

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF COMMITTEE MEETING HELD WEDNESDAY 12th JULY 2023 AT THE COMMUNITY AND SPORTS CENTRE

- 1 **Trustees Participating:**
Guy Downes, Jeremy Pickard, David Arscott (remotely), Stewart Barrett, Adrian Hinchcliffe, Kris Cochrane, Vanessa Chapman, Mike Pritchard.

Apologies for Absence
Vicky Kelly, Kris Cochrane, Andy McDade,

- 2 **Minutes of Previous Meeting.**
Minutes of the Meeting held 14th June 23 were approved as a correct record.

3 **Matters Arising from the Minutes**

- a) **Site signage including safety signs.** Jeremy had worked to produce the designs of the proposed signs. The Football Foundation had been consulted and they were happy for the Trust to go ahead. These were acceptable to Trustees and were approved. The quotation is £1,225 including the Playground sign. Jeremy was thanked for bringing this long outstanding item to a close.

ACTION JEREMY

- b) **Shutters.** Kris has contacted the Bolton Gate Company and is still in negotiation with them on how best to move forward. More shutters were malfunctioning and one was obstruction a fire exit. Trustees considered that the malfunctioning shutters were impacting upon the Trust's public image. It was thought that we should conclude the negotiations with Bolton Gate and get them here as soon as possible. Adrian to check on the insurance aspect.

ACTION ADRIAN & KRIS

- c) **GDPR Policy** – Adrian to circulate the policy to all Trustees.

ACTION ADRIAN

- d) **Television in MR1.** Jeremy and Leeann have given a modern television to the Centre for installation in the MR1. Thanks was expressed for this gift. It needs to be installed on the wall and a mounting needed.

- e) **Books.** The books have arrived but without a cabinet. It was agreed that the existing book case should be used. It may be necessary to give away some of the existing books. Stewart to organise the signage and publicity will be needed to make the community aware of the scheme.

ACTION STEWART

- f) **Safeguarding**
Stewart urged all Trustees to complete the forms that he had distributed to obtain Enhanced cover. Once all Trustees have submitted them (apart from Vanessa), Carol Davison of Community Action Northumberland will come to one of our meetings to witness the proof of identity for each Trustee. It was agreed that Stewart would take on the Safeguarding role.

- g) **Gardening Group**
Gill Bromley and Suzanna Warwick attended the meeting to continue the discussion about the possible location of a community orchard within the Westfield Park site. Their preferred site was the area of land between the car park and the ex Johnnie Johnston site. Adrian said that this area of land was a possibility for an extended car park and the Neighbourhood Plan was proposing a community wooded area from the Co-op to the Community Centre which, if approved, would encompass part of

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this area of land. If this came about it may be possible to incorporate the orchard in the community woodland. Gill and Suzanna agreed that they would not be ready to start the Orchard until 2024 and agreed to have further thoughts on the proposal.

4 Secretary's Report

4.1 Sport England Activity Funding - Weekly Kick-About

The County Council are scheduled to announce the outcome of the funding application on 12.07.23. Decisions on the go-ahead and the coach are best left until we hear.

ACTION ADRIAN

4.2 Co-op End of Grant Report

An 'End of Grant' report for the funding the Trust received for the Filming and Streaming equipment has been sent to them.

4.3 Contract for Gas.

Just to remind Trustees that the existing four year contract for gas runs out on 31.07.23 and the new contract with substantially increased prices starts from 01.08.23.

4.4 People First Care Ltd – Booking for Day Care.

This is a valuable booking that will help the Trust attract other bookings and enhance our standing. Adrian to contact PFCL to see if we can help especially with publicity.

ACTION ADRIAN

4.5 Replacement of the Conventional Lighting at the Centre

The specification for the Velux window electrical operation has still to be resolved. We will need to obtain a new quotation for the electrical work due to the passage of time and inflation. A funding application will be necessary.

ACTION – JEREMY for the Velux, ADRIAN for the electrical work.

4.6 Installation of the Remote Control system for the Floodlights.

Pickard's are waiting for a replacement part to be delivered. Adrian to remind them.

