

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF COMMITTEE MEETING HELD WEDNESDAY 13th SEPTEMBER 2023 AT THE COMMUNITY AND SPORTS CENTRE

- 1 **Trustees Participating:**
Jeremy Pickard, Adrian Hinchcliffe, Mike Pritchard.

In Attendance: Martin Mawer, LRFC. (first hour).

Apologies for Absence

Guy Downes, David Arscott, Vicky Kelly, Kris Cochrane, Andy McDade, Vanessa Chapman, Stewart Barrett.

- 2 **Minutes of Previous Meeting.**

Minutes of the Meeting held 12th July 23 were approved as a correct record subject to the following alterations:

- Kris Cochrane was present at the meeting.
- Minute 16. It was thought that the minute should have read that there is a risk of people banging their head on the corner of the cabinet when using the sink.

- 3 **Matters Arising from the Minutes**

a) **Site signage including safety signs.** All the signs had been installed.

- b) **Shutters.** Chris and Jeremy had done work on the shutters where they have not been working. All are now operational apart from two windows in the Function Room which are now permanently in an 'up' position. Further enquiries are being made to see if the electrical problem with the two windows can be resolved without the need to call in the BoltonGate Company. **ACTION Jeremy and Kris.**

Adrian had checked with the insurers about the security of the building if the shutters on the doors cannot be brought down at night. The reply was as follows:

Whilst insurers always ask that all available security should be used, we are happy to confirm that because your policy does not have minimum security condition, as long as all doors and windows are locked (even if there is only one locking place) when hall is closed, your cover remains in place whilst you are arranging for the shutters to be repaired.

c) **GDPR Policy** – Deferred to the next meeting.

ACTION ADRIAN

d) **Television in MR1.** The television had been installed and is operational.

e) **Books.** The book loaning scheme is operational.

f) **Safeguarding.** Awaiting further guidance.

ACTION STEWART

g) **Gardening Group.** Awaiting further contact from the Gardening Group.

h) **Recycling of Waste** . Jeremy is working on introducing a re-cycling scheme.

ACTION JEREMY

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4 LRFC Development Plans and Reports.

- a) **Special meeting held 23.08.23.** Confirmation of the minutes is awaited and will be circulated when approved. **ACTION Jeremy**
- b) **Car Parking** for tournaments. It is estimated that there is around 10 to 15 vehicles over the capacity of the existing car park and this could occur on 3 or 4 times each year. The suggestion was made that we should try to provide car parking for this number within the site rather than parking on the roadside or on the Johnnie Johnson site. We do not want to set the precedent of parking on the Johnnie Johnson land. **ACTION LC&SCT**
- c) **LRFC Storage.** Martin said that LRFC were considering a fridge on wheels to hold the drinks rather than in the MR1 storage cupboard. The fridge on wheels could be located in the new storage area in the Football corridor but it would need an electrical socket in the cupboard. This would free up space in the cupboard in MR1. This proposal was accepted and the Trust would arrange for a plug in socket to be installed in the cupboard. **ACTION Jeremy /Kris.**
Mention was also made of the need for external storage for the goals. More details of this need are required by LC&SCT to understand the need. **ACTION Martin/David**
- d) **Improved Communication between LC&SCT and LRFC.** It was agreed that Martin Mawer would be added to the list for the circulation of the Agenda and minutes for future meetings. **ACTION Adrian.**
- e) **LRFC Development Plan.** Martin outlined the plans that the LRFC Committee have for taking the club forward. They would like to see the first team promoted but this would require improvements to the Elworthy pitch. This would include a low fence around the pitch which could bear advertising and a number of huts for trainers etc (known as dugouts). This would be similar to the pitches at North Seahouses and Ellington. In principle the LC&SCT members present saw no difficulty with this suggestion but asked Martin on behalf of LRFC to provide a comprehensive write –up of the proposals incorporating a timeline and costings. **ACTION David/Martin**
- f) **Advertising on the 3G.** The special meeting agreed that the invoices for advertising would in future go out from LC&SCT and the funds would be received by LC&SCT and kept in a separate account to the 3G Sinking Fund. Martin explained that the cost of the signs was working out at £105 (from Glendale Signs) and it was agreed that these costs would be covered by LC&SCT from the separate account. The pricing structure is to charge £500 for a four year period for a single sign but there is some flexibility on this.
LC&SCT mentioned that they would like to look for a sponsor for the whole site but this would need approval by the Trustees to ensure that it meets Charity Commission rules. **ACTION Adrian.**
It was recognised that advertising revenue can help LRFC in taking forward its development plan and assist LC&SCT to balance the books and plan more activities to meet the needs of residents. Martin thought that an evening event could be held for potential advertiser/sponsors – to show them the facilities and give presentations on our ambitions for the site. This would be a joint promotion. Martin to send suggested dates to Adrian. **ACTION Martin**
- g) **Grass pitch grant.** The agreement needs to be confirmed by LC&SCT as the leaseholder for the site. Jeremy had reviewed the agreement and thought that it was all right in principle, subject to a few non-contentious amendments which were briefly discussed. The meeting agreed that, subject to the proposed amendments, this agreement could be completed **ACTION Martin to send the Agreement to Adrian.**
- h) **Noticeboard for LRFC.** This had already been agreed. LRFC to supply and fix.

