

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF BOARD MEETING HELD TUESDAY 11th MARCH 2025 AT THE COMMUNITY AND SPORTS CENTRE

1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe and Vanessa Chapman.

Apologies for Absence – Vicki Margetson, Stewart Barrett, Shaun Hastings.

2 Minutes of Previous Meeting

Minutes of the Meeting held 18th February 2025 were approved as a correct record.

Note David Arscott had resigned as a Trustee on 6th March 2025 due to his posting to the Falkland Isles. The trustees recorded a huge vote of thanks for David for all he had done for the Trust and LRFC since 2022.

3 Matters Arising

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

4a) Secretary's Report

- i) **Energy Audit.** Considered by the Finance Group. JP responding.
- ii) **Armed Forces Covenant.** Still trying to find a method of communications that links with them. No change.
- iii) **Health and Wellbeing Programme.** Further session booked for April.
- iv) **Wellbeing Walks.** Every Wednesday from 11.00am in car park.
- v) **Thursday Together.** Ballenger Charitable Trust grant for £1,020. Talks and presentations going well. Thanks to volunteers. Agreement to continue into Summer one session per month.
- vi) **Insurance Company.** Need to charge NSCL for insurance cover on solar panels and batteries - £19.
Action Adrian
- Vii) **Policies.** Progress is being made to update the policies but it is slow.
- Viii) **Wall Plaques.** To be mounted on the wall MR3. **Action Adrian**
- ix) **Successor Longhoughton Summer Fete.** No response to request for volunteers. Funding application made to Mayor's Opportunity Fund (£1,700) - **turned down**. Community Foundation are looking at other funds. Application to WW2End NCC Fund (£250). **Decision awaited**.
- x) **Techy Tea Party** - CAN pushing for a date. Marketing message discussed.
- Xi) **Football Foundation Review Meeting.** See separateminute - 5. Luke Collins/Richard Williams.
- xii) **Northumberland Environment and Climate Fund** – Application made for £3,000 to cover conversion of lighting to LEDs including the Car Park light. JP said decision due out later this week.
- Xiii) **Northumberland Open Space Assessment Consultation** – still to do – deadline 14.03.25
- xiv) **Music Licence.** Bill now in and sent to Stewart for payment.
- xv) **Roof –Gale damage.** Jeremy dealing with.
- xvii) **Application for Business Rates relief** – completed and submitted.

4b) Business Plan and Development Strategy.

No work has been done on this. However a number of the strategies that we have been pursuing are coming to fruition so it should be possible to bring the Business Plan up to date soon.

4c) Northumberland Community Energy Ltd.

First AGM to be held 18.03.25 at Embleton VH. AH has applied to be a Director to represent LC&SCT

4d) Developing the Community Hub

Memorandum of Understanding signed and in place.

5e) Community Orchard

Memorandum of Understanding signed and in place.

5f) Emergency Plan for Longhoughton Parish

Outstanding.

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5 LRFC Liaison

It was noted that Liam Mutch had dropped it at the start of the meeting to introduce himself. This was much appreciated.

Jeremy and Adrian reported on a meeting with the Football Foundation held on 6th March. Present were Richard Williams and Luke Collins of the FF and Jeremy Pickard, Stewart Barrett, Adrian Hinchcliffe and David Arscott representing the Trust. The FF called the meeting for they are carrying out a survey of all organisations that have a 3G and received FF funding for its establishment. There was a long discussion about the state of the pitch, the need for a replacement surface, the usage levels and the funding position. FF said that there was an obligation on LC&SCT to put away £8,500 per annum into the Sinking fund and if we had done this we probably would not have had a funding gap. It was explained that this had not been achieved and in some years very little had been put away due to COVID. It was also explained that the RAF may contribute £50,000 and hopefully we should know by the end of the month. We had expected the FF to contribute £25,000 from discussion that we had held with other officials a few years ago. We also made it known that we wanted to upgrade the underlay materials so that it would absorb surface water better but from the quotations that we have received this is likely to cost a further £25,000 - £40,000 (circa). If we get the go-ahead from the RAF we would like to get the job completed in June and July this year.

The meeting was very helpful for the FF to obtain a better understanding of the Trust's position and also for the Trust members to understand the FF position.

On the 7th March 2025 Richard Williams emailed to say that he had discussed our situation with his Director and he obtained approval to inform the Trust that the FF would consider a funding application through the small grants scheme for £25,000 to cover the cost of the upgraded surface improvement provided the Trust agreed to the following conditions:

- You employ a sports turf consultant to undertake a survey and specification
- That the pitch is built to FIFA Quality standard
- That it is tested and placed on the FA pitch register
- One of the Foundation Technical Project Managers reviews and agrees the tender return.

It is considered that these conditions are acceptable. In view of this Stewart has made contact with Sports Labs who are a sports turf consultants. They have given a quotation for acting for the Trust right through the process from compiling a specification right through to signing off the new surface. In all this could cost circa £10,000 but the Trust can pick and choose which sections we want to use the consultant for. The Finance Group is in favour of using a consultant for it gives assurance that the job is done professionally and meets the FF conditions.

It was agreed that the Trust should employ Sports Labs for this purpose and we should pick and choose what we want them to do. Stage one costs £750 plus VAT. The funding for this is not in the budget but a way of funding it will need to be found.

Jeremy said that Amble FC had been in touch and wish to book the same slot next season even though the price will be higher. This had been referred to LRFC 2 weeks ago but no answer received. Post meeting note: The booking was discussed between JP and DA and accepted.