ACTION ADRIAN

4.7 Summertime Activities for Young People

Northumberland Communities Together have been in touch and suggested that we might want to be involved in organising summer activities for local children. Funding is available for this. However, due to the lack of volunteers to run these sessions it has not been followed up. These sessions are separate to the sessions that Annie Arscott is organising with Ballinger Trust funding.

4.8 Need for additional Signatories to the Trust's Bank Accounts

A bank mandate is circulating for completion by Guy and Jeremy and certification by Stewart and Adrian.

4.9 Annual Returns for the Charity Commission and Companies House.

Both Annual Returns were completed on 04.07.23.

4.10 Other Sports at the Centre – Petanque (French boules) Rink.

This proposal has been withdrawn and is to be built at Rock.

4.11 Fortnightly checks on the Fire Alarm and Emergency Lighting. The Secretary said that these checks are very important for safety and insurance purposes. The checks ensure that the Fire Alarm and Emergency Lighting systems are working satisfactorily. A record of each check has to be kept. It was not known whether these checks are being done. Mike Pritchard offered to help out to carry out these checks if they are not being done. He will need instructions on what to do.

ACTION MIKE, KRIS and ANDREW

5 Treasurer's Report

Financial position at 30 June 2023

Lloyds Bank	£
Treasurers Account:	46,509
Warm Hub	4,779 (includes £1,051 lunch club)
Sport England Grant	2,223
Aldemore Bank	25,330
C & C Bank(120 day)	69,690
TOTAL	£148,531

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Restricted/designated funds included above £125,862

£59,748 restricted – Lottery Grant, Sport England Grant & Play area

£66,114 designated - 3G and Centre sinking funds

£1,051 lunch club monies held in Warm Hub

General funds balance £22,669 (including Warm Hub)

General Funds Balance excluding Warm Hubs £17,890

Notable outgoings since April meeting:

£7,200 Changing room alterations

Notable income:

£950 in old debts.

Looking ahead:

Maybe £2,000 for shutter refurbishments (but it is agreed that this will come out of the reserves).

Further changing room payments.

Outstanding debts

Current debts: £370 – all 2022/23 year including £150 current month debts.

Stewart reported that all the long outstanding debts had been paid.

6 DEVELOPMENT STRATEGY

6.1) Business Plan and Development Strategy 2022 – 2027

AH

Updating the Development Plan is linked to item 6.4 below.

6.2) Conversion of the Changing Rooms

Greg the Builder has made progress since the windows and door were delivered. The windows are the wrong design but have been fitted to make progress. The supplier sent the wrong design. When the correct design is supplied they will be permanently fitted. Greg is making steady progress and is hoping to have the plaster work started by week ending 14.07.23. A number of points have come up for discussion as follows:

- The storage cupboard with access from the corridor is now formed. Greg is making enquiries about the sliding doors and is looking for a three track doors. At this point there is no provision for shelving.
- Skirting Boards or flooring wrapping up the walls. This is not a wet room and it was agreed that there should be a skirting board and the flooring should finish up to the skirting board or under it. A price would be needed from Greg for the skirting board.
- Doors into the new room from the corridor. We have asked Greg to swap out the existing doors for two doors that have glass panels in and are similar to the other doors in the main building. We have an allowance of £600 for each door. The doors have still to be chosen.
- Flooring Quotes. Quotes have been requested quotes from Total Flooring of Alnwick and Evolution of Amble. Both have been on site for a discussion. The quotes are as follows:

Total Flooring, Alnwick.

Supply and fix polysafe wood FX	£2,222.40
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Supplying and laying 4-6mm	£1,238.76
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Supplying DPM if required	£270.00
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Supplying cap and coving	£185.00
Fitting incl welding & fitting cap and coving	£1,000.00
TOTAL incl VAT	£5,184.00

Polysafe Wood fx is a high specification, decorative safety vinyl flooring range combining the assurance of sustainable slip resistance with high durability. Total Flooring said that they have a three months waiting period for fitting.

Evolution, Amble.