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5 Secretary's Report

5.1 Renewal of the Insurance for the site.

Allied Westminster has quoted £1,629.05 for the renewal compared to £1,405.73 last year.

In calculation the premium we have been given the following discounts:

5 Year long term agreement

Discount for holding Hallmark Level 3,

Discount for being a member of the North Northumberland Village Hall Consortium.

A no-claims discount is included but if we make a claim the discount will be lost for 3 years.

There are some specific terms that apply as follows:

- Playground condition. – monthly checks plus an annual independent check.
- Portable space heater conditions basically sensible –(but our heaters are electric blowers).
- Increased excess during alterations or repair.
- Need to comply with fire safety rules - monthly checks & annual recertification essential.
- The gas boiler needs to be certified every year.(It is done annually).
- The electrical installation needs to be certified every five year. (Last done 2021).
- Special condition about bouncy castles, bonfires and fireworks displays. They are now allowable provided they supervised by the Trustees. Private bouncy castles would need private insurance and supervision.

The building sum assured has been increased by 7.3% to £1,950,900 – This is a rebuilding sum.

There is a requirement that the building is revalued every three years to ensure that the sum assured is realistic and there is not underinsured. It was last revalued in 2021.

The contents sum assured have been increased by 8.3% to £28,369.

Issues to consider:

- 1 The film and streaming equipment should be added to the schedule. **Adrian to agree an amount with Stewart**
- 2 What is the HD Projector that is mentioned on the schedule? **Adrian to check with Stewart**

Trustees Liability. The Trust does not take out this cover. This covers all sums which the trustee would become legally liable to pay as damages and all other costs and expenses as a result of a **wrongful act** during the period of the insurance. But this will not apply if it was known to be a wrongful act or ignoring that possibility, or done against counselling advice or if the act is criminal or fraudulent. Following discussion, it was agreed not to take out this cover.

The proposed cover is as follows:

Buildings sum assured	£1,950,000	Excess £250
Greens and playing surfaces	£8,532	Excess £250
Playground Equipment	£39,390	Excess £250
Contents	£28,369	Excess £250
Defibrillator	£5,000	No Excess
Goal posts	£17,157	
CCTV	£2,958	
HD Projector	£5,503	
General cover	Sum insured.	
Loss of revenue	Not covered	
Rent Receivable	Not covered	
Money and Assault	Not covered	
Personal Accident	Not covered	
Loss of registration/Licence	Not covered	
Public and Products Liability	£10,000,000	

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Employers Liability	£10,000,000	
Reputational risks	£100,000	
Hirers Liability	£2,000,000	
Trustees and Management Expenses	Not covered	
Legal Expenses	£250,000	Excess £250
Terrorism Cover	Not covered.	

It was agreed to renew the insurance policy subject to the queries mentioned. **ACTION Adrian**

5.2 Signatories for the Bank Accounts

Jeremy still not cleared. **ACTION Adrian**

5.3 Weekly Kick-about for 11 to 16 year olds.

Agreed off line since the last meeting. The employment of a coach to be covered by the Ballinger Trust funds until 31.12.23.

5.4 **Summertime Activities for Young People.** Many thanks to Annie Arscott for running these activities.

