

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF COMMITTEE MEETING HELD TUESDAY 18th APRIL 2024 AT THE COMMUNITY AND SPORTS CENTRE

1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe, David Arscott.

Apologies for Absence – Vicki Kelly, Vanessa Chapman, Stewart Barrett, Kris Cochrane.

2 Minutes of Previous Meeting

Minutes of the Meeting held 12th March 2024 were approved as a correct record.

3 Centre Burglary and Anti-Social Behaviour.

Jeremy mentioned that some damage had been done to the perimeter fence that surrounds the car park on two sides. Correcting this will cost £200 for the materials if we do it ourselves. Jeremy had traced this damage to a group of youths who were in the car park on 24.03.24 and they were clearly visible on CCTV. We were also aware that there had been damage done at the Beacon. David Arscott was thanked for his part in contacting the parents of the young people involved. Jeremy to report to police to add context to other incidents.

Action 128 Jeremy

4 Complaint

A complaint had been received from a hirer that the floor of the Function Room was dirty. On investigation it was clear that the floor had not been cleaned by the previous hirer. It was decided to send a polite service email to all hirers asking them to ensure that the floor and tables are clean after a hiring.

Action 129 Jeremy

Also the Trust would ensure that there are adequate tools/facilities for cleaning the floors and tables. Adrian would respond to the complainant.

Action 130 Adrian

5 Proposal by Longhoughton Community Gardeners

The proposal from Longhoughton Gardeners for a community orchard was welcomed and considered. The proposal is to locate the orchard on the eastern side of the site adjacent to the Burnside properties. The meeting considered that the site was a reasonable one for this purpose but noted the following points to be passed back to the Gardening Group:

- The group need to obtain the co-operation of the households that will back onto the orchard before any work is done.
- The orchard needs to be marked out and protected by a fence or hedge.
- Adequate space need to be allowed for public access to the site for recreation and dog walking.
- Access to the site will be from the Main entrance to the Community and Sports Centre
- The insurance of the trees will not be covered by the Community Centre insurance.
- This location for the Orchard will depend upon the Trustees continuing to hold a lease for the site.
- The Group should consider the best ways to prevent any vandalism.
- The Trust would have to notify the Land
Adrian to respond.

Action Adrian

6 Fire Safety (including Risk Assessment)

The Fire Safety inspection had gone ahead and the corrective actions were as follows :

- i. Remove the dry powder fire extinguishers from the site: due to the choking risk and potential dust cloud blocking the exits when used indoors. Additional fire extinguishers are required at this site due to the travel distance to each exit: Additional 1 x 6L Water required at the corridor fire exit, 1 x 2KG Co2 to replace the dry powder fire extinguisher in the kitchen in line with BS5306.

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- ii. Ensure that there adequate PEEPs or GEEPs for the evacuation of any disabled people who are likely to be present.
- iii. There was no evidence that fire drills are being conducted to allow staff to practise evacuation procedures. Fire drills should be carried out at least every six months and suitably recorded. All staff should take part in at least one fire drill each year.
- iv. Extraction fan in place, it is recommended that a professional commercial company cleans the extraction system

It was noted that the routine tests of the alarm system and the emergency lighting are being recorded and are held in the kitchen.

7 19th Whitley Scouts overnight stay.

Jeremy had met the Scout leader to finalise the arrangements for the visit and overnight stay which will take place on 27/28th of April. All issues are in hand and all the points raised by the Trust's insurers are being met. Thanks were expressed to Jeremy for all the work that he has put in to ensure that this weekend meets all the legal and other requirements. It was noted that the bikes can be brought into the Centre for security reasons or locked in the 3G.

8 LRFC Liaison

8.1 Ambition for LRFC.

- Looking to grow the club to have 2 senior teams a squad of 40 players.
- That would mean matches home and away every Saturday.

8.2 Possibility of using MR3 as the LRFC Clubroom.

David outlined the changes that would need to be made to MR3 if the LRFC used it as a Clubroom.

