

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF COMMITTEE MEETING HELD TUESDAY 14 MAY 2024 AT THE COMMUNITY AND SPORTS CENTRE

1 Trustees Participating:

Jeremy Pickard, Stewart Barrett, Adrian Hinchcliffe, David Arscott (from 7.25pm)

Apologies for Absence – Vicki Kelly, Vanessa Chapman.

2 Election of Officials

Chair: Jeremy Pickard proposed by Stewart Barratt, seconded by Adrian Hinchcliffe – Elected.

Vice Chair: Stewart Barrett proposed by Adrian Hinchcliffe, seconded by Jeremy Pickard – Elected.

Treasurer: Stewart Barrett proposed by Jeremy Pickard, seconded by Adrian Hinchcliffe – Elected.

Secretary: Adrian Hinchcliffe proposed by Stewart Barrett and seconded by Jeremy Pickard – Elected.

Site Maintenance Manager: Jeremy Pickard proposed by Stewart Barrett and seconded by Adrian Hinchcliffe – Elected.

Bookings Manager: Jeremy Pickard proposed by Stewart Barrett, seconded by Adrian Hinchcliffe – Elected.

Children's Play Area Inspection: Mike Pritchard proposed by Jeremy Pickard and seconded by Adrian Hinchcliffe – Elected.

Communications Co-ordinator – Guy Downes proposed by Jeremy Pickard and seconded by Stewart Barrett. – Elected.

Events Group: Vicki Kelly, Vanessa Chapman, Leeann Pickard, Angela Partin, Suzanne Barrett, Stewart Barrett.

3 Minutes of Previous Meeting

Minutes of the Meeting held 18th April 2024 were approved as a correct record.

4 Matters Arising

a) Centre Burglary and Anti-Social Behaviour.

Jeremy had reported the fence damage to the Police and had a crime number (049297U/24) but, because there was no evidence-standard proof available (the CCTV footage does not clearly show faces) the case would receive no further attention. The anti-social behaviour on the evening of the Scouts visit had been reported to the County Council. Jeremy was to raise these issues at the Police Liaison meetings on 15.05.24.

b) Complaint

Adrian had responded to the complainant with an explanation and apology and Jeremy had sent out a note from Lemon asking the hirers, in a very polite manner, to ensure that the areas they use are clean when they have finished.

c) Proposal by Longhoughton Community Gardeners

Adrian had responded to the Community Gardeners on their proposal to establish a community orchard in the area next to Burnside. The response set out the conditions that had been agreed at the last meeting. The offer was also made for the Orchard to be in the areas to the east of the car park rather than where they had suggested. No response had been received.

d) Scouts Overnight Stay

Jeremy reported that the overnight stay had gone well other than anti-social behaviour from local young people. Jeremy had taken photographs of the Scouts on their bicycles and agreed to send them to Adrian for the Community Newsletter.

e) List of Outstanding Issues

All outstanding issues were discussed and the up to date position stated. Dave volunteered to organise grass cutting of the verges.

Action 131 - Dave

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5 Review of any issues from the AGM

The AGM had gone well. Two queries raised during the AGM (3G pitch resurfacing funding progress and the status of roller shutters) were both discussed under Outstanding Issues (above). No other issues arose which required the specific consideration of Trustees. The draft minutes of the AGM had been issued.

6 LRFC Liaison

a) Use of MR3.

Jeremy suggested that we hold a special meeting later in the month to talk specifically about the proposal for MR3. This was agreed.

b) Funding from the North Northumberland League (NNL).

The Trust is concerned about the funding which is received from the North Northumberland League for the tournaments that have been held at the Centre on Saturdays and Sundays over the last year.

Retrospectively there is a funding gap between what NNL pay for use of the pitch and what is charged to LRFC. In turn, LRFC say that they cannot afford to pay the difference.

Both the Trust and LRFC would like to see the tournaments continue next season and David is trying to get a better deal out of NNL but this will not be known for some time. He said that NNL needs some realism on funding. LRFC has had to increase its fees by 33 %. Next season LRFC will field 17 teams in total. The Trust would consider LRFC's plight.

Action 132 – Finance Group

c) **WiFi in MR3.** David said that the WiFi was poor in MR3. Jeremy has added the issue to the maintenance list.

7 Secretary's Report and Development Strategy

7.1.1 Probation Service – land management in 2024.

No progress since the last meeting.

