

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

## MINUTES OF COMMITTEE MEETING HELD TUESDAY 12<sup>th</sup> MARCH 2024 AT THE COMMUNITY AND SPORTS CENTRE

### 1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe, Vicki Kelly, Vanessa Chapman, Stewart Barrett, David Arscott (from 8.10pm).

### Apologies for Absence - None

### 2 Minutes of Previous Meeting

Minutes of the Meeting held 13<sup>th</sup> February 2024 were approved as a correct record.

### 3 Matters Arising (from the Action Log listing)

- Action 02 **Shutters** – Needs input from Kris.
- Action 09 **Fire Alarm Checks** – Mike has taken this on – need confirmation if it is working out. A wider view of our responsibilities under fire safety checks and risk assessment has been considered by Jeremy and Adrian. In view of this area of responsibility being a critical one for Trustees, it was recommended that we employ a professional to do a walk through and check what we have in place and to produce a report setting out whether we are complying with good practice and identifying areas where there are shortcomings. It was **agreed** that we obtain some quotations for this work and in the first place ask CAN if they can recommend anyone.
- Action 12 **Probation Service** – Adrian has been unable to make contact. **Vicki to make enquiries.**
- Action 15 **Recycling** – Jeremy has written to NCC.
- Action 31 **Safeguarding** – All signed up and produced document except Kris. David already covered?
- Action 49 **Volunteers for opening up** -Ongoing.
- Action 56 **Remote control of heating system.** Ongoing.
- Action 57 **MR3 External door film** – None – huge thanks to Jeremy.
- Action 74 **Website pop-up text** – Superseded
- Action 77 See 115.
- Action 83 **Telephony connection** - with Stewart – pending at the moment.
- Action 85 **Daytime use of 3G by Schools** – Contact being made with Tom Vickers.
- Action 90 **Equality/diversity statement on website** - in hand – waiting for a bundle of website items.
- Action 91 **Repairs to Defibrillator** – Vick has taken the initiative and sorted this out. The defibrillator is now back operational. Huge thanks to Vicki. **Vicki agreed to do the monthly checks.**
- Action 95 **Complaints Policy** to put on website – Ready to go on the website.
- Action 97 **Annual boundary check** – Jeremy to produce an abbreviated report.
- Action 98 **Astro-turf replacement funding gap** – see Treasurer' Report – minute 8.
- Action 103 **WiFi Password.** The purpose of changing the password was to prevent external users logging in. Now a different view of that is being taken especially with young people. Superseded.
- Action 104 **Upgrading floodlight cabinets** – Stewart to consider submitting this as part of the 3G replacement funding application to FF.
- Action 105 **Memorandum of Understanding** – for Film Club and Community Lunch – Proposal would mean that the Trust acts as banker for them but they manage their own accounts. MofU already prepared. The Scouts may also fall into this category.
- Action 106 **Chairman's Report for y/e 30.09.23.** Jeremy – in hand needed for early April.
- Action 107 **Receipt of Annual Report & Accounts from the Accountants** – promised before Easter
- Action 110 **Notes of Finance and other Sub-Groups.** Notes to be circulated to all Trustees but not included in Trust meeting minutes.
- Action 110 **LRFC requirements for development of Elworthy pitch** – Adrian to apply to NE once the lease extension is through and signed.
- Action 114 **Involvement with Alnwick Beer Festival** – Jeremy in hand.
- Action 115 **MR2 Potential development** – Community Wellbeing Room? Two stages of development were put forward. The first was to tidy up the room by painting and new ceiling tiles to make

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it look more presentable as a location for personal services. Some electrical cables will have to be moved along with the key safe and CCTV. This will cost circa £650. The next stage would be to install other items such as sinks with running water and waste pipes. This would cost more although we have the sinks and mirrors. A larger water heater and different type of sink may be required for hairdressing. The second stage may cost over £1,000 depending upon what we cater for. An estimate of the revenue is in excess of £2,000 per annum so it would clearly pay. **It was agreed to go to the first stage and commit a figure of circa £650.**

