

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF COMMITTEE MEETING HELD WEDNESDAY 14th JUNE 2023 AT THE COMMUNITY AND SPORTS CENTRE

- 1 Trustees Participating:**
David Arscott, Stewart Barrett, Adrian Hinchcliffe, Guy Downes, Vicki Kelly, Kris Cochrane, Andy McDade, Vanessa Chapman, Jeremy Pickard.

Apologies for Absence
Michael Pritchard

In Attendance – Simon Green, Rural Design Centre and Andy Dean, Community Action Northumberland (item 2 only).

2 Community Energy Project.

Simon and Andy gave a presentation on the Community Energy Scheme which at this stage is to cover 19 properties but there are more going through feasibility and the objective is to sign up around 100. They described the scheme and the participants including the Co-operative which all members will need to join. The scheme will enable the Trust to draw energy from the batteries and will pay 15p per kwh plus VAT at 5% for the entire period of the 20 year contract. The Co-operative will spend £100,000 on the solar panels and the batteries that they will install at the Centre. The Co-operative will generate revenue from the members for their electricity usage and the sale of surplus energy to the grid. It is expected that the Co-operative will generate a surplus of £100,000 each year which will be used to pay back commercial loans and for maintaining the system. There will be no restrictions on the use of the electricity in the batteries including EVC provided the capacity is available.

Our site will involve capital of well over £100,000. If we required an increase in the capacity of the batteries it is not clear who would be responsible for the capital costs.

It is hoped that the potential members can make decision in principle so that in July 2023 the project can move to a formal stage.

LC&SCT have only 16 years left on the lease so it will be essential to contact the Landlord to see if the lease can be extended.

ACTION ADRIAN

Following the presentation and the departure of Simon and Andy the meeting considered the scheme that had been put before them. It was unanimously agreed that in principle the Trust should be part of the scheme and the Secretary was authorised to communicate this to them.

ACTION ADRIAN

3 Election of Officials

- 3.1 Chair.** There were two nominations both with proposers and seconders: David Arscott and Guy Downes. Voting took place and the result was; David Arscott 2 votes, Guy Downes 5 votes. Guy Downes was elected as Chair.
- 3.2 Vice Chair.** There were two nominations both with proposers and seconders ; David Arscott and Jeremy Pickard. Voting took place and the result was (David Arscott 3 votes, Jeremy Pickard 4 votes. Jeremy Pickard was elected.
- 3.3 Secretary.** Adrian Hinchcliffe was proposed, seconded and elected unanimously.
- 3.4 Treasurer.** Stewart Barrett was proposed, seconded and elected unanimously.
- 3.5 Bookings Team.** The following were proposed: Jeremy (as Team Leader), Vicki, Vanessa and Richard) All were elected unanimously.
- 3.6 Site Maintenance Manager.** Kris Cochrane was proposed, seconded and elected unanimously.
- 3.7 Communications Manager.** Guy Downes was proposed, seconded and elected unanimously.

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

4 Minutes of Previous Meeting.

Minutes of the Meeting held 10th May 23 were approved as a correct record.

5 Matters Arising from the Minutes

- a) **Site signage including safety signs.** There had been a contact from the FF. They say a Vector Image is needed. Jeremy to respond. **ACTION JEREMY**
- c) **Shutters.** Kris has contacted the Bolton Gate Company and they need the Trust to sign up for a new account. Agreed. **ACTION KRIS**
- d) **GDPR Policy** – moved to the July agenda.
- e) **Television in MR1.** Kris has obtain a TV. An adaptor is needed.
- f) **Books.** The books are ordered and waiting delivery.

6 Secretary's Report

6.1 Sport England Activity Funding - Weekly Kick-About

The Secretary has applied to the Northumberland Community Chest for funding of £1,732.50 to continue the weekly (Friday) one hour kick-about for 11 to 16 year olds from September 2023 to April 2024. The costs include the hire charges for the Astro-turf pitch and the employment of a qualified coach at £25 per session. The Council will only cover 75% of the costs so the Trust would have to cover £577.50 with a total cost of £2,310. **If we can get the funding this is an important statement from the Trust.** Paul Roberts has confirmed his willingness to continue coaching these sessions.

There appeared to be an issue with booking the pitch between 5.00pm and 6.00pm on Fridays but David said that this has now been cleared. There was some discussion about the selection of the coach but this was left for now.

6.2 Application for funding to the Co-op

The Secretary has made an application to the Co-op for funding of £1,976 to support Warm Hub activities at the Centre. This funding is where shoppers nominate a charity for a contribution by the Co-op when they shop. This scheme has previously supported the purchase of film equipment and other causes. We will not know the outcome until the autumn. If selected the scheme will start in October and run for one year.

