

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)


## MINUTES OF BOARD MEETING HELD TUESDAY 18<sup>th</sup> FEBRUARY 2024 AT THE COMMUNITY AND SPORTS CENTRE

### 1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe, Stewart Barrett, Shaun Hastings, David Arscott and Vanessa Chapman.

**Apologies for Absence** – Vicki Margetson.

### 2 Minutes of Previous Meeting

N.b. - There was no Trustees' meeting held in January 2025 

Minutes of the Meeting held 10<sup>th</sup> December 2024 were approved as a correct record.

### 3 Matters Arising

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

#### 4a) Secretary's Report

- i) **Energy Audit.** Draft report still to be considered by the Finance Group. ACRE guide on changing heating systems arrived. SB said the guide is very comprehensive.
- ii) **Armed Forces Covenant.** Still trying to find a method of communications that links with them.
- iii) **Health and Wellbeing Programme.** NHS health checks held 06.02.25. More planned for April.
- iv) **Wellbeing Walks.** Started 08.01.25. Every Wednesday from 11.00am in car park.
- v) **Thursday Together.** Ballinger Charitable Trust grant for £1,020. Talks and presentations going well. Thanks to volunteers. It was agreed that a Lemon customer 'Ballinger Trust' be created and to transfer the Thursday Together booking (following lunch club example)  
**Action 184 - Jeremy**
- vi) **Insurance Company.** Need to charge NSCL for insurance cover on solar panels and batteries - £19.  
**Action 185 - Stewart**
- vii) **Christmas Gifts for the aged and sick.** A fund of £600. 57 gifts. Some appreciation and thanks.
- viii) **Policies.** Progress is being made to update the policies, but it is slow.
- ix) **Wall Plaques.** Agreed that we do not pursue the original concept any further. Suggested that the two plaques be displayed on the walls in MR3. Also AH to see if either of the craft groups could use the spare material. AH to advise the Howick Heritage Group (once plaques are installed).  
**Action 186 - Adrian**
- x) **Successor Longhoughton Summer Fete.** No response to request for volunteers. Funding application made to Mayor's Opportunity Fund (£1,700) and WW2End NCC Fund (£250). Decisions by the end of February.
- xi) **Electricity and Gas contracts.** Both renewed for three years. Finance Group agreed. Significant savings are envisaged. Adrian was thanked for his work in bringing quotations together and organising the review and subsequent contracts.
- xii) **Police Liaison.** Next meeting 11.03.25 at 10.30am.
- xiii) **Techy Tea Party** - CAN pushing for a date.
- xiv) **Mole on Football pitch – Burnside.** DA said they have been dealt with.
- xv) **Football Foundation Request for Review Meeting. Luke Collins/Richard Williams.** Agreed that AH should circulate the return for completion and send back to FF before the on-line meeting on 06.03.25.  
**Action 187 - Adrian**
- xvi) **Northumberland Environment and Climate Fund – deadline for applications 21.02.25.** AH and JP to attempt to complete the application.
- xvii) **Northumberland Open Space Assessment Consultation** – AH to circulate a summary of the Assessment.
- xviii) **Breakdown of the Projection System.** Repair £225.60 – Clockwork Audio Ltd. Agreed that we need to review our reserves to cover the potential breakdown of the projection equipment due to its high value.

