implemented.

The finances are as follows:

	£
Planning fees, Architect and Building Regs	1,524.20
Greg the Builder	37,440.00
Storage sheds	2,302.91
Floor cover	4,451.75
Paint	<u>148.57</u>
Total to date	45,867.43
Heritage Lottery Grant	<u>45,100.00</u>
Expenditure above grant	£ 767.43

Still to purchase

Fire Extinguisher supplied but not invoiced £60.

Roller blinds (£200 to £300 Est)

Shelving in Cupboard – materials only for DIY

Chairs and tables – could be the subject of a separate funding application

Broadband extension – may not be required: initial indications are that signal may be adequate.

Acoustic attenuation?

There may be a need for wiring for a public address system.

Window blinds. Vicki had volunteered to order blinds for the windows. Measurements needed to be double checked and window blinds ordered accordingly.

ACTION Vicki

It was thought that it would be difficult to have roller blinds in the doorway. A privacy film was to be considered as an alternative.

ACTION Andy

6.6. Northumberland Community Energy Scheme

The Financial Conduct Authority has confirmed that the Northumberland Community Energy Limited was registered on 29.09.23 under the Co-operative and Community Benefits Act 2014. The first meeting of the Board of Directors is being called on 26.10.23. This will result in the operational procedures being put in place and the appointment of installers.

Once final proposals had been reviewed and accepted by the Trust, the LC&SCT building would be the first to be installed and, as reported at the last meeting, the funding has been obtained.

The Trust needs to prepare for the installation of the solar panels and the batteries. The following actions are outstanding.

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- a) The extension of the lease to 2059 including the need to pay up to £1,800 in legal fees (already agreed to make the payment). **Action Adrian**
- b) Approval of the lease between the Co-operative and the Trust, plus registration with the Landlord. The draft lease has been circulated to all Trustees. At the last meeting it was suggested that we should seek professional advice on the lease. The Secretary's enquiries for a suitable professional organisation had failed. Further discussion is needed. Action – All Trustees to review the proposed lease and submit any comments to the Secretary. **Action All**

There was a view expressed that the installation of the sun panels and batteries may cause disruption for our customers. This to be discussed at the planning meetings with the installers.

6.7. Development of the Community Hub

- a) Series of Health and Wellbeing Talks and Clinics. These are underway and the first one attracted an audience of 8. The programme is as follows:

21.09.23 (Thursday) 10.30am The Eatwell guide – attended by eight people.

19.10.23 (Thursday) 10.00am Fats and Sugars.

16.11.23 (Thursday) 10.00am Food labels and portion sizes.

14.12.23 (Thursday) 10.00am Physical Activity and the five ways to wellbeing.

18.01.24 (Thursday) 10.00am Internal and external triggers to food choices.

15.02.24 (Thursday) 10.00am Eating out and alcohol.

All talks are free and the accommodation is funded by a grant from Northumberland Communities Together.

b) Alnwick Medical Group

A meeting with AMG Partners agreed to continue a dialogue with view to finding ways to work together to the benefit of the resident of the Parish. An influenza vaccination clinic took place on Wednesday 11.10.23 at the Longhoughton Community and Sports Centre in Room MR3.

c) Support For Warm Hub weekly sessions

The Secretary is to ask the Parish Council if they will supported the weekly 'Warm Hub' soup luncheon sessions at the Community and Sports Centre by paying for the room charges. This depends upon the volunteers agreeing to continue the weekly sessions but under the title of 'Thursday Together'. This could run for the four months from December to the end of March. The food costs would come out of the Northumberland Estates Grant received last year and largely intact.

d) Support for the sick and elderly at Christmas.

For the last two years around 40 -50 residents have been given a Christmas gift. It is proposed to continue this tradition. Last year five organisations contributed £100 each including the Parish Council. All are being asked again. It was agreed to contribute £100 from the Warm Hubs fund.

7 Treasurer's Report

Cash resources at 06.10.23

Lloyds Bank

Treasurers Account:

Warm Hub

Sport England Grant

£

35,461

5,129 (includes £979 lunch club)

1 (to keep account open)

Aldemore Bank

25,330

C & C Bank(120 day)

69,690

TOTAL

£135,611

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Restricted/designated funds included above **£104,365**

Made up of:

Restricted :£36,931 – Lottery Grant(£8268), Sport England Grant(£1), Play area(£18,122), Ballinger Trust(£540) & 3G renewal(£10,000)

Designated - £ 66,316 - 3G(£61,023)Centre sinking fund and Building Funds(£5,293).
£979 lunch club monies held in Warm Hub

General funds balance £31,246 (including Warm Hub)

Notable outgoings since Sept meeting:

Annual insurance £1,629 (hope to get percentage reimbursed by LPC) & £778 to Pickards for the 3G floodlights app.

Notable income: - None

Looking ahead:

Maybe £2,000 for shutter refurbishments.

Further changing room payments, including flooring (final payment).

Outstanding debts

Current debts: £596 – all 2022/23 year including £376 current month debts.

Stewart mentioned that there were two long standing old debts of £30 and £65 and recommended write off.

This was agreed.