- LRFC's refrigerator bar could be wheeled through (could it be left in situ?).
- Alcohol will be sold.
- The room would be needed every home game and on other occasions.
- A trophy cabinet would be essential.
- One of the walls would have to be painted in Club colours (red and yellow).
- Pull up adverts to satisfy advertisers and sponsors.
- Television on the wall.
- Stand up darts board.
- Access would be from the rear entrance.
- Cleaning – Possibly Lynette cleaning occasionally or do it themselves.
- Washing up – Would probably use the kitchen.
- The Room could be used for other purposes.
- Issues for discussion – pricing.
- If there was agreement it would hopefully start from September 2024.

8.3 External Storage Containers

These are moving around with strong winds. It was agreed that they can be fixed down (being careful to avoid subterranean electricity cables) or, alternatively, weighed down with paving slabs..

8.4 North Northumberland League (NNL).

NNL have not changed their stance on payments for the mini-league which are £20 per hour which works out at £10 per game. LRFC have had to fund the difference between what NNL will pay and the charges made by LC&SCT.

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For next season LRFC are asking NNL for £25 per hour but this will still be short of what LC&SCT charge. A basic question is whether LC&SCT wants to retain the mini-league. If it did not take place here LRFC would lose the tea-bar money. Trust decision, once NNL response is known, required by July 2024.

8.5 Dug-outs and pitch development

DA suggested that planning permission is not required for the dug-outs. Adrian to contact the Landlord.

8.6 Grants for the Astro-turf pitch.

The opportunity for the Covenant fund is still being pursued. Laura Rowberry involved.

9 Review of Actions from the Previous Meeting

A review of the Action List will take place outside the meeting, although some actions were naturally covered during the meeting. An up-to-date actions list had been provided to Trustees pre-meeting.

10 Secretary's Report including the Development Strategy

10.1.1 Portable Appliance Testing

This was carried out on 16.04.24

10.1.2 Probation Service – land management in 2024.

No progress since the last meeting. Awaiting any information from Vicki.

10.1.3 Energy Audit

We are trying to fix a date for this.

10.1.4 Thursday Together

Thursday Together moved to once per month from April to November. There is a need to organise talks and presentation to attract more people to attend.

10.1.5 Health and Wellbeing Talks.

This has been discussion with the representatives of the County Council Health and Wellbeing Section to formulate a further programme over the Summer.

10.1.6 Alnwick Medical Group

Are using the Centre for the distribution of prescriptions on Tuesdays and Fridays for one hour each day. This is being paid for by the Parish Council but subject to review.

10.1.7 Armed Forces Covenant

Laura Rowberry has given the Secretary details of the application process. An email has been sent to a Darren Rhodes who will hopefully get in touch with the Secretary.

10.1.8 Use of the Car Park for the staff of the Running Fox.

The car park at the Running Fox is inadequate for the volume of customers coming in vehicles. At busy days parked traffic is spilling out onto the B1339 and there is congestion down Lacey Street. It would be helpful if alternative parking could be found for the vehicles of the staff – probably about 7. Could the Trust offer these spaces in the Community and Sports Centre Car Park. This could be on a temporary basis until more parking spaces are found within the village.

The view of the meeting was that this facility could not be offered when the min-league is taking place due to the volume of cars needing to park.

It was noted that the overflow car park needs to be extended if the mini-league is to continue here.

10.1.9 COVID booster jabs

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The Secretary has given permission to the NHS to use the car park on Tuesday 07.05.24 between 10.00am and 5pm for COVID Booster jabs for people over 75. They will take up no more than three parking places. Local publicity will follow. Their public liability insurance has been requested.

10.1.10 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 first on 03.04.24 and will meet again on 22.04.24. The Centre has been booked for the Trust for the entire day on 07.07.24.

10.2 Business Plans and Development Strategy 2023-2027.

Pending

10.3 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.
- **Football Foundation Charge.** This charge is in position until 2029. Permission will be needed for the installation of the Solar Panels. This may be a bigger issue than we thought and is being investigated.
- **Our request for the professional** opinion of a structural engineer on the integrity of the building when loaded with solar panels **is still outstanding** despite progress requests.

10.4 Developing the Community Hub.

Awaiting comments on the paper that was issued.

10.5 Hallmark Update.

The assessment will take place on Monday 20.05.24

Jeremy shared some information that he had considered in relation to Hallmark 2.

