

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)  
(Registered Charity Number 1133597. Registered Company Number 07031153)

## MINUTES OF COMMITTEE MEETING HELD TUESDAY 13<sup>th</sup> FEBRUARY 2024 AT THE COMMUNITY AND SPORTS CENTRE

### 1 Trustees Participating:

Jeremy Pickard, Adrian Hinchcliffe, Vicki Kelly, Vanessa Chapman, Stewart Barrett, David Arscott.

### Apologies for Absence

Mike Pritchard, Kris Cochrane.

### 2 Minutes of Previous Meeting

Minutes of the Meeting held 9<sup>th</sup> January 2024 were approved as a correct record.

### 3 Centre Break-in Anti-social behaviour.

Trustees were aware of a group of local youths who had been hanging around and inside the Centre Building for a number of weeks. Their names were known to at least one of the Trustees. They had been causing difficult situations for a number of users of the building and their general attitude and behaviour was anti-social and belligerent. They had come into the building on a number of occasions for spurious reasons and were clearly establishing knowledge of where things are kept and the ways in and out of the building. They had entered MR3 and unlocked a window. This was subsequently used after the building was closed to gain entry to MR3 by one person coming through the window and then letting the others in through the emergency door. They proceeded to gain access to the LRFC cupboard where they took a small number of drinks and items to eat and proceeded into the Function Room where the items were drunk and eaten and in the process leaving a mess. They are also thought to have broken a camera which is used for relaying the proceedings of meetings etc via the internet. A crime was reported (Crime number 013217X/24). Their attitude and confidence to commit anti-social events was increasing and culminated on 12.02.24 when they were asked to leave the building but they continued to disrupt the film club activity that was in progress. Following an altercation with the Chair of Trustees the Police were called again and an anti-social behaviour incident reported. called and the situation and the break-in were put in the hands of the police. It was not known whether the Police had taken any action. One of the Trustees volunteered to contact the parents of each member of the group about this behaviour.

Jeremy said that the Trustees had learned a great deal from this episode and had realised that the arrangements for securing the building and protecting users needed to be reviewed and significantly improved. A whole range of security improvements were now being implemented and there would be a much tighter control of information that is needed to secure the building.

### 4 LRFC Liaison

David Arscott was attending his first meeting since July 2022 and he updated the Trustees on a number of issues.

**LRFC Ambition.** To raise the performance of the Club to a much higher level and to compete in a higher league.

**Sponsorship and Revenue** – sponsorship needed and revenue from advertising. **Need to agree on how this funding will be split. Alcon to be approached for corporate sponsorship. Existing Action 27 - Dave**

**Upgrading the Elworthy pitch** – need low fence round the pitch about 2 metres from the playing line. Dug-outs for substitutes (brick or stone built - four feet deep). The fence to carry advertising facing inwards.

**Adrian to approach the Landlords for approval in principle. Action 110 - Adrian**

**Maintenance of the pitch.** The FA are giving grants for the upgrade of the pitch amounting to £30,000 over 5 years.

**Car Parking.** Additional car parking needed to avoid parking outside the site. Trust has suggestions which may need some minor landscaping.

**Clubroom.** The suggestion of utilising MR3 as a Clubroom for LRFC. LRFC to put together a proposal with more detail. Possible Annual Fee. Could also be used by other hirers. Need more details. **Action 111 – Dave**  
**Finance sub-group to consider an associated hire fee. Action 112 – Finance sub-group**

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

**Kiosk to be used as a Tea Bar** – external to the building. Would require electricity, water plus drainage and sewage connections along with planning permission. Additional detail was requested. **Action 113 - Dave**

**Changing Room 4.** Needs refurbishment.

**Ladies Football.** LRFC now offering Ladies football training in an attempt to have a ladies team. This is a new venture linked to national FA initiatives and targets. The Trust offered the normal financial incentives for this – eight weeks use of the 3G at half price or four weeks free. **Dave opted for four weeks free.**

**Proposed Beer Festival** – Later in the year – could this be a joint event.

## 5 Matters Arising from the Minutes

A separate listing of actions is being maintained by the Acting Chair and will be circulated to Trustees with the minutes. These covered:

- Shutters
- Safety checks
- Recycling
- Progress with safeguarding
- Floodlight cabinets replacement/refurbishment.
- Volunteers
- Remote control of central heating
- Privacy film cover for MR3 emergency door.
- Safeguarding policy for the website
- Clothing bank.
- Web- site updating for various items.
- Development of MR2 MR2 (Discussion document for next meeting. **New Action 115 – Jeremy**)
- Booking the wheelchair. Create bookable facility in Lemon. **New Action 116 – Jeremy**)
- Contacting the centre by telephone.
- Defibrillator
- Walking the boundary.
- 3G re-surfacing.
- Investments - access.

