

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF COMMITTEE MEETING HELD TUESDAY 11th JUNE 2024 AT THE COMMUNITY AND SPORTS CENTRE

1 Trustees Participating:

Jeremy Pickard, Stewart Barrett, Adrian Hinchcliffe, Vanessa Chapman

Apologies for Absence – Vicki Kelly, David Arcscott.

It was noted that Vicki may not be able to attend the meetings over the next six months for personal reasons. This was accepted by the Trustees. Adrian would ask Vicki if she intended to continue with the defibrillator checks. It was also noted that Kris Cochrane had missed 9 meetings between 15.11.23 and 11.06.24 and it was agreed that the Secretary would write to Kris and to determine his future intentions regarding the Trust.

Action 142 – Adrian

It was also noted that Mike Pritchard had only attended the AGM during the eight-meeting period from 06.12.23 to 11.06.24. It was agreed that Jeremy would contact Mike. Both Kris and Mike have contributed a great deal to the Trust and all considered that it would be a great shame to lose their input.

Action 143 - Jeremy

2 Minutes of Previous Meeting

Minutes of the Meeting held 14th May 2024 were approved as a correct record.

3 Matters Arising

The matters arising were dealt with in accordance with the Actions Listing Summary attached.

4 LRFC Liaison

David Arcscott, in his role of Chair of LRFC, had written to the Chair, Secretary and Treasurer covering a number of issues that needed consideration as follows:

Request for a refund of hire fees.

The rate paid by the North Northumberland League (NNL) for the use of the Astro-turf pitch for their Saturday morning tournaments was less than the fees charged by the Trust. LRFC claim that this has led to a loss of £1,105 and have asked the Trust if they will refund this as a credit in the current year. DA maintains the argument that the Trust benefitted from the tournaments and if they had not taken place the no alternative source of revenue would have replaced the income.

Members present accepted that there was some merit in the 'no substitute income' argument (Saturday mornings having previously seen few bookings). It was also felt that, whilst a gap between Trust hire charges and NNL funding had been mentioned in the proposition put to Trustees in June 2023, this had lacked any quantification or plan for how such a gap would be bridged.

Consequently, it was considered reasonable that the responsibility for this loss be shared. It was agreed that the Trust would offer a credit of £552.50 towards next season's NNL league fees.

NNL Tournament for the 2024/25 Season

Trustees considered that a 2024/25 NNL league would be desirable from both an income and community perspective, but that the season's joint Trust/LRFC financial plan should be agreed in advance once NNL's position is known. The Trust would not consider any retrospective claim in future.

LRFC Seeking Sponsorship

DA had sent a draft letter which he intends to send to a number of commercial businesses seeking sponsorship for LRFC. This reflects the Club's aims of improvement all round and for the senior teams to achieve promotion into higher leagues and to improve the facilities on the site. The Trustees are very supportive of this ambition and wish the Club well in its endeavour to attract sponsorship. However, there are some aspects of the ambition that the Trustees considered should be stated at this early stage. As follows:

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- LC&SCT and LRFC are partners in taking forward the use of the site. If one partner was not present it is highly unlikely that the site would be sustainable. Mutual recognition and respect of the role of each partner is essential on both sides.
- Trustees took the view that 50% of something was better than 50% of nothing and that a line had to be drawn under previous 3G sponsored advertising wrangles. Trustees agreed to accept LRFC's current proposal that any sponsorship income raised via LRFC be split 50:50 between LRFC and the Trust (where it would be retained for 3G sinking fund). This could be considered an LRFC 'finder's fee' for example.
- Agreement was reached in September 2023 that any sponsorship arrangements for the 3G be fully transparent and invoiced by the Trust. It is expected that this arrangement be enacted.
- The Trust has to be responsible for any sponsorship of any part of the Centre Building. It is essential that there is prior discussion and agreement on any proposal to obtain sponsors for the building (including MR3).

It was agreed that Jeremy would respond to DA on the above issues.

Action 144 - Jeremy

5 Legionella Safety

Dealing with the potential of legionella has not been a strong point for the Trust and the regime for minimising the risk over the years has not been consistent or satisfactory. In the build up to the Hallmark review it was recognised that a more fundamental approach was required. Jeremy organised a professional risk assessment by a business that specialises in safety-related risk assessments (including legionella). This risk assessment highlighted a number of actions that the Trust needs to put in place for the Community Building to be fully compliant. In preparation for this item Jeremy had circulated the following documents:

- Draft statement of Legionella Policy.
- Draft Legionella Scheme of Control.

