

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

## MINUTES OF COMMITTEE MEETING HELD WEDNESDAY 6<sup>TH</sup> DECEMBER 2023 AT THE COMMUNITY AND SPORTS CENTRE

### 1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe, Vicki Kelly, Vanessa Chapman (from 8.00pm), Stewart Barrett.

### Apologies for Absence

David Arscott, Mike Pritchard, Martin Mawer (LRFC Liaison non-Trustee), Kris Cochrane.

It was noted that Andrew McDade had resigned as a Trustee/Director since the last meeting. This was due to changes in his family commitments which have made it difficult for him to attend meetings. Andrew offered to be involved in Trust activities if time permits. The Trustees noted Andrew's resignation and thanked him for the service that he had given to the Trust.

### 2 Minutes of Previous Meeting

Minutes of the Meeting held 15<sup>th</sup> November 2023 were approved as a correct record. Jeremy advised that he intended to create signed, secure PDFs of the agreed minutes for inclusion on the website. **Action 80 - Jeremy**

### 3 LRFC Liaison

Some issues were still outstanding from the meeting of 23.08.23.

Stewart remarked that some chemicals (line markings) were being stored in Changing Room 4. It was agreed that LRFC be asked for the relevant COSHH datasheets to ensure that storage was appropriate. **Action 81 Jeremy.**

### 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. Apart from those actions covered by the Secretary's report and those relating to Safeguarding (which were reviewed later in the meeting) all actions were reviewed, discussed and updated as appropriate.

### 5 Secretary's Report and Development Strategy

#### 5.1 Annual Inspections.

**Alarm System and Emergency Lighting.** It had been established that the BS 5839-1 (Fire detection and alarm systems for buildings. Code of Practice for system design, installation, commissioning and maintenance) has changed and requires six monthly inspections and certifications. The quotation from Cortech Fire and Security Systems Ltd, for a bi-annual inspection and certification **has therefore been accepted** at an annual cost £516.00 inclusive of VAT. The first six monthly inspection will take place shortly. In between the six monthly certifications we will still have to carry out our own inspections and log the results (Mike Pritchard to be present if available).

**The Gas boilers** were checked and certified on 21.11.23

**Fire Extinguishers.** Aln Fire Protection carried out the annual inspection of the fire extinguishers which were all certified.

**5.2 Christmas Gifts for the needy.** £500 has been raised in total from LC&SCT, LPC, the MGL Group, Alnwick Lions and the RAF Boulmer (who will provide in kind). LRFC has not responded. Around 55 people in the Parish have been identified to receive a gift.

**The Trust has also received £300 from the MGL Group to cover the cost of the Community Lunch.**

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

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**5.4 Clothes Bank.** Vanessa had established that the clothes bank at the Co-op is not run by them. It is emptied once each week. Further investigation and discussion needed.

**5.5 Xln Contract.** The existing contract is for two years from 03.05.22 to 03.05.24. It is for Broadband and telephony. However due to getting free broadband from Alncom we do not use the Xln broadband but we have used the telephone line which is a facility that is not provided by Alncom. For the last 18 months the Xln contract has been £43 per month due to receiving a substantial discount. However for the last six months this has gone onto £87 per month due to the discount expiring. The issue is that for several months we have not been using this contract for incoming calls via the land line and effectively we are paying £87 per month over the next six months for no benefit. It was agreed that ideally we should have a method for customers and suppliers to contact the Centre which would be part of our Communications Strategy. The following course of action was agreed:

- 1) Adrian to contact Xln to see if we can come out of the 2 year contract .
- 2) Stewart to contact Alncom to see if there is a digital voicemail facility that they could offer which would be divertible to multiple users.

**5.6 Free Trees.** The Parish Council has obtained 60 saplings of traditional broad leafed trees free of charge from the County Council. The Parish Council would like to offer them to the Trust for planting on the LC&SCT site. A suggested planting plan was presented to the meeting which proposed an avenue of trees around the perimeter of the site at approximately 10 metre intervals and around 2 metres from the boundary (with the exception of the east side where they would be planted on the existing slope. Northumberland Estates had been consulted and had requested more details of the planting areas and responsibility for the trees.

It was agreed that this was a good idea and would fit in well with the Trust's programme of moving towards net zero emissions and being an exemplar within Longhoughton. The planting of the trees could be a community event.

The Secretary was asked to respond to the estate with the proposal and make the offer for the Trustees to be responsible for the maintenance of the trees whilst the Trust hold a lease for the land.

