

LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

MINUTES OF COMMITTEE MEETING HELD TUESDAY 9th JULY 2024 AT THE COMMUNITY AND SPORTS CENTRE

1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe, Vanessa Chapman, David Arscott

Apologies for Absence – Vicki Kelly, Stewart Barrett

The Secretary had written to Kris Cochrane and a response had been received earlier in the day. Kris explained that his personal circumstances have changed and his time was very much taken up with family issues including the illness of family members. He felt that these are unlikely to change in the near future and although he would like to continue as Trustee, he felt that he should resign for he cannot see himself having time to attend the meetings. The Trustees accepting Kris's resignation and wished to thank him for the service and contribution that he has made. It was agreed that Jeremy would respond to Kris and on behalf of the Trustees to offer their best wishes and it was agreed that should his circumstances change, the door would always be open for his involvement at whatever level.

Action 151 Jeremy

Jeremy had contacted Mike Pritchard who assured him that he does wish to continue as a Trustee. It was noted, however, that Mike was not present and no apologies had been received.

2 Minutes of Previous Meeting

Minutes of the Meeting held 11th June 2024 were approved as a correct record with the exception of the following changes:

Page 1 Minute 4. Paragraph headed 'Request for a refund of hire fees'. Second paragraph, second sentence – the word 'September' to be replaced with 'June'.

Page 2 Third bullet point. Change 'Agreement was reached in September 2023' to 'Agreement was reached in June 2023' *This amendment was erroneous. The text should remain at September 2023. June minutes revised accordingly*

J.Pickard

3 Matters Arising

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

4 LRFC Liaison

a) NNL Mini-League

David Arscott said that the NNL League had increased the amount they are prepared to pay for each hour for the 2024/25 to £22.50 which was a 12.5% increase. This is well below the hire charge of £32.00 per hour. David was asking if the Trust would accept the NNL offer on the basis that the mini-league was generating income for the Trust at a time of day when the pitch would not be in use and it brings prestige to the area. There was discussion on whether LRFC could contribute to the deficiency but David argued that the Club does not generate income from the league.

From the Trust's point of view it was not able to understand the LRFC financial situation because the Club does not issue published accounts for scrutiny, unlike the Trust which publishes its accounts and has them independently checked and is accountable to the Members. It was thought that with LRFC being a key partner of the Trust there should be an opportunity each year to review the LRFC accounts and budgets.

After a long deliberation it was agreed that the Trust would accept the NNL Saturday morning hourly charge of £22.50 per hour in order that the mini-league continues.

Action 152 - Jeremy

b) RAF Football Training.

David said there was an opportunity to move the RAF football training session of 1.5 hours from peak time to late afternoon from 3.30pm to 5.00pm when the 3G pitch is normally not in use. This would benefit the users at peak times. It was suggested that the RAF paid approximately £1,100 in the current financial year and that could be increased to £1,500 as an annual set fee. It was noted that an RAF funding decision was

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imminent, but not yet secured. The RAF would email the Trust direct once the funding had been secured. An up-front payment for the year was considered possible. Trustees agreed this arrangement. Jeremy would create a payment booking in Lemon to secure the space in the schedule.

c) **Clash of Bookings for the 3G.**

Amble RFC had put in an application for use of the 3G for 20 weeks on Tuesday's between 6 and 7 pm. This booking had been accepted by the Booking Team in good faith because there were no other bookings on the calendar. David said that LRFC have had this hour slot for the 11 and Under team training and are finding it difficult to find an alternative hour slot. It was considered that the booking had been accepted and cannot be changed unless Amble RFC agree to an alternative time. It was agreed to offer them the 3G pitch from 9.00pm to 10.00pm on Tuesdays at the reduced rate of £32 which was a £10 discount per hour. However, if Amble RFC do not wish to accept this offer it was considered that we must stand by the original contract. The meeting reflected on this situation. We have an on-line booking system which is open for anyone to book the 3G or any room in the building. It is the responsibility of the booking team to accept the bookings that come in and not to question whether some other user might want to book the same times. The Centre depends upon external bookings to be sustainable, likewise the 3G. If Longhoughton Rangers have certain time periods when they wish to use the 3G then they need to go on the booking system early and book the slots so that they are sure to get access.