The Scheme of Control included a 'Water Services Asset Register which identified all water services within the Centre building and for each the control measures that are needed. A separate table then sets out in more detail the control measures, the frequency in which the action has to be undertaken and responsibility. Most of the checks can be carried out by a 'trained' volunteer but some more specialist checks will have to be undertaken by a competent person. One of the tasks to be done by a competent person is the cleaning out of sludge and deposits within the Calorifier hot water storage tank. This is well overdue and probably has not been done previously. Jeremy had obtained a quotation for this work from the manufacturer Lochinvar which was £841 plus VAT. It was agreed that this check should be carried out as quickly as possible for it is central to the whole hot water system feeding the changing rooms. Attempts would be made to secure a charity status discount, but the work should proceed nonetheless.

Action 145 - Jeremy

There is also a requirement that a number of Trustees have to undertake an on-line Awareness training course. David Arscott has already done the course and Vanessa volunteered to take it too.

Action 146 – Vanessa

It was agreed that the Policy would need to be reviewed and Jeremy welcomed any comments by the 16.06.24. The policy would be considered approved thereafter. Getting the policy and Scheme of Control in place will mean that the HSE Health Check can be updated.

Jeremy was thanked for moving the whole legionella subject forward which was a major piece of work.

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6 Secretary's Report & Development Strategy

6.1.1 Probation Service – land management in 2024.

No progress with contact with Probation Service. It was agreed to **close** long-standing **Action 12**.

An invite to trade had been issued to Johnnie Lambert on 01.06.24 subject to him obtaining Public Liability Insurance. There had been no further contact.

6.1.2 Energy Audit

The Secretary would try to fix a date for this.

Existing Action 140 - Adrian

6.1.3 Armed Forces Covenant

Emails and telephone calls have not produced a contact. Further attempts to be made.

6.1.4 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.

6.1.5 Summer Fete

The Insurance Company has given approval for the event to have standard cover. The organisation of the day is now well advanced.

6.1.6 Dfp has completed the six-month check of the fire alarm system and emergency lighting.

6.1.7 Community Orchard

The Secretary said that the Community Gardening Group has come back on our response that suggested they should look at the area of land to the east of the car park. They have done this and involved a professional from the County Council. The professional apparently said that this plot was partly not suitable because it has a sewer under it. They have concluded by asking if they can have half of the area to the east of the car park and the area that backs on to the Burnside houses that they were originally looking at. It was thought that the sewer runs across both of these areas. It was agreed that we would send the plan of the Centre area which shows the positions of the sewer. That would hopefully enable the Group to come to a final decision.

6.1.8 Electricity and Water/Sewage. Adrian was being contacted by brokers who are indicating that we are now in the period for shopping around for electricity quotations and the indications are that the prices are lower at the moment. Recently NCEL had advised that obtaining a quotation from NEPO may be beneficial and overcome obstacles with exporting to the Grid. Adrian to pursue this possibility. It is also being suggested that it is worth while shopping around for water/sewage quotes. This also to be pursued.

Action 146 - Adrian

6.2 Business Plans and Development Strategy 2023-2027.

This is now an outstanding task.

6.3 Northumberland Community Energy Limited (NCEL)

There has been little progress over the last month:

- **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 but awaiting the clearance by the Football Foundation.
- **Lease and Purchase agreement with NCEL.** The first draft has been received consisting of 36 pages. My 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. I have raised an issue about the position should NCEL go into liquidation.
- **Updated proposals for the Building.** Now received.

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- **Football Foundation Charge.** The FF has said that they are responding via their legal team. The outcome should be positive but we need to see if there are any conditions.
 - 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 who will own the solar panels and batteries.**
- **Sintons** has advised the Charity Commission of the proposed changes in seeking their approval.

6.4 Developing the Community Hub and Steering Group on Young People's Strategy

I am awaiting comments on the paper that was issued in March. Meeting the RAF Commander on 12.06.24. Need discussion on the organisation for Young People's Strategy.

Adrian in his Parish Council role had attended a meeting at County Hall with Eric Fletcher to meet the Community Safety Officers. The discussion was about the anti-social behaviour that we are experiencing at Longhoughton and the need to establish a strategy for children and youth development. Further discussions will be held at the Parish Council meeting on 17.06.24.

6.5 Hallmark Update.

We have been successful in continuing to achieve Hallmark 1, 2 and 3. **Many thanks to all involved especially Jeremy and Stewart.**

6.6 LIST OF POLICIES AND OTHER STATEMENTS

At the last meeting Trustees agreed that further review and update be undertaken on some specific policies (see below).