- Action 116 **Wheelchair to be bookable through Lemon.** Done.
- Action 117 **Alarm circuit to be added to MR3** Completed. Cost £598.
- Action 119 **Health and Safety Policy Review** – See also Action 09.
- Action 120 **HSE Checklist** – See Action 09.
- Action 121 **Armed Forces Covenant** – Adrian has found a form/certificate for self – signing. This to be checked out.
- Action 122 **Obtain quote for repairs to Playground equipment** – Pritch
- Action 123 **Hire Agreement and publicity** - draft agreement for financial incentive for new activities.
- Action 124 **Business Rates Implications for developing MR2.** Adrian investigated and found comparable where business activities have been carried out and declared on the annual declaration. It may help if the charges are based on our standard rates.

## 4 Accident 16.02.24

A lady fell off the edge of the kerb when walking from the Centre to a car after the Quiz. She fell awkwardly and dislocated her shoulder. At the time the lights outside the Centre had gone off but there was light from the building that was lighting up the area. Stewart took a photograph to illustrate. The lady is recovering. Jeremy has investigated the outdoor lighting and found how to adjust it so that it stays on later. This has been done. Vanessa has completed an Accident Report and will let Adrian have it.

## 5 LRFC Liaison

- a) **Saturday League Charges.** Retrospectively The North Northumberland League will only pay a fee for the use of the Astro turf pitch (which is less than the current LC&SCT hire fee), a rule which is fixed by them. There is no action for the rest of the season, which ends in the next few weeks. For the future DA will make an argument to NNL that they should pay our going rate.
- b) **MR3 Clubroom.** LRFC has not yet had chance to consider this in detail. Much needs to be thought about. JP said that the Trust had not been able to come up with a pricing structure and cannot do this until it has a more detailed specification of how the room is to be used and how the responsibilities that are split between the Trust and LRFC. It was agreed that more discussion is needed on both sides.
- c) **Steel Container.** DA confirmed that there is a grass cutter in the steel container plus a store of diesel that it runs on.
- d) **Alcom.** Have made an enquiry to play on the 3G at a time when LRFC are booked. JP asked if the pitch can be shared?
- e) **Kiosk.** DA stated that the proposed idea of an external kiosk had not been costed.

## 6 Centre Burglary and Anti-social behaviour

DA was thanked for the action he had taken after the last meeting. It has certainly worked and no further anti-social behaviour has been experienced.

## 7 Secretary's Report

### 7.1.1 Annual Inspections.

Music Licence now received. This year's amount £77.94.

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**7.1.2 Probation Service – land management in 2024. (See also Action 12)** The Secretary has made an extensive search to locate the contact details for Community Payback. The previous contract that we had dated 2016 includes a contact number but this is now obsolete. The internet keeps bringing the Secretary back to a company called Sedexo who are an international company engaged in rehabilitation He will try a little more but it is very frustrating. The last contact with them was Ellie who said that they will not be able to help but he is always optimistic. **Vicki to make enquiries on contact details.** Action Vicki.

**7.1.3 Free Trees.** Fifteen people turned up to help plant the 65 trees. The job was accomplished very quickly thanks to the volunteers.

## **7.1.4 Broadband and digital inclusion.**

The CAN event went well.

## **7.1.5 Energy Audit**

Still trying to fix a date for his.

## **7.1.6 Thursday Together**

To encourage more residents to attend the Thursday Together events a series of presentation have been arranged for the eight weeks to 31.03.24. The attendances are much better and as many as 36 attended on one session. The remaining programme is as follows:

14.03.24 British Divers Marine Life Rescue.

21.03.24 Health and Wellbeing.

28.03.24 Longhoughton history through its families.

The funding for the current 'Thursday Together' programme ends on 31.03.24. There needs to be a discussion with the volunteer teams to determine if the programme continues and in what form. If there is agreement to continue in some way, there will be a need to find some funding to cover the hire charges.

## **7.1.7 Health and Wellbeing Talks.**

The talks will continue beyond March and the Secretary is waiting for suggestions from the instructors on what the topics should be. Out of the £500 grant received from Northumberland Communities Together there remains a balance of £362 which will cover the hire costs for several sessions.