11 Treasurer's Report

11.1 Financial balances at 31.03.24

Lloyds Bank	£	
Treasurers Account:	16,437	
Warm Hub	1,670	(includes £1,127 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>
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TOTAL **£138,438**

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

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3G(£69,023)

Centre sinking funds (£6,000)

£1,127 lunch club monies held in Warm Hub

General funds balance £35,680 (including Warm Hub)

Electricity

SSE have at long last brought our account up to date and the Treasurer has received invoices that, when paid, will bring us completely up to date. The total due up to 31 March (5 months from 1 November) is £3,368. The full amount outstanding will be paid by 18 April.

The first 4 months £2,597 were paid on 5 April, the other £771 will be paid on 18 April.

At the time of writing this report (15 April) the current account balance was £17,632 (ie after the first electricity invoice payment) so a healthy financial position following our heaviest months for energy.

Outstanding debts

Current debts: £1,005 - all 2023/24 current month.

11.2 Income compared to budget for the current year.

Jeremy presented the following financial information as at the end of March which is half way through the financial year:

These are invoicing billed through LEMON for bookings from 01.10.23 up to the end of March 2024.

Apportioning 3G and Centre use (particularly for LRFC) but (excluding any items credited).

The date range is to 2nd April because there were 4 invoices raised on that date for March activities.

	End Q2 invoice total	End Q2 budget total	Difference	Percentage	Full year Budget (JP)
Centre Income	£5556	£4820	+737	115%	£9023
3G income	£13623	£14931	-1308	91%	£24083

Centre income is the invoiced total and so does not take inflow from Film Club into account.

Q3 and Q4 Centre income will benefit from polling station (£300) and Whitley Scouts (£240) plus Sophie's return and Boxercise.

3G negative difference was LRFC cancellations, partly offset by better-than-expected standard rate use (who are far less prone to cancel).

12 Safeguarding.

This is considered to be complete unless Stewart indicates otherwise.

13 Site Maintenance

An updated schedule of maintenance requirements was presented but there was little discussion on priorities and on finding the people willing to be involved.

14 Children's Play Area

Jeremy presented a quotation for the replacement of rotten posts on the Clatter Bridge and the Tyre Crossing. The quote was £831.60 plus VAT. It was agreed to get this work done in advance of the ROSPA

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audit in June. Mike Pritchard had submitted an inspection report for the month of March which was accepted.

15 Events and Communications. Stewart reported the following:

The Easter programme consisting of the Children's event and the Easter Quiz had been a great success.

Children's event: Estimated around 200 parents and children attended. We ran an Easter Trail, bonnet making and Easter egg painting competitions, etc. Every child that took part received at least one Easter egg to eat or take home. The Scouts ran a raffle and a Tombola. All proceeds went to Longhoughton Scouts and £325 was raised on the day. We opened the bar and took £60.

Quiz: a well attended event with 64 paying participants and it was a super event with the winning team only doing so by 1 point. The bar was very busy and we had folk ordering up to 11.00pm. The atmosphere was really good and lots of compliments for the LCSCT/Events team were forthcoming. There were lots of families with a fair number of children who gave us no problems; we opened the 3G and it was well used.

This was the first event with a food van running alongside the quiz and I think its fair to say that it was a big success, lots who attended the quiz arrived early and had their food beforehand. All that I spoke to were complimentary about the food.

We had help setting up from Eric Partin and Vicki Margetson and then there were numerous welcome volunteers who helped to clear up after the event. As there were only 3 members of the Events team there at closing time we were very grateful for the help.

After expenses our profit was in excess of £330. All round two successful events that will continue to grow our closer connections with the Community, The Beacon, etc.

The Trustees would like to thanks all involved in organising these events.

16 Progress with the Wellbeing Room

Jeremy reported that the new ceiling tiles had arrived. There was also a need to remove some of the electrical wiring that is within the trunking. He had obtained a quote of £550 plus VAT for this work from Pickard Electrical. This was agreed. A 3kw water heater would be needed for hand washing. Jeremy is to obtain prices. The CCTV system is to be moved into the Storeroom.

Meeting ended 9.45pm.



14/5/24