Action Stewart

Claims for payment from Trustees. Stewart asked for all claims to be recorded on an Expenses Form. He would circulate the Expenses Form pro-forma to all Trustees.

Action Stewart

8 Site Maintenance

8.1 Shutters. Kris and Jeremy had done much work on investigating the shutter problems and assessing what has to be done to get them all working satisfactorily and whether a maintenance contract is needed with BoltonGate. Some shutters have been repaired and are working satisfactorily, whilst other are not working and some are temperamental. It is thought that the motor has gone on one and may need replacing at a cost of circa £250. They are still assessing whether those that are not working or are temperamental can be done by ourselves perhaps with professional help from a qualified electrician. Thanks were expressed to Kris and Jeremy for the work that had been done and the progress that has been achieved. A further report will be made at the next meeting.

8.2 STP Floodlights – Electrical Boxes. The initial quotation for replacing all six boxes was over £11,000. Further discussion has taken place and a new approach has been investigated. This would involve placing a new made to measure cabinet over the existing cabinets. This would probably be much cheaper and would provide a solution without disturbing the electrical connections. It was also stated that some of the cabinets are in a better condition and selectively could be treated to avoid rusting, thus prolonging their lives. An estimate of £750 had been compiled for this maintenance work in 2023/24.

8.3 External Woodwork - Barge Boards. The barge boards on the front of the building need attention for the paint is peeled off in many places. This task is overdue. A re-painting quotation of £1250+VAT had been received. It has been suggested that the existing boards could be overlaid with PVC which would not need maintaining and would provide a more permanent solution. An estimate of £1,500 plus VAT had been assessed but quotations are needed to provide a firm figure.

8.4 Maintenance Cost Assessment for 2023/24. Kris and Jeremy had compiled a list of maintenance tasks that are needed throughout the site. In total they were assessed as costing £13,303. However, by prioritisation over a number of years and looking at low-cost ways to achieve each item the possible cost for 2023/24 would be £5,628. It was agreed that the Trust should aim to have this work done in the current year (2023/24) provided the budget would provide for the work doing. It may be necessary to utilise the Building Maintenance reserve.

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9 Budget for the Year 2023/24

At the last meeting a draft budget had been presented that showed an overall deficit of £8,351. It had been agreed that the Trust should aim for a minimum break-even position taking into account a transfer of £8,500 to the Astro-turf sinking fund. Proposals are being compiled for an increase in hire rates from 01.01.24 and these will be presented at the November meeting. Additionally, the cost estimates will be updated for things like Building Maintenance and there was consensus to say that we should be running more events to bring in revenue. A fresh budget will be presented alongside the proposed increase in hire charges.

10 Children's Play Area

Jeremy presented the inspection report for September. The report included all items needing maintenance including those identified by ROSPA. Quotations had been received from Pennine and Creative Play. On a like for like basis Creative Play was much cheaper than Pennine. In view of this it was decided to award the contract to Creative Play. There were also items that could be done by ourselves at a much reduced cost.

Strimming - Jeremy confirmed that he had purchased an electrical trimmer plus one extra battery. This is housed in the Plant Room. Training would be arranged. A risk assessment is being compiled. Mike Pritchard and Andy McDade had volunteered to take on some of the strimming.

11 Creation of two Sub-Groups

The point was raised that the Trust has so much business to deal with that it is proving impossible to contain the meetings into two hours. A possible way around this was to create sub-groups that would be responsible for compiling proposals in specific activity areas. The sub-groups are provided for in the constitution and would report a summary of their meetings to the Trustees at the monthly meetings. All were in favour of this approach as a practical way of using our resources and a way of getting more residents involved in running the Trust. The following were proposed:

Events Sub Group. This Group would be tasked with putting together and running an events programme at the Centre. This is a very important task but is too big and time consuming for one person. The Group would be keen to recruit other people from the community. This was thought to be an excellent idea and Vicki and Vanessa offered to be part of this group.

Finance Group. This Group would be responsible for taking an overview of the Trust's financial matters including budgets. Proposals on income would be dealt with by this Group and it would report its work to the monthly Trust meeting for ratification. The normal members of the Group would be the Acting Chair, Secretary and Treasurer plus any other Trustee who wishes to be involved.

The meeting considered that both proposals made good sense, and although widening out involvement to non-trustees carried risks, on balance it was better to do this. **On this basis it was agreed.** The Secretary would consider the Constitution and bring any guidelines to the November meeting.

12 Any Other Business

12.1 Recycling depository for used clothing. The suggestion was made of having a clothes recycling box for used clothing in the car park. This would bring in a small amount of revenue. There is already a used clothes bank at the Co-op and outside the RAF Beacon and it was asked whether three facilities in such a small area would be too much. It was agreed to review this at the November meeting.

12.2 Increase in Hire Fees. Already agreed under 9 above to bring a proposal to the November meeting.

12.3 Sinking Fund. It may be possible to make a transfer to the Sinking Fund in respect of 2022/23, Stewart to bring proposals to the November meeting.

13 Dates of Future Meetings

The dates were fixed as follows: **15.11.23** **06.12.23**



15/11/2023