7.1.2 Energy Audit

We are trying to fix a date for this.

7.1.3 Armed Forces Covenant

Laura Rowberry has given me details of the application process. The Secretary has emailed a Darren Rhodes who will hopefully get in touch with me. **Regrettably no progress.**

7.1.4 Health and Wellbeing Programme

On Thursday 13th June the Centre is being used for free NHS Health Checks for ages 40 to 74 between 9.30am and 3.00pm.

7.1.10 Summer Fete

This will include the 'Families Day' and held on Sunday 7th July 2024 from 11.00am to 4.00pm. This will be jointly organised between LC&SCT, the Parish Council and RAF Boulmer. The Steering Committee met last on 13.05.24.

7.2 Business Plans and Development Strategy 2023-2027.

Some updating will be done prior to Hallmark on 20.05.24

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 the signing of the extended lease to 2058.
- **Lease and Purchase agreement with NCEL.** The first draft has been received consisting of 36 pages. The Secretary's comments have been sent to the Solicitors. A commentary on the lease has been received from Sintons and we need to consider that and respond if necessary. **This is urgent.**
- **Our request for the professional** opinion of a structural engineer on the integrity of the building has now been received and is positive. NCEL has advised that the number of panels on the roof will reduce by a quarter. They have promised new drawing by the end of the week and a value for the panels. The invoice from Peter Higby had been received and paid but will be reimbursed by CAN.
- **NCEL funding.** NCEL advised today that they have been granted a further 3 months for the capital to be spent.

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- **Football Foundation Charge.** This has moved on and potentially is going to hold up the whole scheme. We now know that we need consent from the Football Foundations for the following:
 - a) To enter into a 20-year extension to our existing lease from 2039 to 2058.
 - b) To install solar panels on the roof of the Community Building.
 - c) To install batteries within the community building for the storage of electricity from the solar panels.
 - d) To enter into a sub-lease with Northumberland Community Energy Limited for the **period 2024 to 2044 (because they will own the solar panels and batteries).**
- **Sintons** has also advised that we need a statement to cover the charitable status. They have specified how this should be done but after comments from Adrian back to them and to NCEL the solicitors have been in touch and are coming up with a suggestion of how to simplify the legal requirements.
- **The Trust needs to nominate two Trustees to sign the leases. Proposed Jeremy and Adrian and unanimously agreed.** There is also an issue about whether we need to obtain the permission of the Members. This is not clear and will be pursued.

Jeremy raised the question of whether the Distribution Network Operator (DNO) had yet been contacted to initiate export permission (eg via a G99 form). Adrian said he would ask NCEL about this. **Action 133 - Adrian**

7.4 Developing the Community Hub.

The Secretary is awaiting comments on the paper that was issued.

7.5 Hallmark Update.

The assessment will take place on Monday 20.05.24.

Hallmark 1 has been sent to CAN.

Hallmark 2 is in final preparation and will be sent after the Trust meeting on 14.05.24

Hallmark 3 is in the final stages of preparation and will be sent after the Trust meeting on 14.05.24.

7.5.1 Policies

Proposal

- 1 All the above policies and statements listed below to be approved at the Trust at this meeting.
- 3 Approval of the policies will be recorded in the minutes and the policies will not be signed.
- 4 Where there is concern about the need to consider a policy in more depth this can be achieved by setting a shorter review period as indicated.
- 5 The policies need to be uploaded to the website prior to 20.05.24 and a copy of each needs to be placed on the Hirers Noticeboard.

Policy	Update Status	Suggested Next review
Complaints Procedure	Reviewed.	2025
Data Protection & GDPR	Needs further review	6 months.
Environment Policy	A new policy	2026
Equality, Diversity and Inclusion	A new policy	6 months
Equal Opportunities	Needs approval	2026
Financial Policies	Needs approval	6 Months
Guidance Notes for Hirers.	Updated. Needs approval.	2025
Health and Safety Policy	Updated. Needs approval.	2025
Hire Policy	Updated. Needs approval	2025
Investment Policy	Reviewed.	2026
Lone Worker Policy	This is a new policy. Needs approval	2026.
Procurement	Reviewed. Needs approval	2026
Public Interest Disclosure	Reviewed. Needs approval	2026
Safeguarding	Reviewed. Needs approval.	2025
Terms and Conditions of Hire Updated.	Needs approval.	2025
WiFi Use Policy.	Needs approval	6 months

The meeting unanimously approved this proposal.