Project Floor 30 56.78mts @ £26.66	1,816.39
Smoothing compound mix & bottle covers	920.00
Glues, primers and feathercoat.	198.73
LVT Floor Care kit	40.00
Fitting of LVT	<u>1,020.00</u>
Total incl VAT	£3,995.12

LVT means Luxury Vinyl Tile. It comes in planks of 1.21m by 18cm. If the order was received soon they would expect to be able to do the fitting in September.

The Trustees accepted that there needed to be a more thorough analysis of the types of flooring on offer. Both quotes are in excess of the budget. The choice of colour and design also needs a small group to consider what best matches the colour of the walls. For this purpose the group was agreed as Vanessa, Guy and Adrian but anyone else would be welcome to join.

- **Overall Financial Position for the Project**

Builders Contract	37,440.00
Planning & Building Regs. Fees & Architect	1,524.20
LRFC Storage Containers	<u>2,302.91</u>
Total Commitments	41,267.11

Heritage Lottery Grant	<u>45,100.00</u>
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Balance available to cover all remaining costs	£3,832.89
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Costs still to pay:

Flooring and fitting
Skirting Boards
Shelving in the store room
Broadband extension
Chairs and tables
Any other extras from the building works.

The above position does mean that the Project will only be completed by taking some funds from the general cash reserves, which was the original intention.

- LRFC Storage Containers. These have been supplied and are stored in the bottom changing room in flat pack form. They were signed for unopened and need to be opened to ensure that they are complete and that nothing is broken. David said that Martin Mawer is to do this.

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6.3) Solar Community Buildings Project with NICRE, CAN and the Rural Design Centre

Following the meeting last month with representatives of CAN and the Rural Design Centre the following developments are in progress:

- The shadow board of directors of the Co-operative are to meet later this month.
- The draft legal documentation should be sent to members soon after this meeting.
- The Secretary has written to Northumberland Estates about an extension to the lease.

6.4) Developing the Community Hub

Since the last LC&SCT meeting the Secretary has had the following meeting to progress the strategy:

Longhoughton Parish Council on 19.06.23.

The Strategy was accepted and endorsed.

RAF Boulmer Commander on 16.06.23

Agreement reached for a study to take place of the different models of the RAF Beacon Families Centre and LC&SCT and to look for ways to link up better and for the Beacon to be part of the Community Hub.

NHS Integrated Care Board (ICB) on 30.06.23.

This meeting included Guy Downes and Councillor Wendy Pattison. This was a very important meeting and hopefully will result in Alnwick Medical Group coming to the table to discuss ways in which they can help re-develop medical facilities in Longhoughton. The ICB representative was very complimentary about our proposed strategy. Hopefully they will act as a facilitator in our discussions with Alnwick Medical Group.

Northumberland Communities Together 03.07.23.

This was a meeting to explain our strategy to two new representatives of NCT. The meeting went well and they came up with many suggestions of how we can progress and how they can be involved.

These meeting have moved off the discussion on the strategy. One of the key outcomes is to enhance the Centre to deliver a greater level of service to the community. Much talking and discussion will dominate the next few months as we try to develop services in Longhoughton primarily through the Centre being a much more developed Community Hub. It is essential for Trustees to understand the route that we are taking and to ensure that they understand the objectives.

6.5) Replacement of the Astro-turf pitch and recertification

Stewart reported that the on-line meeting with Helen Beales had taken place and it was for the purpose of a survey of 3G installations which the FA is undertaking. Otherwise the search for funding was still on but there had been no developments since the last meeting. The Garfield Weston £10,000 has been approved and if the general funding is not found by the anniversary of its approval it we will have to make a case for holding onto the offer.

The point was made that the quotation is likely to up due to inflation so additional funds will be needed. The question was raised on how much is likely to be put into Sinking Fund this year (by 30.09.23). Stewart forecast that the income from the hire of the 3G should be around £20,000. However, it is the net surplus that would be transferred. This will be looked at in more detail for the next meeting in September. (see also minute 17).