## 6 Secretary's Report

### 6.1.1 Annual Inspections.

Response from PPL/PRS on the music licence awaited.

### 6.1.2 Discretionary Rates Relief.

The Secretary has received a request from the County Council to complete a return asking for discretionary relief for the year 2024/25. This has been completed and sent off.

### 6.1.3 Probation Service – land management in 2024.

This enquiry is still outstanding.

### 6.1.4 Community Action Northumberland – Warm Hubs funding.

£1,200 has been received from CAN due to our Warm Hubs status which is for a contribution to our energy costs for the period October 2023 to March 2024.

### 6.1.5 Quote to install a smoke detector and fire detection equipment in MR3.

The quote from Cortech has now been received and is for £595.38 inclusive of VAT. Approval was given to accept this quote. **Action 117 Adrian**

## LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

**6.1.6 Free Trees.** Arrangement will be made for planting the trees hopefully within the next two weeks.

### **6.1.7 Delegation to Sub-Groups**

The minutes of 15.11.23 (minute 5.9) agreed to the delegation of activities to sub groups. It was suggested it would be helpful be helpful for communications if each sub-group could write down some brief notes of the business discussed when they meet and for the notes to be circulated to all Trustees and noted at the next Trustees meeting. **Agreed.**

### **6.1.8 Defibrillator**

The defibrillator at the Centre is not working because some of the components are out of date. The Parish Council will cover the cost of the repairs. There was discussion on how we can get this life saving machine back into use. All agreed that the Centre's should have an operational defibrillator for it is very concerning and is a significant risk to our reputation. In Kris's absence, Vicki kindly offered to contact Andy Sargent for details.

**Action 118 - Vicki**

### **6.1.9 Broadband and digital inclusion.**

This event is on 29.04.24 commencing at 2.00pm at the Centre. Everyone welcome.

### **6.1.10 Energy Audit**

A requested has been made to CAN for an Energy Audit.

### **6.1.12 Thursday Together**

To encourage more residents to attend the Thursday Together events a series of presentation have been arranged for the eight weeks to 31.03.24. These are:

08.02.24 Spring migration and the Shorebirds nesting season – attended by 36 people.

15.02.24 Health and Wellbeing.

22.02.24 Hospice Care North Northumberland.

29.02.24 Scams Update.

07.03.24 Alexa's Canine Trust.

14.03.24 British Divers Marine Life Rescue.

21.03.24 Health and Wellbeing.

28.03.24 Longhoughton history through its families.

The funding for the current 'Thursday Together' programme ends on 31.03.24. There needs to be a discussion with the volunteer teams to determine if the programme continues and in what form. If there is agreement to continue in some way, there will be a need to find some funding to cover the hire charges.

### **6.1.11 Health and Wellbeing Talks.**

The series of six health and wellbeing talks will be complete on 21.03.24. From discussion among those who have been attending and the NCC Health and Wellbeing instructors, there is support for extending the programme with further talks on the health and wellbeing topics. There is also to be discussed at the session on 15.02.24 and there will be a special meeting with representatives from Northumberland Communities Together, Healthwatch Northumberland and Alnwick Medical Group at 10.30am on 15.02.24. Funding is the issue.