## **7.1.8 Alnwick Medical Group**

Following the Public Meeting and the letters that the Parish Council have issued to AMG and the Integrated Care Board (ICB) a response has been received from a Director of the ICB who has invited the Parish Council to a meeting to discuss the issue and to try and find a solution. This meeting will take place on Monday 18.03.24. In preparation for this meeting it would be helpful if LC&SCT could determine a hire fee should the drop-off of prescriptions take place at the Community Centre twice each week for one hour each time.

## **7.1.9 Armed Forces Covenant**

The Secretary has located a form on the internet for self-signing the Armed Forces Covenant.

## **7.1.10 Friday Night Kick About**

Adrian said that the attendance had only been five for the last two weeks. The coach is not available for the next two weeks so it has been decided to cancel the remainder of sessions to the end of April. It is intended to restart the sessions in the Autumn.

## **7.2 Business Plans and Development Strategy 2023-2027.**

Pending.

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## 7.3 Northumberland Community Energy Limited (NCEL)

We have seen some progress over the last month as follows:

- **Extended lease for LC&SCT.** There are no outstanding issues and we have instructed the solicitors to move to the signing of the extended lease as soon as possible. It was agreed that even if the NCEL project was not to go ahead it was still worthwhile signing an extended lease that lasts until 2058.
- **Lease and Purchase agreement with NCEL.** The first draft has been received consisting of 36 pages. The Trust will need to arrange a meeting to go through the clauses to identify any issues. It was agreed to ask Sintons to go through the lease and identify any issues that they consider need discussion. **Action Adrian.**
- **Our request for the professional** opinion of a structural engineer on the integrity of the building when loaded with solar panels is still outstanding. To be chased.

## 7.4 Developing the Community Hub.

The Paper 'Community Services and Facilities in Longhoughton' was issued on 05.03.24. It was issued to the Parish Council, LC&SCT, the RAF and Northumberland Communities Together. It is about enhancing the 'Community Hub' by the inclusion of the Beacon Families Centre which covers children and youth activities. It also proposes a Memorandum of Understanding to cover these activities at both Centres and to reflect the difference in constitution between the two Centres.

The issue of the paper coincided with an invitation from the Beacon for Jeremy and Adrian to take part in some strategic discussions on the development of the Youth Service in Longhoughton. This is exactly one of the key points requested in the paper. This is very welcome.

Further comments on the paper are welcome from Trustees.

## 7.5 Hallmark Update.

Adrian met the assessor from CAN recently and we talked about the forthcoming assessment for LC&SCT. She said she would not be ready until May.

Good progress has been made with updating the policies – see below.

A reminder on the review of policies.

<b>Conditions of Hire</b>	<b>Jeremy - ready</b>
<b>Guidance Notes for Hirers</b>	<b>Jeremy - Ready</b>
<b>Hire Charges</b>	<b>Jeremy - Ready</b>

<b>Data Protection &amp; GDPR</b>	<b>Stewart – Reviewed and circulated for comment 11.02.24</b>
<b>Public Interest Disclosure</b>	<b>Stewart – Reviewed and circulated for comment on 11.02.24</b>
<b>Complaints Procedure</b>	<b>Vanessa. Completed.</b>
<b>Fire Risk Assessment</b>	<b>Adrian &amp; Jeremy lead } .</b>
<b>HSE Health &amp; Safety Checklist</b>	<b>Guidance only</b>
<b>Health and Safety Policy</b>	<b>Adrian &amp; Jeremy Lead }.</b>
<b>Safeguarding</b>	<b>Stewart. Completed.</b>
<b>Equal Opportunities</b>	<b>Vicki ?</b>
<b>Equality, Diversity and Inclusion</b>	<b>Vicki – Reviewed and circulated for comment 11.01.24</b>
<b>Financial Policies</b>	<b>Stewart</b>
<b>Investment Policy</b>	<b>Stewart. Reviewed and circulated for comment 11.02.24</b>
<b>Procurement</b>	<b>Stewart. Reviewed and circulated for comment 11.02.24.</b>

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## 8 Treasurer's report giving the financial position at Feb 2024