d) **MR3**

In principle there is agreement on LRFC use of MR3. There is some detail that needs to be compiled.

e) **Sponsorship of the 3G**

A new sign-writer have been engaged and the cost of an advertising board is now £100. Once the adverts are on the fence the income is £100 per annum. Dave offered to chase up the two leads that have been received by the Trust. Details to be looked up (if still available).

Action 154 Jeremy

f) **Elworthy Pitch Development**

This is underway but moving gradually.

5 **Legionella Safety.**

Jeremy reported on this important topic as follows:

- From the list of high priority actions four have been completed. Of those on the medium priority list 9 have been completed out of 15. None of the Low-priority actions have been completed.
- The policy was approved at the last meeting and the Control Scheme has been further developed.
- Water Test results have been received and they are better than was expected.
- The cleaning of the sludge from the calorifier has been done by Lochinvar and, it was clear in gaining access that this has not been done before at all. A considerable amount of sludge was removed.
- The meeting discussed the costs involved in heating hot water for the showers. This would be considered in more detail in conjunction with the Energy Audit. Jeremy suggested that it may be worthwhile reducing the number of shower head in the two changing rooms which would lessen the periodic checks that have to be done.
- The HSE Health Check can now be updated.

6 **Secretary's Report.**

6.1 Grass Cutting. No word had come from Johnnie Lambert. The Secretary had seen him in person and offered £15 per hour but he has to obtain Public Liability Insurance which the Trust will refund the cost.

6.2 Energy Audit. Still to arrange.

6.3 Armed Forces Covenant. Still awaiting contact.

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6.4 Health and Wellbeing Programme. At the recent offer for health checks five people had full health checks and two had partial checks. The Health and Wellbeing people were very satisfied with this response. It has been agreed that they will hold another clinic on 12 September from noon to 7.00pm. That should enable those that work to attend if they wish. Health and Wellbeing have agreed to pay the hire fees. Health Walks are also being pursued. Two leaders have come forward and the next stage is to identify people who would benefit from the walks. The intention of the walks is that they would return to the Centre for refreshments.

6.5 Summer Fete. The Summer Fete went off without incident and was a great success. Thank you to the Trustees for allowing it to take place at the Centre. A raffle was held for the 'Warm Hubs' which produced a surplus of £326.55. Thank you to Vanessa for running the raffle and the Organisation Committee that organised the event. The craft marquee was an experiment. Most traders had cleared their costs and were reasonably happy but the odd one had not. They were all keen to be part of the Christmas event later in the year.

6.6 Dfp Six months check. Dfp had quoted for work on the emergency lighting in the Plant Room. Jeremy had independently checked these lights, which maintained emergency illumination for well beyond the one-hour test duration. Consequently, it was concluded that they did not require changing. The quote will not be accepted.

6.7 Community Orchard. Adrian had sent the sewer plans of the site to David East. He had met David East and talked about the location for the Community Orchard. He expressed the view that the Trust would probably prefer the orchard to be on the area to the east of the car park or on the original proposal to the rear of houses on Burnside, but not half and half. We await the response. It was noted that Stewart had organised the bark chippings requested by Gill Bromley for the Centre.

6.8 Electricity Quotation. The application for a quotation to NEPO has to be done through NCEL. Adrian had had contact with Fiona Knox who has been appointed by CAN to supervise the installation of the solar panels and batteries. The issue of the capacity of the batteries had also been raised with her.