5.5 **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**

5.6 Development Strategy for 2023-28.

To be updated for progress. **ACTION Adrian**

5.7 Conversion of the Changing Rooms

The alterations are virtually complete. Outside the meeting we have agreed to appoint Evolution of Amble to install the floor at a cost of £4,451.75. A deposit of £2,711.81 has been paid. The floor is due to be completed by 29.09.23. Ideally the painting work, including the skirting boards should be completed before the flooring starts on 25.09.23. **A shout for volunteers to be put out.** **ACTION Adrian**

5.8 Northumberland Community Energy Scheme.

CAN has confirmed that the funding (£57,000) for the installation of solar panels and batteries at LC&SCT has been approved. The project is ready to move ahead to installation. It has been confirmed that the Co-operative will be formed by October so we can expect installation soon after that. What we have outstanding is:

a) The extension of the lease to 2059 including the need to pay up to £1,800 in legal fees. **The meeting agreed to pay the legal fees.** **ACTION Adrian**

b) Approval of the lease between the Co-operative and the Trust, plus registration with the Landlord. Adrian has a draft of the lease which will be circulated. **ACTION Adrian**

It was agreed that the Trust should seek some legal advice on the draft lease. Initially we should try to find someone in the community who has the qualifications and skills. Jeremy to try the Chancel Place Facebook page. **ACTION Jeremy.**

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5.9 Development of the Community Hub.

Progress is slow but the following steps have been achieved:

- a) On 20.07.23 a meeting with Katherine Beavers of NCC's Integrated Wellbeing Service which resulted in the offer of six monthly talks at LC&SCT commencing on 21.09.23 with a talk on '**The Eating Well Guide**'. This is a big step forward but the challenge is to get residents to the meeting. Northumberland Communities Together has approved a grant of £500 to cover the cost of the six meetings.
- b) Meeting with Laura Rowberry the new RAF Community Liaison Officer to talk about the need for a closer working relationship between the Community and Sports Centre and the RAF Families Centre.
- c) A meeting with Juliet Short of the Belview Centre in Belford to see if there is commonality in what the two Centres do and whether LC&SCT can learn from Belview.
- d) A meeting with the Partners of Alnwick Medical Group has been arranged for 18.09.23 for the Chair and Vice Chair of the Parish Council.

6 Treasurer's Report

6.1 Report to the end of August 2023

Cash in hand

Lloyds Bank	£
Treasurers Account:	38,287
Warm Hub	5,129 (includes £979 lunch club)
Sport England Grant	1 (to keep account open)
Aldemore Bank	25,330
C & C Bank(120 day)	69,690

TOTAL £138,437

This total includes the following:

Restricted/designated funds included above £104,365

£37,070 restricted – Lottery Grant, Sport England Grant, Play area, Ballinger Trust & 3G renewal

£66,316 designated - 3G and Centre sinking funds

£979 lunch club monies held in Warm Hub

General funds balance £34,072 (including Warm Hub)

Notable outgoings since July meeting:

£11,100 Changing room alterations including flooring deposit

Notable income:

£1900 balance transfer from Sport England grant

Looking ahead:

Maybe £2,000 for shutter refurbishments.

Further changing room payments including flooring.

Outstanding debts

Current debts: £408 – all 2022/23 year including £188 current month debts. SumUp payment provision has undoubtedly helped in obtaining payments.

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6.2 Budget for 2023/24

The following table was presented

DRAFT Budget for the Period 01.10.23 to 30.09.24

	Content/Notes	Community Centre £	Content	Astro-turf Pitch £	Total £
INCOME					
Hire Fees	Increase for last quarter price increase	9,300		22,463	31,763
Grants	Parish Council	800			800
Fund Raising	Various events	1,000			1,000
Interest	Split 50:50.	1,150		1,150	2,300
Total Income		12,250		23,613	35,863
Expenditure					
General Price increase at 5%	Except, Electricity, Gas and Building Maintenance	8,856		11,110	19,966
Electricity		6,064		1,822	7,886
Gas		3,739		1,123	4,862
Building Maintenance	Much needs to be done – rough estimate	2,307		693	3,000
Total Expenditure		20,966		14,748	35,714
Surplus/Deficit		(-)8,716		8,865	149
Suggested Transfer to Sinking Fund				8,500	8,500
Surplus/ Deficit after Transfer		(-) 8,716		365	(-) 8,351