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Thanks were expressed to Jeremy for the work he has done on the Health and Safety Policy, HSE Health and Safety Checklist and Fire Risk Assessment. Jeremy considered that a professional Legionella risk assessment was required and had obtained quotations. Bisonassist's quote had been accepted by the Finance Group and the company will attend the Centre on 20.05.24 to do the work. There was a need to appoint a designated person. Jeremy was willing to do this and his offer was accepted. Also, there may be a need for Trustees to undertake awareness training. David volunteered.

OTHER STATEMENTS

Fire Risk Assessment	Updated. For approval	2025
Hire Charges	Updated.	2025
HSE Health & Safety Checklist	Updated. To be signed.	6 months

Unanimous approval was given to these statements.

Risk Assessments

Mike Pritchard had produced the following risk assessment:

- 1 Outer Entrance
- 2 Car Park Area
- 3 Refuge Area
- 4 Overspill car park
- 5 Main Function Hall
- 6 Meeting Rooms
- 7 Manual Handling
- 8 Working within and around the Centre
- 9 Use of taps and showers.
- 10 Using the kitchen area.
- 11 Using the Astro-turf football facilities and pitch.

Mike was to be thanked for this work. The risk assessments were noted especially where hazards are identified. There will be a need to review these statements over the next one to two months. There was a discussion on the manner in which hirers be made aware of the risk assessments (and any mitigating actions required of them). There is to be further discussion as to how this information is to be delivered. **Action 134 - Jeremy**

8 Treasurer's Report

Lloyds Bank	£
Treasurers Account:	16,673
Warm Hub	1,600 (includes £1,099 Lunch Club)
Sport England Grant	1 (to keep account open)
Aldermore Bank	
(1 Year fixed rate) (4.12%)	25,330
(Easy access) (3.25%)	10,000
C & C Bank	
(120 day notice account) (4.41%)	<u>85,000</u>
TOTAL	£138,604

Restricted/designated funds included above £102,702 made up of:

£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)

£1,099 lunch club monies held in Warm Hub

General funds balance £35,902 (including Warm Hub)

Notable outgoings since April meeting:

£3,300 – 5 months of electricity

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Outstanding debts

Current debts: £535 - all 2023/24 (April & May)

It was noted that the treasurer had switched some funds within the Aldermore Bank (on the same conditions) to obtain a better rate of interest. All agreed.

10 Site Maintenance

Jeremy reported that he was requesting a quotation from Pickard Electricals for a bundle of electrical work that needs to be done by a professional electrician. This is a mixture of previously budgeted, Trustee-agreed Wellbeing Room development and emergent work.

11 Children's Play Area Inspection.

There was no report for the meeting, but it was noted that ROSPA has now been booked for their annual independent inspection which will be in June or July. It was noted that the Play-Area needs tidying up and the grass will need strimming. This to be arranged through Mike Pritchard. Creative Play have been contracted to undertake identified repairs (work expected early June).

12 Events.

There is an event this coming Friday with a pop-up bar and a food van. There will be a quiz in June. Dave enquired about the televising of the FA Cup. He said that LRFC could run the afternoon if that was acceptable. It was thought that the Events group would welcome that so it was agreed.

13 Grounds Maintenance.

David was concerned that we need to act now to get the grass cut off the main playing field otherwise it will get out of hand. This was agreed. Dave to contact Johnnie Lambert to contract his services. We would need to know his charges per hour in advance and he will need to take out Public Liability insurance. It was noted that the Trust had paid for the insurance the last time he was employed and this was agreed.

14 Telephony Service

Stewart was ready for the new telephony system to be introduced at the Centre at a vastly reduced cost. There was a need to cancel the XIn service contract (now Daisy) which Adrian would do. The line number will very shortly be available for porting to the new service.

15 Site Boundary Audit

Jeremy had produced a site boundary photographic record. This was excellent work and would act as a complete record of the boundary in early 2024. Jeremy was thanked for doing this. Adrian to hold the record. Adrian was asked to contact the Council (low priority) regarding a section of their fencing which has been damaged by a fallen tree.

Action 135 - Adrian

16 Future Meeting Dates

11.06.24, 09.07.24, 10.09.24, 08.10.24, 12.11.24, 10.12.24



11/6/24