6.9 Business Plan. Work still outstanding.

6.10 NCEL Installation and legal issues. Adrian reported that there had been hardly any movement on resolving the legal issues since the last meeting. The Football Foundation is causing the main hold-up. They have requested approval of the legal fees involved in doing the work to enable the extension of the lease to go forward and this has been approved by NCEL. We can expect the same for the lease and purchase agreement with NCEL. Adrian said he was going to write to all parties to see if the process can be moved forward. LC&SCT has nominated Jeremy and Adrian to sign the legal documentation on behalf of the Trust.

6.11 Developing the Community Hub and Steering Group for Young People

The RAF Boulmer Commander had confirmed that she wished to see an agreement in place between the RAF Boulmer, the Trust and Parish Council for the joint operation of the Community Hub. Adrian to take this further with Laura Rowberry.

The development of the Steering Group for young people is gradually developing. Eric Fletcher made a presentation to the Parish Council in June and attended the Summer Fete with the objective of meeting young people. The next stage is probably a workshop involving all parties.

6.12 Hallmark. The certificates for 1, 2 and 3 have now been received. Adrian has scanned them in and will put them in the frames for display in the entrance. Jeremy requested a copy of the certificates for the web-site etc.

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6.13 Policies and other Statements

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
Legionella Scheme of Control	Ongoing work to complete
HSE Health & Safety Checklist	Can now be updated.

7 Treasurer's Report

FINANCIAL POSITION AT 30 JUNE 2024

Lloyds Bank	£
Treasurers Account:	9,155
Warm Hub	1,258 (includes £743 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

TOTAL £135,744

Restricted/designated funds included above £101,124

£25,358 Restricted - Play area(£15,193), Ballinger Trust(£165) & 3G renewal(£10,000).

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

£743 lunch club monies held in Warm Hub (note: Lunch Club gave £300 to Trust)

General funds balance £34,620 (including Warm Hub)

Notable outgoings since June meeting:

£1,614 Greaves Grindle accountancy fees including Corporation Tax declaration.

£771 Children's Play Area repairs

£807 heating/hot water system cleansing (Lochinvar Ltd) to ensure compliance with Legionella recommendations

Looking ahead

£1,140 still to be reimbursed by NCEL

Outstanding debts

Current debts: £530 - all 2023/24 (April, May & June)

Jeremy had compiled the value of 'hire' invoices that had been issued up to the end of June (third quarter) and the values are as follows:

	Actual	Budget to end Q3	Percentage of Budget
3G	£16,765	19,300	87%
Community Centre	£9,311	7,177	Plus 30%

It was noted that the reason for the 3G invoicing being down on budget is due (mostly) to cancellations.

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8 Safeguarding. Nothing to report.

9 Site Maintenance. Jeremy reported the following progress:

- Children's Play area – Repairs carried out.
- Wellbeing Room – continuing gradually.
- Fire Safety – It was agreed that the Crusader Fire Safety quotation for the extinguisher-related risk would be accepted.
Action 155 Jeremy
- Planning Maintenance. An unacceptable quote had been received for covering the high external woodwork with black plastic. Jeremy would try to get Greg the Builder to quote. The Trust had obtained a quote of £1,500 for painting the wood (although the quotation validity had expired some months before) and if an acceptable quote for covering with UPVC cannot be obtained then it was agreed that we should accept the painting quote to get us through the next winter.

Action 156 - Jeremy

10 Children's Play area. No report had been received but one from ROSPA is due.

11 Events. Tiny Afro takes place on Saturday 13.07.24. Helpers are needed. There is a booking on Sunday morning which means the Hall has to be cleared and cleaned on Saturday night.

Public Liability Insurance for an RAF barbeque. Adrian had raised this with the RAF Camp Commander. He would send the agreed minutes of the meeting to Jeremy.

12 Grass Cutting. David was thanked for the grass cutting that he organised and undertook. He had arranged for Richard Hodgson to bring his farm machinery to cut the long grass. It was agreed that the Trust and LRFC should give a gift to Richard for doing this work.

12 It was agreed that Jeremy would contact Louise Dawson to see if she is willing to help as a Trustee or in some other capacity.

Action 157 Jeremy

Meeting ended 9.32pm



10/9/2024