**5.7 Hallmark Update.** The Secretary had circulated the guiding notes on Hallmark 1, 2 and 3. This is a big exercise and needs to be well co-ordinated. The Secretary had done this previously (and is a Hallmark Assessor) so he suggested the following arrangements:

- 1 We prepare for the Inspection to take place from April 2024 onwards.
- 2 The Secretary will act as co-ordinator and will produce a presentation pack for the assessors. He will start compiling this immediately and bring it to the January, February and March meetings for update and discussion on any issues.
- 3 The Trustees will initially assist by bringing all the policies up to date by a review as follows:

Conditions of Hire	Jeremy
Guidance Notes for Hirers	Jeremy
Hire Charges	Jeremy
Data Protection & GDPR	Stewart
Public Interest Disclosure	Stewart

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Complaints Procedure	Vanessa
Fire Risk Assessment	Adrian and Jeremy
HSE Health & Safety Checklist	This is guidance only
Health and Safety Policy	Adrian and Jeremy
Safeguarding	Already done – thank you Stewart
Equal Opportunities	Vicki
Equality, Diversity and Inclusion	Vicki
Financial Policies	Stewart (mostly contained in the Annual Report).
Investment Policy	Stewart
Procurement	Stewart

**5.8 Cleaning Contract.** The two year contract for expires on 31.12.23. It was agreed to offer a further two year contract. The wording of the contract would be reviewed for any changes. It was agreed that we offer a hourly rate of £12.50 for the first year and then review the rate for the second year in December 2024.

## **5.9 Development Strategy for 2023-28.**

Still to be updated for progress – this will need to be done for Hallmark.

## **5.10 Conversion of the Changing Rooms**

Other than fitting the window blinds and privacy film on the door glass, the only thing outstanding is the purchase and fitting of the acoustic panels to reduce the echo. These are on the maintenance list.

## **5.11 Northumberland Community Energy Scheme.**

We have now registered as a member of NCEL.

The following actions are outstanding.

- a) **Extension of the Lease.** The Estate has appointed Mark Warcup to do this work and he has been in touch. The Estate said that the Trust would receive a proposal last week. It has not arrived and I have reminded them.
- b) **Lease with NCEL.** 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. We should be receiving contact from Sintons with possibly a lease suggestion.
- c) **Plant Room.** Needs to be cleared out.

## **5.12 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 and the second 12 people. 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 – attended by 12 people.**

**14.12.23 (Thursday) 11.30am Food labels and portion sizes.**

**18.01.23 (Thursday) 11.30am Physical Activity and the five ways to wellbeing.**

**15.02.24 (Thursday) 11.30am Internal and external triggers to food choices.**

**21.03.24 (Thursday) 11.30am Eating out and alcohol.**

All talks are free and the accommodation is funded by a grant from Northumberland Communities Together. **Can I please encourage trustees to attend these session if possible?**

## **b) Alnwick Medical Group**

An email has been sent to the New Practice Manager (Paula Breen) suggesting that we hold a meeting in Longhoughton and for Paula to see the facilities and the Centre and the Beacon. Awaiting a response.

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c) **Beacon Families Centre.** Jeremy and Adrian met Laura Rowberry at the Beacon on 17.11.23. We discussed our separate programmes and how we can co-operate. We viewed the facilities they have for children under 5 which are exemplary. There is a willingness to work together for mutual benefit.

d) **Thursday Together.** Thursday Together will be held every Thursday at 11.30am to 1.30pm throughout December, January, February and March.

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

Stewart reported that he had made the adjustments agreed at the last meeting to the budget for 2023/24.

He also said that he had written to the Accountants and asked for the following reserves to be created at the 30.09.23:

Building Reserve Increase by £706.50 to £6,000.

Astro-turf pitch sinking fund increased by £8,000 to £69,690

## 7 Treasurer's Report

### Cash Balances

Lloyds Bank	
Treasurers Account:	£29,183
Warm Hub	5,052 (includes £907 lunch club & £100 Xmas Gift
Sport England Grant	<u>1</u> (to keep account open)
	34,236
Aldemore Bank	25,330
C & C Bank(120 day)	69,690
<b>TOTAL</b>	<b>£129,256</b>

### Of this balance:

#### Restricted/designated funds included above £102,235

Play area(£15,965), Ballinger Trust(£340) & 3G renewal(£10,000)

£ 75,023 designated - 3G(£69,023) and Centre sinking funds(£6,000)

£907 lunch club monies held in Warm Hub

### This leaves:

#### General funds balance £27,021 (including Warm Hub)

Notable outgoings since Oct meeting:

**Notable income:** £340 Christmas Craft Fair – Thanks to all those involved especially Vicki.

### Looking ahead:

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

### Outstanding debts

Current debts: £600 - all 2023/24 current month/quarter, all older debts cleared.