6 Safeguarding

The letter has gone out to groups that use the Community Centre asking for confirmation that they have a safeguarding procedure in place.

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7 Treasurers Report

Financial Position at 28.02.25

Balances at the Bank

Lloyds Bank	£	
Treasurers Account:	12,232	
Warm Hub	2,541	(includes £729 Lunch Club)
Sport England Grant account	131	(Summer Fete funds)
Aldermore Bank		
(1 Year fixed rate) (4.12%)	25,330	
(Easy access) (3.6%)	20,000	
C & C Bank		
(120 day notice account) (4.41%)	<u>85,000</u>	

TOTAL in Bank **£145,234**

LESS

Restricted/designated funds included above **£112,146**

Restricted - Play area £15,057,

Ballinger Trust £165

3G renewal £10,000.

Sinking Fund 3G£77,523

Centre Reserve £6,000

Summer Fete £131

£729 lunch club monies

Warm Hubs £2,541

General Balance of Reserves **£33,088**

Notable outgoings since Feb meeting:

Tectonic (Lemon Booking fee) £555

Clockwork Audio/Visual (Sound system repair) - £225

Looking ahead

Facia boards replacement cost £3,700

Possible roofing repair cost £2,900

Outstanding debts

£1,276 mainly recent amounts.

A management Accounting statement had been produced for the five months to 28.02.25. The complete statement is being circulated with these minutes. The view of the Finance Group is that at this stage we are about on budget.

With regard to Centre income, Jeremy mentioned the following:

- He had contacted the Whitley Bay scouts to see if they wish to visit the Centre again.
- The Centre has been booked by a film crew from 6.00am to 5.00pm next weekend.

Jeremy also presented a short written description of the Trust's New Venture Introductory Offer for Trustees' review.

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8 Site Safety & Maintenance

8a) Fire Safety

Only the Fire evacuation drill is outstanding as an action from our risk assessment. This is now planned for 26th March during the Community Lunch.

8b) Legionella Safety

The Trust is to decide on the timing of the service of the Lochinver water heater.

It was noted that Changing Room 4 shower area is again full of kit implying the showers are not used. It was concluded that reducing the number of shower heads available should not therefore be an issue (the change is reversible if necessary).

8c) Children's Play Area.

Vanessa produced an excellent report and there were no significant changes to report. Jeremy is planning some maintenance (when the weather is better) and is trying to involve others.

9 Site Maintenance.

9a) **Roof.** Gale damage to the roof and the ramifications of it are being considered by JP. There is a need to speak to Ian Weatheritt

9b) CCTV System.

This has been investigated and the issue has been found to be a faulty input to Line 8 at the HikVision control box. Because this was the most useful view, Camera 8 (as was) is now connected into camera 2's input channel.

9c) Facia Boards.

Greg has been chased and he advised of the intention to be doing this job before the end of March.

9d) **Roller Shutters.** An enquiry is being placed for the shutters to be serviced and a quotation prepared for the repairs.

10 Events and Communications

Events Group

Vanessa reported on behalf of the Events Group. The following events have been arranged:

Bingo – 21.03.25

Easter Sunday – Egg Hunt 20.04.25

Quiz Nighty 09.06.25

Races Night 04.07.25

Craft Fair – 10.05.25 – cancelled due to a clash with Boulmer.

Domino Drive- 30.04.25 – being organised by the Indoor Bowling Club.

There was a discussion about a celebration for VE Day in May. Jeremy suggested that putting on a film (eg. Dambusters) may be an attraction. JP to see whether RAF Beacon might wish to be involved.

Action Jeremy 195

11 AOB - The Defibrillator.

This is now overdue for checking. It may have been taken out of service. Adrian to contact Vicki Kelly to see if she will do the status check.

Action Adrian 196

12 Meeting dates for 2025

15.04.25, 13.05.25, 10.06.25, 15.07.25, 09.09.25, 14.10.25, 11.11.25, 09.12.25.

Meeting ended 8.46pm

15/4/2025

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Longhoughton Community and Sports Centre Trust – Financial statement for the five months to 28.02.25.

INCOME									
Item	Community Centre			Astro-turf Pitch			Total		
	Budget £	Actual £	Variance £	Budget £	Actual £	Variance £	Budget £	Actual £	Variance £
Hire Fees	5,601	5,147	(-)454	11,515	10,773	(-) 742	17,116	15,920	(-)1,196
Grants	408	985	577				408	985	577
Fund Raising	1,583	1,723	140				1,583	1,723	140
Interest	293	430	137	1,120	1,642	522	1,413	2,072	659
Other	-	500	500					500	500
Total Income	7,885	8,785	900	12,635	12,415	(-) 220	20,520	21,200	680
Expenditure									
Rent							458	250	
Electricity							1,667	2,614	
Gas							1,168	1,069	
Water							285	213	
Telecoms							35	35	
Insurance							729	-	
3G Maintenance							782	630	
Building Maintenance							4,252	1,933	
Cleaning							992	1,119	
Miscellaneous							1,288	230	
Administration							502	742	
Corporate Governance							928	150	
Depreciation							1,824	1,824	-
Fund Raising									
Total Expenditure							14,910	10,809	4,101
Surplus/deficit							5,610	10,391	4,781

Notes. 1 The budget figures represent five twelfths of the annual budget apart from the hire fees that have been profiled.

2 Some costs are incurred annually such as insurance that comes up for renewal in September. The premium will be circa £1,500.