This projection is compiled at the present level of hire charges for both trading activities. The impact of the price increase from 01.10.22 are still working through and should increase the hire fees to the level shown. The projection shows a deficit for the trading activities of £8.351 which comes entirely from the Community Centre. Details are as follows:

- Only known grants are shown – but funders may not be as supportive as the current year.
- The full impact of gas and electricity prices is shown evaluated at present usage levels.
- A projection of 5% on general prices is included.
- £3,000 is included for Building maintenance.
- No benefit is shown from the potential of the Northumberland Community Energy scheme.
- Fund raising is assumed to generate a surplus of £1,000.
- The Astro Turf accounts should enable a full £8,500 to be transferred to the Sinking Fund.
- There will be no allocation to reserves.
- No account has been taken of the likely cost of replacing the floodlight electrical cabinets. This cost, if significant will directly reduce the suggested transfer to the sinking fund depending upon whether it is capitalised (in which case the impact will be spread over a number of years) or treated as revenue in which case it will be fully charged against income in the year.

In view of the picture given by the budget the meeting considered that proposals for an increase in hire fees should be brought to the October meeting for consideration and implementation from 1st January 2024. **ACTION STEWART.**

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7 Site Maintenance

Jeremy produced a new schedule of most known maintenance tasks that need doing at the Centre and around the site. These covered both routine maintenance tasks along with one off maintenance. This is a formidable list. It will be used for the management and control of maintenance items and the building up of likely costs for each item.

Jeremy will maintain the list.

ACTION JEREMY

A number of points were made as follows:

- The shutter issues are under investigation.
- Pickard's are making a presentation on the control app next Tuesday (19.09.23).
- The quote for the electrical floodlight boxes is being carefully reviewed by Kris and Jeremy. In the meantime, Kris had supplied an email outlining the basis on which it was considered the cabinets (although being in poor condition) presented no significant risk.
- A hoist is needed to re-position the flood light that has moved out of position.

The question was asked if the Centre has an Asset List. Adrian confirmed that there is such a document and agreed to circulate it.

ACTION Adrian

Mike Prichard volunteered to take on the monthly checks of the Alarm system and the Emergency Exits signs. Adrian agreed to circulate the requirements set out by Hallmark.

ACTION Adrian

Jeremy suggested that the 'Opening Up' schedule need reviewing to ensure that all the routine daily checks are included.

ACTION Jeremy

8 Children's Play Area

Jeremy presented his report which incorporated estimates of all the repairs and replacements that need doing either as a result of the Independent Inspection or his own inspections. A quotation had been received from Pennine Playgrounds of £5,015.83. Jeremy proposed that the replacement of the rotten horizontal beam on the net scramble was a relatively straightforward like-for-like swap which could be accomplished ourselves. **This proposal was agreed.** The replacement of parts of the Clatter Bridge and the replacement of parts of the barrel run would be better done professionally but we should obtain a second quotation if that is possible. The plank weave was considered less urgent and possibly not worth the effort. Further consideration was to be given to whether to repair it ourselves or scrap it.

ACTION JEREMY

With regards to the grounds maintenance of the play area Jeremy had obtained a quotation of £1,080 (for the 2023 growing season only) which would basically be strimming. An alternative to this would be to buy our own electrical strimmer that could be used by our own volunteers. This could be kept in the plant room. It would cost circa £590 and would include a spare battery. A risk assessment could be done and we would have to ensure that the volunteers are properly clad and trained. **This was agreed with funding coming from the Children's Play area fund.**

ACTION JEREMY

9 Booking Team Report

Jeremy presented a report which included the chart on utilisation. Bookings had been quiet but, since the 1st September, usage had significantly increased.

10 Communications Manager

Jeremy reported that Guy was expecting to be back on 01.10.23. The film club is still proving to be very popular.

11 Representation of the Trust on the Neighbourhood Plan Steering Group.

Ellie Phillips was the previous representative. Jeremy agreed to become the representative. Mike Pritchard volunteered to become a representative of residents on the Steering Group.

12 Change of date for the December Meeting

It was agreed that the date of the December meeting would be changed to Wednesday 06.12.23.

13 Dates of Future Meetings

The dates were fixed as follows:

11.10.23 15.11.23 06.12.23



11/10/2023