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- xix) Gas Boiler Servicing.** The boiler has been serviced but on Monday 17.02.25 there was a problem starting it up. The issue to be investigated and contact made with Allison Heating as necessary.  
**Action 188 - Jeremy**
- xx Music Licence.** The return required has been completed. Now awaiting the fees to pay.
- xxi) Roof –Gale damage.** Several tiles dislodged by Storm Eowyn. Several broken. Ian Weatheritt asked to deal with. Located 10 tiles from Sandtofts but no others available anywhere. Solution was to take some from the Porch which he has done for now. Suggests that we take all off the Porch and store for future wind damage and replace with newer tile that has a longer life. Will obtain a quote for replacing tiles on porch and labour. Need decision on storage. Jeremy also pursuing a different source of the existing tiles.  
**Action 189 - Jeremy**
- xxii) Charity Commission Annual Return due 30.07.25**
- 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.**  
NCEL now has 7 live installations and more moving forward to installation. First invoices went out to 31.12.24. NCEL's first AGM to be held 18.03.25 at Embleton VH. Board meeting 17.02.25.
- 4d) Developing the Community Hub**  
Having been unanimously agreed by Trustees present, the Memorandum of Understanding was signed by the Chair. The Parish Council and RAF Boulmer had signed earlier so the approval was complete and the agreement in place.
- 4e) Community Orchard**  
Having been unanimously agreed by Trustees present, the Memorandum of Understanding was signed by the Chair. It had been signed earlier by the Chair of the Community Gardening Group. So, this agreement is now in place. AH to send a copy to all parties and Northumberland Estates.
- 4f) Emergency Plan for Longhoughton Parish.**  
The recent Storm Eowyn had resulted in parts of Longhoughton being off electricity supply. The Centre was not affected and it was opened for residents to keep warm, charge phones, consume hot drinks and some people had showers. This was very much appreciated. Thanks to Brad, Sue, Annie and Richard.  
AH had contacted the County Council and they have no plans to have an overall emergency plan for Northumberland. So, it is up to the Centre to issue an emergency plan for the Parish. AH to produce a draft.  
**Existing Action 180 - Adrian**
- 5 Safeguarding**  
SB had drafted a letter to go out to groups that use the Community Centre asking for confirmation that they have a safeguarding procedure in place.  
**Existing Action 181 - Stewart**
- 6 LRFC Liaison**
- a) DA being posted to the Falklands for 18 months from March 2025.**  
DA said that he will have to resign as a Trustee due to being away for 18 months. He will continue to be the President of LRFC but, in his absence co-Chairs would take on responsibility, with lead coaches for different groups of teams (Tam Crainie, Liam Much, Tim Curtis, Paul Emry and Cath Barnes (ladies team)). Ethan Snowdon will take on the sponsorship. It was not known whether Matt Scott will continue as Treasurer.



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General funds balance £34,406 (including Warm Hub)

Notable outgoings since Dec meeting:

£5,000 transferred to Aldermore Easy Access account

Notable income:

Looking ahead - Facia boards replacement cost £3,700

Outstanding debts - Figures awaited

## Income and Expenditure

JP reported on the income figures for the Centre and 3G. Up to the end of January it looked like we are around 8% down on budget for both facilities.

SB agreed to look at the expenditure side to see how we are doing compared to budget.

SB expressed the view that hire fees for the 3G would need to rise in July 2025 for next season.

## 8 Site Safety & Maintenance

### 8a) Update of the Fire Risk Assessment

Due to the installation of the solar panels there was a need to update the Fire Risk Assessment. This has now been done. One outcome is that we may not need a fresh Risk Assessment this year.

### 8b) Trial fire evacuation of the Building.

Being considered for February 26<sup>th</sup> – weather permitting.

### 8c) Lochinvar Service.

Trustees to decide when to do it.

### 8d) Children's Play Area.

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

### 8e) Site Maintenance.

The gale damage to the roof and the ramifications of it are being considered.

The heating system may have a leak and this needs investigation.

### 8f) CCTV System.

One of the cameras has stopped working.

### 8g) Bin Store

Woodwork needs fixing.

### 8h) Overflow Car Park

It was noted that the overflow car park is getting very uneven and pools of water are forming.

## 9 Events and Communications

### 9a) Events Group

Stewart reported that the Events Group had met recently and some new members have joined the Group. – Laura Rowberry, Emily McDonough, Brad Coulson, Sue Ritchie and Angela Partin.

The Group are going to put on a Bingo session in March. An Italian food van may accompany this event.

## 10 Meeting dates for 2025

11.03.25, 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 9.39pm



11/3/2025