### Cash balances

<b>Lloyds Bank</b>	£
Treasurers Account:	14,977
Warm Hub	1,698 (includes £1,155 Lunch Club)
Sport England Grant	1 (to keep account open)

<b>Aldermore Bank</b>		
(1 Year fixed rate)	(4.12%)	25,330
(Easy access)	(3.25%)	10,000

<b>C &amp; C Bank</b>	
(120 day notice account) (4.4)	85,000

**TOTAL** **137,006**

### Restricted/designated funds included above £102,758

£26,580 Restricted - Play area(£15,965), Ballinger Trust(£165) & 3G renewal(£10,000), Film Club (£450)  
£ 75,023 Designated - 3G(£69,023) and Centre sinking funds(£6,000)  
£1,155 lunch club monies held in Warm Hub

### General funds balance £34,248 (including Warm Hub)

#### Notable outgoings since Feb meeting:

£1,233 SSE Energy (Gad)

#### Notable income:

£1,200 from CAN to cover energy costs for Thursday Together.

#### Looking ahead:

Electricity

SSE have failed to take monthly payments for electric, now 4 months outstanding. Formal complaint lodged. Expected that we will owe at least £2,000

#### Outstanding debts

Current debts: £2,533 - all 2023/24 current month.

### ASTRO-TURF PITCH REFURBISHMENT COSTS & AVAILABLE FUNDING AT 10 MARCH 2024

#### Latest estimate of costs from SiS Pitches (Football Foundation recommended)

1. Recarpeting including site preliminaries, old carpet uplift and removal/disposal, base (dynamic stone) removal, disposal and replacement, new carpet installation.	£129,848
2. Testing of new pitch	£2,437
3 Infill containment barrier	£9,105
<b>Sub total pre VAT</b>	<b>£141,390</b>

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4 VAT at 20% £28,278

**Grand total of replacing the pitch** **£169,668**

## Current funding position

A. LCSCT Sinking fund at 01.10.23	£69,023
B. Football Foundation promised contribution	£25,000
C. Garfield Weston charitable grant (valid to 31 July 24)	£10,000
D. Anticipated addition to Sinking Fund at 30.09.24	£8,500
E. Grant from FF for infill & containment barrier	£10,926

**Grand total of Funding** **£123,449**

**Current funding shortfall** **£46,219**

## Other considerations

- Floodlighting electricity control boxes require refurbishment at an estimated cost of £8,865. An application will be made to Football Foundation to fund this under their 'betterment grant' scheme. THIS IS NOT INCLUDED IN THE ABOVE REPLACEMENT COSTS OR THE FUNDING SOURCES.
- Football Foundation have agreed that we can apply for a 'betterment' grant to cover the cost of the infill containment barriers. This will help to allay £9,105 (plus VAT) of the total costs if granted. This is included above.
- On current calculations and hoping/assuming that Football Foundation were to fund £10,926 for the infill containment barriers and LCSCT add £8,500 (sinking fund) the shortfall will be £46,219.

9 **Safeguarding.** See Action 31 above.

10 **Site Maintenance** – Under control and actions being taken where necessary.

11 **Children's Play area** – No report was presented.

## 12 **Events and Communications**

The Events Group have put together a very interesting programme as follows:

- Easter Sunday 'Eggstravaganza' from 3pm to 5.00pm. **Helpers needed.** Joint event with RAF Beacon and Company B.
- Friday 5<sup>th</sup> April 2024 Quiz Night
- Domino Drive Wednesday 24<sup>th</sup> April 2024
- Saturday 1 July 2024 Music Night.

**Bookings.** Jeremy said that the bookings were going very well with enquiries and bookings coming in for a range of activities.

## 13 **Ragwort Pulling**

- DA signalled up that ragwort pulling will have to be organised in early July before the plants go to seed.
- **Families Day.** This is likely to be fixed for Sunday 7<sup>th</sup> July 2024.
- LRFC End of Season (EOS) event and FA Cup Final viewing Likely to be 26/27<sup>th</sup> May 2024. Will book.

## **Date of the next meeting**

Post Meeting Note: next meeting date changed to Thursday 18.04.24.

**Meeting ended 9.45pm**



18/04/24