6.3 Easy Fundraising

Guy Downes has registered the Trust with Easyfundraising. This means we can fundraise for the Centre when people make purchases online. Over 7,000 brands (eBay, Amazon, M&S, Asda and a lot more) will donate to the Centre when people use Easyfundraising to shop with them – at no extra cost to the purchaser

All people need to do is sign up and remember to use Easyfundraising whenever they shop online. It's easy and completely free.

These small donations really mount up, so please sign up to support the centre at

https://www.easyfundraising.org.uk/causes/longhoughton-community-centre/?utm_campaign=raise-more&utm_medium=email&utm_content=rm-en-n1

6.4 Hardship Case

This is to confirm that there was agreement to contribute £100 towards the LRFC costs of membership and training for a youngster whose parents could not afford to make the payment. Four other Trustees also contributed £10 each to meet the total fee of £140. The £100 will come out of the Warm Hubs Account.

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

6.5 Replacement of the Conventional Lighting at the Centre

The specification for the Velux window electrical operation still outstanding – still on the list to do.

6.6 Installation of the Remote Control system for the Floodlights.

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

6.7 Extended Warm Hub – Thursday Together

The monthly 'Thursday Together' sessions will start on Thursday 15 June 2023.

6.8 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. No decision has been made at this point. These sessions are separate to the sessions that Annie Arscott is organising. The Secretary will talk to Annie about a joint promotion. It was noted that the Ballenger Trust has given the Trust £1,200 for Summertime activities for young people.

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

Jeremy needs access to the on-line bank accounts for tracking payments against invoices. It would make sense to make Jeremy a signatory and he is willing to take on that role. Agreed. It was also agreed that Guy should become a signatory. There was discussion about the spending limit in using the debit card and trustees thought that £250 was reasonable. Where the debit card is used it is still necessary to complete an expenses form. **ACTION ADRIAN**

6.10 The Trust's Alcohol Licence and requirement for selling alcohol

There are two issues which are included for clarification:

- The annual licence fee and what we charge for using the licence to sell alcohol.
- The Trustees requirements under the 2003 Licensing Act.

The annual licence fee and what we charge for using the licence to sell alcohol.

The annual licence fee is £180. We currently advertise a fee of £20 for any hirer that wishes to sell alcohol. There has been a private arrangement with LRFC for the charge for the social events that they promote. These arrangements need to be formed up.

The Trustees can withhold the use of the licence to any hirer. Anyone can apply to the licensing authority for a temporary licence. This costs £21. Only 12 temporary licences are permitted each year for the same property.

David offered a one off payment of £200 to cover the annual use of the licence by LRFC. This was agreed.

The Trustees requirements under the 2003 Licensing Act.

The Trustees are jointly responsible for ensuring that the requirements under the 2003 Licensing Act are complied with. For non-compliance there can be a fine of up to £20,000 or six months imprisonment. So, we have to ensure that we get this right. The first step is that all Trustees fully understand the requirements of the Act. It is absolutely essential that where the Trustees licence is delegated to a third person or persons, those persons sign to say that they have a fully understand of the requirements under the Act.

6.11 Trustees Induction. All new Trustees have to go through an Induction to the Trust. Adrian will arrange for that to take place as soon as possible. **ACTION ADRIAN**

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

7 Treasurer's Report

Lloyds Bank	£
Treasurers Account:	51,491
Warm Hub	4,779
Sport England Grant	2,223
Aldemore Bank	25,350
C & C Bank(120 day)	69,690
TOTAL	£153,533

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 £27,671 (including Warm Hub)

Notable outgoings since April meeting:

£10,800 Changing room alterations

£2,300 Storage solution for LRFC

£1,470 Accountancy fees

Notable income:

None

Looking ahead:

Invoices awaiting payment:

Outstanding debts

Current debts:

Pre-2022/23 £738 Mainly Saunders team and Amble St Cuthbert's – payment promised from both.

2022/23 £465 (£200 Saunders team)

Total £1.203 all being pursued.

Investments maturing. Stewart mentioned that the investment in the Aldemore Bank will mature shortly. He had looked for alternative investments and the rates of interest that are on offer. He was proposing to bring the Cambridge and Counties investment up closer to the total covered by Government Guarantee of £85,000 for they offer a good return. For the remainder to be invested he will shop around and bring a proposal back to the Trustees.

This was agreed.

ACTION STEWART

8 DEVELOPMENT STRATEGY

8.1) Business Plan and Development Strategy 2022 – 2027

AH

Updating the Development Plan is linked to item 8.4 below.

8.2) Conversion of the Changing Rooms

AH

The windows and door have been supplied earlier than expected. Work commenced that day to fit them and move the project forward. The windows have come in the wrong design. There was discussion that the Trustees may be able to accept the design but there would be further discussions with Greg. The Storage

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

containers specified by LHRC have been ordered at a cost of £2,302.91. They will arrive in a few weeks and will need fitting in David's absence.