Policy	Update Status
Data Protection & GDPR	Approved 14.05.24 with proviso to update within 6 months
Equality, Diversity and Inclusion	Approved 14.05.24 with proviso to update within 6 months
Financial Policies	Approved 14.05.24 with proviso to update within 6 months
WiFi Use Policy	Approved 14.05.24 with proviso to update within 6 months
Legionella Policy	Policy approved (subject to comments by 16 June 2024)
Legionella Scheme of Control	Ongoing work to complete. Aspiration to approve at July Trustees' meeting
HSE Health & Safety Checklist	Can be updated once Legionella Scheme of Control is approved

7 Treasurer's Report

Cash Balances

Lloyds Bank	£
Treasurers Account:	11,968
Warm Hub	1,614 (includes £1,071 Lunch Club)
Sport England Grant	1 (to keep account open)

Aldermore Bank

(1 Year fixed rate)	(4.12%)	25,330
(Easy access)	(3.6%)	15,000

C & C Bank

(120 day notice account)	(4.41%)	85,000
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TOTAL **£138,913**

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Restricted/designated funds included above £102,224

£26,130 Restricted - Play area (£15,965), Ballinger Trust (£165) & 3G renewal (£10,000).

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

£1,071 lunch club monies held in Warm Hub

General funds balance £36,689 (including Warm Hub)

Notable outgoings since May meeting:

£5,000 to Aldemore Easy Access account

£995 Gas and electric

£1,140 Surveyors fee for Solar panel assessment (to be reimbursed by NCEL)

£474 Legionella risk assessment

Notable income:

£300 from NCC for May elections; another to come for July General Election

Looking ahead:

- Our Aldemore 1 year fixed interest account (4.1% pa) matures on 22 June. They have offered a replacement account at 4.6% pa and I recommend that we accept this. We have until the maturity date to decide. Agreed.
- Film Club have confirmed their wish to remain as part of LCSC and have agreed that the £450 held on their behalf can be absorbed into Trust funds.
- Invoice received from the Accountants for their services - £1,500.

Outstanding debts

Current debts: £1074 - all 2023/24 (April, May & June) – as at 7 June 24

8 Site Maintenance

8.1 Wellbeing Room. Jeremy reported that the changes were proceeding, albeit slowly. The CCTV system had been moved into the Storage Room and were currently fixed up on a temporary basis. He is to fit a privacy film to the windows and will be contracting Pickard Electricals to do a number of small electrical changes (including fixes throughout the Centre).

8.2 Fire Alarm, Fire Extinguishers and Emergency Exit Lighting. We are to obtain quotations for these three items from ALN. Adrian to action. N.B. two fire extinguishers need changing as a result of the recent audit/inspection.

Action 148 - Adrian

8.3 Need for the kitchen extractor flue to be de-greased.

The recent Fire safety audit had identified the need to have the kitchen extractor flue de-greased next time the kitchen has a deep clean.

8.4 Plastic Cladding to cover external fascias and bargeboards. Jeremy is organising quotations for cladding the external fascias and bargeboards with UPVC. This long-term solution will overcome the need to do extensive painting in the future.

8.5 Safety Checks. Jeremy is to check with Mike Pritchard to see if he wishes to continue doing the monthly checks on the alarm system, emergency lighting and Children's Play Area.

8.6 Repairs to the Children's Play Area. Jeremy reported that Creative Play are presently doing the repairs to the Children's Play area that we have asked for.

8.7 Community Gardeners –Work at the Centre

The work undertaken by the Community Gardeners on the previous Sunday was mentioned. They had done a marvellous job and thanks were expressed for what had been done. Adrian to send a note of thanks.

Action 149 - Adrian

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Stewart mentioned that Gill Bromley had asked if the Trust would purchase some bark chippings to cover the area that the CG had renovated. It was agreed to purchase three to four bags.

9 Events

It was reported that the Mid-Summer Quiz is fully organised. The posters are out. A food van is to attend and it has Public Liability Insurance.

Communications – Future events not to use the term ‘Pop up bar’ as the main attraction. A social night with a pop-up bar is more appropriate. The purpose of the event should not give the idea that the main purpose is the consumption of alcohol.

Jeremy raised the issue of a booking by the RAF for a barbeque. The Trust’s insurance does not cover the use of a barbeque and the hirer has to provide their own public liability insurance. Adrian to raise this with the RAF Boulmer Commander.

Adrian also to pass the Trust’s thanks for the grass cutting work at the Centre done by David Arscott and two RAF personnel.

Action 150 - Adrian

Meeting finished at 9.42pm



9 July 2024