### Warm Hubs Account.

The Finance Group had looked at the Warm Hubs Account at its last meeting. In three years the balance in the Account had increased to over £5,000. Currently it stood at £5,152. This includes £907 for the

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Community Lunch Group and some other balances that are for the specific purposes. Overall there is around £3,500 in the account which represents an accumulation of various small grants (including some funds donated by individuals in relation to Government fuel grants) that were meant to support the general activities at the Centre. In view of this the Finance Group recommended moving £3,500 from the Warm Hubs Account to the Lloyds Bank General Account.

The meeting accepted this proposal.

## **Proposal for more effective investment of cash resources.**

The Treasurer said that the Finance Group had also suggested that some of the cash resources could be better invested to gain interest in view of the better rates of interest available. Also, the Lloyds Bank Accounts are in non-interest bearing accounts. The Treasurer proposed the following:

- Transfer £3,500 from the Warm Hubs Account to the General Treasurers Account (mentioned in the paragraph above).
- Retain a cash balance of £8,000 in the Lloyds main account.
- Invest £15,310 in Cambridge and Counties Bank 120 day notice account (bring the investment with them to £85,000 FCS guaranteed level.
- Place a further deposit of approximately £9,000 in an easy/access interest bearing account.

This proposal was agreed and the Secretary said he would send some suggested Bank Account to the Treasurer that are used by Community Action Northumberland.

## **8 Astro-turf pitch funding**

Stewart mentioned that there had been no progress in raising funds. Tony Kirsop had been in touch and said that they would undertake a further review to see if they can find any new funds to apply to. Adrian reported that the RAF Commander had said she would make a fresh approach to the Armed Forces Covenant fund that had already turned down an application. Adrian said that it might be helpful if the Trust was to sign the Armed Forces Covenant and was in a good position to do so. Jeremy asked to see any information on what this meant. **Action Adrian.**

There followed a discussion about the possibility of marketing the Astro-turf pitch to new users, for example Schools. Vicki accepted an action to contact Tom Vicars about this. **Action Vicki.**

## **9 Safeguarding**

Stewart is still awaiting completed forms from all Trustees. The updated Safeguarding policy is on the noticeboard. It will go on the web site. Some actions still outstanding.

## **10 Site Maintenance**

Jeremy said that the focus at the moment was to put up the shelves in the new Football corridor store. This will allow the LRFC storage items to be moved to free up the store in MR1 to enable the Matters to use that space from January 2024.

## **11 Children's Play Area**

Jeremy reported that he had cut-back some more of the shrubs. It was noted that Mike Pritchard had offered to take over the monthly inspection of the Children's Play area.

It was suggested that to reduce the growth of weeds in the area we should consider putting down a ground cover safety surface. Grants may be available for this.

## **12 Complaint**

Comments had been made by a user that the oven in the kitchen needed a deep clean. This had been interpreted as a complaint although the reporting and handling of it does not line-up with the procedure for the handling of complaints set out in the Trust's policy. Nevertheless it was quite rightly treated as a complaint. The need for a deep

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clean had also been confirmed by Suzanne Barrett who has professional experience in this field. Vanessa had obtained a quotation for doing a deep clean of the entire kitchen from the March Out Cleaning Company:

Fridge /freezer

All walls / worktops

All cupboards and units

Full kitchen sanitised

Full cooker clean

Light fittings

Microwave

Dishwasher

Quotation

Cost £280.

This quote had been accepted and arrangements were being made for the work to be done.

The complaint was to be logged via the LC&SCT Complaints procedure.

**Action 86 Vanessa**

## Events and Communications

Information received from Guy Downes via Jeremy indicated that the role of Communications Manager is now vacant, although it is understood that that Guy will continue to maintain the web site.

Difficulty was reported in adding Vanessa to the LC&SCT Facebook group. Jeremy agreed to ask Guy whether there were known barriers to this.

**Action 87 Jeremy**

**Events Sub Group** – The Group has initially been formed with the following Trustee members – Vicki Kelly, Mike Pritchard, Stewart Barrett and Vanessa Chapman. It is hoped that other volunteers will come forward. The Group will meet on Tuesday 16<sup>th</sup> January 2024.

A Quiz Night will take place on Friday 15<sup>th</sup> December. Vicki and Stewart and all those contributing to the organisation were thanked.

## 13 Any Other Business

- a) Trustees were asked to inform the Secretary of any substantive item of AOB so all Trustees can be prepared.
- b) Football Changing Rooms. The poor state of the bottom changing room was mentioned. The Trust had many items stored in there which needed to be sorted out and disposed of if not needed.

## 14 Dates of Future Meetings

It was agreed that we should move to Tuesday nights for the Trust meetings in order to de-conflict some Trustees other commitments.

The following dates were agreed.

09.01.24, 13.02.24, 12.03.24, 09.04.24; 14.05.24; 11.06.24; 09.07.24; 10.09.24, 08.10.24, 12.11.24; 10.12.24.



9/01/2024