The Secretary is starting to make enquiries about the floor covering.

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

See the notes in Section 2 of these minutes

8.4) Developing the Community Hub AH

Adrian presented a paper that he has been working on for a while. It is a joint paper from the Parish Council and the Trustees. It is a strategic paper that first looks at the needs of the Community and the existing facilities. The Community Hub concept is introduced as a vehicle for enhancing the status of the Community and Sports Centre and delivering a greater level of facilities that are needed by the community. Two key areas are identified for development – Young People's activities and Medical facilities.

In the case of the Young People's activities a link up of some sort with the RAF Beacon – Families Centre will be an essential part of the development and discussion are being held with the RAF Boulmer Commander. In the case of the medical facilities a meeting with the Integrated Care Board (ICB) has been arranged involving Councillor Patterson. It is hoped that these discussions will move on the agenda for the development of the Community Hub.

8.5) Replacement of the Astro-turf pitch and recertification

There was no further information on any further funding applications. Adrian had taken this up with the RAF Boulmer Commander and their team are looking for up to £45,000. In addition the Commander had made him aware of another fund that we can apply to now that we have signed the Armed Forces Covenant. This had been passed to Tony Kirsop who confirmed that he has made an application. Tony asked the Trustees to note that any contact with the funder would come through enquiries@longhoughtoncommunitycentre.org. Stewart mentioned that he had received a contact from a Helen Beales of the Northumberland FA who was conducting a survey on behalf of the FF of all sports facilities in England that had received support from the FF for a 3G. There will be an on-line meeting later in the week.

8.6) Film Club

Guy reported that the numbers attending the Film Nights are steady. The recommended donation has gone up to £3. A further £300 had been handed over to the Treasurer bringing the total to £500.

9 Centre Bookings Team

Jeremy presented two reports as follows:

Booking Team Report. The report set out what the team has been doing over the last month. They set key objectives for the month and reported on their progress. A key aspect of this was to obtain a better understanding of the pricing structure to ensure an easy and more uniform implementation. The report also presented some key measures on the utilisation of the assets. Jeremy also presented the updated **Terms and Conditions of Hire** which highlighted what changes had been made. This had been a big task but nevertheless it was very necessary. Trustees were asked to let Jeremy have any comments on the document.

It was noted that People First Care Ltd Day Care are hiring the MR1 each Friday from 30.06.23.

10 Site Maintenance Manager

The meeting had already covered the 'shutters' issue.

Kris said that the invoice for the roof work done by Ian Weatherall was in at £271 which he thought was very reasonable for the work that had been done.

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

Stewart mentioned that he had noticed that the steel cabinets that house the electrical cables for each floodlight are rotting in places and are in need of repair. One particular is in a bad way and needs urgent action. Kris would have a look at this and see if he can come up with a simple solution.

Also there is a problem with the Disabled Loo door which he agreed to look at.

It was also noted that the ceiling tiles needed painting to cover the water stains before People First Care Ltd come in.

11 Communications Manager

Guy reported that the use of the web site is up 75% on last month including longer stayers. Facebook and Instagram are very popular. The film posters are getting the message out. A short video has been produced to advertise BALLANCE and this has resulted in more customers. Guy questioned the use of the external noticeboards in the village. The one outside the Co-op is Parish Council but historically some other people have keys for access. The one outside the Running Fox is exclusively for the Parish Council. Ideally the Community Centre should have its own noticeboard outside the Co-op. The problem is finding the space.

12 Inspection of the Children's Play Area

The meeting received a written report from Jeremy and were informed that the ROSPA report had just arrived. Jeremy had found some rotting timber on one of the items but thought that it could be dealt with. He had also discovered that some form of accident had occurred which has resulted in the Barrel Run being significantly damaged and requiring a major repair. It is not known who did this but it appears to be too severe for vandalism.

Jeremy's report indicated that the weeds have taken over the site and are needing removal and cut back of vegetation. The maintenance of the Children's Play area during the growing season and indeed the whole site is a difficult issue to solve. It was noted that Richard Hodgson had cut the grass around the site but this needed to be followed up otherwise we will be back to square one. It was agreed that Johnnie Lambert can be used in the short-term

It was suggested that the ROSPA report is considered at the next meeting along with the wider maintenance of the grounds.

13 LRFC Noticeboard

It was agreed that LRFC can place a noticeboard on the outer wall on the south facing side of the building.

14 LRFC Issues.

Agreement has been reached for a Northumberland league to use the 3G on Sundays from 9.00am to 2.00pm. This will be accompanied by a large number of supporters who will arrive in cars. So, additional parking is required.

There is a need to find a location for the storage of the 'wheel -in- goals'.

Meeting ended at 10.35pm.

15 Dates of Future Meetings

The dates were fixed as follows:

12.07.23 13.09.23 11.10.23 15.11.23 13.12.23



12/07/2023