6.6) Film Club

Guy reported that the numbers attending the Film Nights are slowing down probably due to people being away on holiday. The Club had collected revenue of £600 since starting. It was agreed that this would be not be on the agenda for future meetings but would be covered under the Communications Manager's report.

7 Bookings Team

Jeremy presented the report:

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The report set out what the team has been doing over the last month. Jeremy singled out the following topic for mention:

- A Regular User Charter had been written. Once agreed it will go on the web site.
- The Guidance Notes for hirers have been updated
- A recycling guide had been written to try and put in place a regime that users can comply with.
- Assisting regular users to administer their own bookings which had been mostly achieved.
- The utilisation rate in June had dropped.
- Jeremy thanked the bookings team for their efforts and contribution.

8 Site Maintenance Manager

The situation of the shutters had already been discussed.

9 Communications Manager

Guy reported is now publicising the Centre and its events in numerous outlets. If there are any newsworthy items to make him aware so that they can be publicised. Tiny Afro was a great event and positive evening for the Trust and a surplus of £430 was made. Many thanks to Vicki and Leeann and all the other people who had helped to make it a very good night.

10 Inspection of the Children's Play Area

Jeremy produced his usual monthly report and made reference to the ROSPA report. Since the ROSPA visit the barrel run had been damaged beyond repair in its present position. He had produced a schedule of items that needed attention and repair. This had been sent to Pennine Playground Ltd with a request for a quotation. He was also very concerned about the state of the play area in terms of the grass growth and weeds for it is very overgrown. He had obtained a quotation of £90 to trim the grass and weeds in the play area. It was agreed that this quote be accepted as an interim measure. For the longer term there was a suggestion that the Trust should obtain a trimmer so that volunteers could do the maintenance themselves. Mike Prichard said that he would volunteer. David Arscott made the point that grants can be obtained from the FF for machinery of this sort. Adrian said that he would make some enquiries with the Probation Department.

ACTION ADRIAN & JEREMY

11 LRFC Trophy Cabinet

David Arscott has asked for a LRFC Trophy cabinet to be installed in the Centre. The difficulty is where to locate it so that it is secure, on display, safe and not an attraction for theft or inquisitive people. David would re-thing the suggestion. He also suggested that they would like the LRFC sponsors names to be on display.

12 Suggested new positions

It was suggested that the trustees should appoint someone to co-ordinate events and to oversee the kitchen.

Vicki was known to be keen on overseeing events and Vanessa was willing to take on the kitchen. This was unanimously agreed.

13 Sponsorship

The Chair was keen to seek sponsorship for the whole Centre and particular activities. This may include advertising boards for the 3G. With regard to the recent emails from David Arscott on LRFC's proposals for advertising on the 3G it was agreed that the minute agreed at the October 2022 meeting on this issue should be referred to. Adrian agreed to circulate the minute. It is clear that with the Trust and LRFC seeking advertising this needs careful co-ordination and good communications between the two organisations.

ACTION ADRIAN

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14 Additional Car Parking

David Arscott had indicated that the new tournament that is to take place on Sunday mornings is going to attract a large number of vehicles and he was concerned that the Centre may have insufficient car parking spaces. This issue to be considered with view to identifying areas where additional vehicles can be parked. David agreed to supply the estimates of the number of vehicles.

ACTION DAVID & ADRIAN

15 Recycling of Waste

Jeremy had been working on a procedure for the recycling of waste. He has also been sifting through the general waste. The sorting needs to be done at source by hirers. We needs to sort into recyclable waste, general waste and glass. He had obtained a quote of £3.50 per two weeks for a recyclable bin which will be locked to avoid contamination. A system needs to be set up. Vanessa agreed to help.

16 Kitchen Cabinet.

A complaint had been received that the corner of the cabinet that hold glasses and is located behind the main sink is dangerous to people who are using the sink. Some people can easily bang their heads on the corner of the cabinet. This needs to be reviewed.

ACTION VANESSA.

17 Sinking Fund

It was agreed that this should be an agenda item at the September meeting.

18 Dates of Future Meetings

The dates were fixed as follows:

13.09.23 11.10.23 15.11.23 13.12.23



13/09/2023