

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

## MINUTES OF COMMITTEE MEETING HELD WEDNESDAY 15<sup>TH</sup> NOVEMBER 2023 AT THE COMMUNITY AND SPORTS CENTRE

### 1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe, Vicki Kelly, Vanessa Chapman, Stewart Barrett, Mike Pritchard

### Apologies for Absence

David Arscott, Martin Mawer (LRFC Liaison non-Trustee), Andy McDade, Kris Cochrane.

### 2 Minutes of Previous Meeting

Minutes of the Meeting held 11<sup>th</sup> October 2023 were approved as a correct record.

### 3 LRFC Liaison

a) **Grass pitch agreement.** This agreement has been finalised and signed. It supplements the existing 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.** Awaiting discussions with LRFC.

c) **App control for the floodlights.** Is now in operation.

d) **Storage.** Once shelving has been erected in the changing room corridor storage area, LRFC will be able to complete the contents move from the MR1 cupboard. This move to be completed before January 2024 when the Monday Matters will be using MR1 (utilising some of the newly created cupboard space).

### 4 Matters Arising from the Minutes

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

### 5 Secretary's Report and Development Strategy

#### 5.1 Draft Neighbourhood Plan Consultation

a) **Response Received from LC&SCT.** Adrian, in his Parish Council capacity, confirmed that he had received a formal response to the draft Neighbourhood Plan from the Chair of the Trust.

b) **Area for Public Recreation.** The Secretary (speaking as a member of the Parish Council) said that areas in Longhoughton for informal recreation and dog exercising is a hot topic in the responses to the draft Neighbourhood Plan. The agreement for part of the LC&SCT site to be for informal recreation is timely. He said that he would like to bring more detailed proposals to the Trustees to take this proposal further. It was mentioned that Clause 15 of the Lease needs to be considered.

#### 5.2 Signatories for the Bank Accounts

This has now been resolved and Jeremy is able to fully access the bank accounts.

5.3 **Annual Inspections.** The two electrical businesses that had been approached for a quotation are not interested in doing the work. Trojan did not respond whilst Pickard's suggested that we approach Cortech Fire and Security Systems Ltd. Cortech has been contacted and had sent a quote for £516 inclusive of VAT for two six monthly visits. The Secretary had gone back to them and said that we only need one annual certification visit for both the alarm and emergency lighting. A response is awaited.

The Gas servicing company will call when they are up this way.

The Secretary will be inviting Aln Fire Protection to carry out their annual inspection of the extinguishers.

5.4 **Christmas Gifts for the needy.** £100 has been promised by the MGL Group.

5.5 **Probation Service – land management in 2024.** This enquiry is still outstanding.

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**5.6 Whole Site Sponsor.** The Secretary said that he has not found anything in the guidance from the Charity Commission that would prevent a whole site sponsor being appointed.

**5.7 Clothes Bank.** Vanessa has obtained information on the Clothes Bank that was discussed at the last meeting. The meeting talked through the information to hand. There was still a question of whether three clothes banks in fairly close proximity is too many (the others being at the RAF Beacon and the Co-op). The quote obtained would bring in £300 per ton of clothes collected. This would represent about four or five full containers. Each container would bring in approximately £70. It was not clear what the frequency of emptying was and Trustees had noticed that clothing could remain on the outside of the container for some time due to it being full. The experiences of the Co-op and RAF Beacon would be sought and a proposal made on where any container would be sited with a view to deciding at the next meeting.

**5.8 Hallmark Update.** The Secretary has asked CAN for guidance on when the next Hallmark inspection will take place.

**5.9 Delegation to Sub-Groups.** The Constitution does allow the Trustees to delegate functions in accordance with the articles. Clauses 12, 16 and 17 cover this. Clause 16 allows delegation to a committee consisting of at least two trustees. Clause 17 deals with budgets and reporting. Ideally any sub-group should be chaired by a Trustee. It was noted that a pop-up advert for volunteers for the 'Event Group' had been put on the web site.

**5.10 Development Strategy for 2023-28.**  
Still to be updated for progress.

## **5.11 Conversion of the Changing Rooms**

	£
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	148.57
Roller Blinds	134.00
Fire Extinguisher	<u>60.00</u>
Total to date	46,061.43
Heritage Lottery Grant	<u>45,100.00</u>
Expenditure above grant	£ 961.43

### Still to purchase

Chairs and tables – but these may come from what we have in other rooms or a separate funding application.  
Acoustic pads.

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## 5.12 Northumberland Community Energy Scheme.

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

A meeting took place with the Installer (H E Servicing Ltd) and CAN on 09.11.23. This was a very useful meeting and both Jeremy and Adrian were present. We are awaiting detailed installation proposals.

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

- 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. The Estate has appointed Mark Warcup to do this work and he has been in touch. The Secretary agreed to move this forward.
- 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. NCEL has advised that they have appointed Sintons to act on our behalf in negotiating and approving the lease. NCEL will cover the legal costs. The Secretary agreed to move this forward.
- c) Membership of the Co-operative. It was unanimously agreed to become a member of NCEL and that Adrian Hinchcliffe would be our representative.

## 5.13 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.
16.11.23 (Thursday)	10.00am	Fats and Sugars.
14.12.23 (Thursday)	10.00am	Food labels and portion sizes.
18.01.23 (Thursday)	10.00am	Physical Activity and the five ways to wellbeing.
15.02.24 (Thursday)	10.00am	Internal and external triggers to food choices.
21.03.24 (Thursday)	10.00am	Eating out and alcohol.

All talks are free and the accommodation is funded by a grant from Northumberland Communities Together. The Secretary encouraged trustees to attend these sessions if possible.

### b) Alnwick Medical Group

No further progress.

The Secretary will attempt to make contact with the new Practice manager (Paula Breen).

- d) **Beacon Families Centre.** My 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 took place on 20.10.23. A great deal of progress was achieved and the Secretary feels that we are heading for improved relations with the RAF Beacon Families Centre. Laura has asked for a meeting on Friday 17.11.23 to discuss our programme of events so they do not clash.

## 6 LC&SCT Budget for the Financial Year 2023/24

Stewart had circulated a proposed Budget for the year 01.10.23 to 29.09.24. Overall the budget showed a deficit for the year of £233. This was made up of the following amounts: the Astro-turf pitch creating a surplus of £9,520 after the transfer of £8,500 to the sinking fund; The Community Centre creating a loss of £9,287 after a transfer to a Building Maintenance reserve of £2,000. The following points were made:

- The Community Centre needs to aim to significantly reduce its deficit closer to zero.

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- The income from the hire of the Astro-turf pitch may be optimistic and not reflect the many cancellations experienced so far this year (principally, but not exclusively, due to bad weather).
- **It was agreed that the Trust should go ahead with an increase in hire fees from 01.01.24** (although Standard Rate fees could be adjusted asap, whilst maintaining pre-existing bookings). **The new rates (to be distributed with these minutes) are already reflected in the budget situation outlined above.**
- The level of reserves held for building maintenance should be no greater than £6,000.
- We need to increase funds generated from fundraising and events of various sorts and the 'Events Group' is the key to moving this forward.
- Legal fees of £1,800 need to be provided for the extension of the lease.
- No benefit is taken into account for the NCEL membership until we know the start date.
- Expenditure has been increased by 10% which is currently well in excess of current rates.
- Building maintenance - £3,950 has been provided but this may not be enough.
- There is a desperate need to find new users.
- Unused assets should be sold to generate cash.

It was agreed that the Treasurer would re-issue the budget statement and statement of free cash taking into account the above points.

## 7 Treasurer's Report

### Cash Position

Lloyds Bank	£
Treasurers Account:	27,490
Warm Hub	5,136 (includes £931 lunch club & £100 Xmas Gifts)
Sport England Grant	1 (to keep account open)
Aldemore Bank	25,330
<b>C &amp; C Bank(120 day)</b>	<b>69,690</b>
<b>TOTAL</b>	<b>£127,647</b>

### **Restricted/designated funds included above £93,752**

£26,505 restricted – Lottery Grant(Nil – actual minus), Play area(£15,965), Ballinger Trust(£540) & 3G renewal(£10,000)

£ 66,316 designated - 3G(£61,023) and Centre sinking funds(£5,293)

£931 lunch club monies held in Warm Hub

### **General funds balance £33,895 (including Warm Hub)**

### **Notable outgoings since Oct meeting:**

Changing room: £7,356 final payment to builder & fire extinguisher

Play area: £2,156 Creative Play repairs & strimmer purchase

Motion Picture Licence (Film Club): £288

### **Notable income:**

We will be receiving a £500 credit towards energy costs from Southern Electric

### **Looking ahead:**

Maintenance works maybe as much as £5,000.

Hope to receive grant towards energy costs of running our community get togethers.

### **Outstanding debts**

Current debts: £2,208 - all 2023/24 current month/quarter, all older debts cleared.

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## 8 Safeguarding

Stewart is awaiting completed forms from all Trustees. All those who have not done so were urged to complete the forms. Once they are all in we can move to the next stage of verification.

Stewart had updated the policy on Safeguarding which was agreed. It will go on the web site. Thanks was expressed to Stewart for taking this on.

## 9 Site Maintenance

Covered in matters arising.

## 10 Children's Play Area

Jeremy presented the inspection report for October. All of the repairs required by the independent inspection had been completed, with the exception of the Plank Weave, and at a much lower cost than expected. Jeremy would like to step down from undertaking the monthly inspection of the Children's Play area and it was agreed that we would advertise for someone to take over. Jeremy was thanked for the excellent work that he had done over the last year.

**Strimming** - Jeremy confirmed the strimmer and batteries have been purchased and he is organising secure storage in the Plant Room.

## 11 Creation of two Sub-Groups

**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, Vanessa, Stewart and Mike Pritchard offered to be part of this group. It was important that the Group should have wide membership and it may take some time to set this up. An advert could be put in the Newsletter. Stewart to investigate the bingo sessions at the Beacon.

**Finance Group.** This Group has already met to discuss the financial position as reported in items 6 and 7 above.

## 12 Any Other Business

a) Football-knock around for Young People. This activity is only funded up to the end of December. The Secretary is looking round for a sponsor/funding from January to April 2024. The RAF are considering whether they can fund this. The coach's fees would amount to £425 for 17 weeks but the Trust may have to consider offering the pitch for free.

b) Stacking of Chairs. These should be stacked no more than 10 high.

## 13 Dates of Future Meetings

The date was fixed as follows: **06.12.23**



6/12/2023