### **6.1.12 Alnwick Medical Group**

AMG has announced that the service of delivering prescriptions is to cease from 01.04.24. This has been announced without any prior consultation and means that those who receive regular prescriptions will have to pick them up in Alnwick, Embleton or at one of the Chemists retail outlets. The Parish Council considered this to be very unfair and have written to AMG pleading the case for residents in this Parish due to losing the surgery. Paula Breen, Strategic Manager, has responded and offered to make the Community Centre a location for picking up prescriptions on two occasions each week with the presence of a medical

# **LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST**

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

professionals. These will be Tuesday between 4pm and 5pm and Fridays between 1pm and 2.00pm. This would start from 01.04.24. This is to be discussed at the next Parish Council which will be held on 19.02.24 in room MR3. The public are to be invited to hear the debate but there is the possibility of a public meeting. Trustees thought that if the drop-off of prescriptions takes place there was a possibility for bringing together the library service and post office van at the same time plus Thursday Together.

## **6.1.13 Armed Forces Covenant**

More information on the Covenant was presented:

The Armed Forces Covenant -An Enduring Covenant Between - The People of the United Kingdom Her Majesty's Government – and – All those who serve or have served in the Armed Forces of the Crown And their Families The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

**It was confirmed that the Trust wished to sign the Armed Forces Covenant.**

## **6.1.14 Village Halls Week**

The national 'Village Halls Week' is the week commencing Monday 18.03.24. This is a celebration of village halls.

## **6.2 Development Strategy for 2023-28.**

Still to be updated for progress – this will need to be done for Hallmark.

The Parish Council has withdrawn the offer of finding of £5,000 for each of two years towards the cost of the appointment of a Development Officer employed by the Trust. This is because there is not currently a sustainable financial case for the employment of the Officer. If we get into such a position, a case can be made to the Parish Council. If the Trust does get into a position in which the employment of an officer is a realistic possibility this request can be resurrected.

## **6.3 Conversion of the Changing Rooms**

The recent inspection of the Fire Alarm system identified that there is a need for a fire detector and alarm trigger point within MR3. A quotation for this work is being obtained and is £595.38 has been accepted – see 6.1.5 above.

## **6.4 Northumberland Community Energy Scheme.**

We are still waiting a response from Sintons on all the legal issues.

We have considerable concern about the additional weight that the solar panels will add to the roof. This is being taken up with Building Control and we may obtain a professional opinion from a Structural Surveyor. NCEL have said they will cover the costs.

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

## 6.5 Development of the Community Hub.

A paper is in process of being finalised which proposes a Memorandum of Understanding between the RAF Families Centre at the Beacon, LC&SCT and the Parish Council. This will enable a more formal arrangement between the two Centre and the Parish Council and will enable the village to push more thoroughly for the status of ‘Community Hub’.

## 6.6 Hallmark Update.

The CAN assessor recently has said she would not be ready for our renewal assessment until May 2024.

Good progress has been made with updating the policies – see below.

A reminder on the review of policies.

<b>Conditions of Hire</b>	<b>Jeremy</b>	<b>Work done</b>
<b>Guidance Notes for Hirers</b>	<b>Jeremy</b>	<b>Work done</b>
<b>Hire Charges</b>	<b>Jeremy</b>	<b>Work done</b>

<b>Data Protection &amp; GDPR</b>	<b>Stewart – Reviewed and circulated for comment 11.02.24</b>
<b>Public Interest Disclosure</b>	<b>Stewart – Reviewed and circulated for comment on 11.02.24</b>
<b>Complaints Procedure</b>	<b>Vanessa. Completed. Copy to be sent to Jeremy</b>
<b>Fire Risk Assessment</b>	<b>Adrian &amp; Jeremy lead } Guidance only } Jeremy and Adrian to progress</b>
<b>HSE Health &amp; Safety Checklist</b>	<b>Adrian &amp; Jeremy Lead }</b>
<b>Health and Safety Policy</b>	<b>Stewart. Completed.</b>
<b>Safeguarding</b>	<b>Vicki ?</b>
<b>Equal Opportunities</b>	<b>Vicki – Reviewed and circulated for comment 11.01.24</b>
<b>Equality, Diversity and Inclusion</b>	<b>Stewart</b>
<b>Financial Policies</b>	<b>Stewart. Reviewed and circulated for comment 11.02.24</b>
<b>Investment Policy</b>	<b>Stewart. Reviewed and circulated for comment 11.02.24. DA thought that the authority levels on this policy needed to be reviewed.</b>
<b>Procurement</b>	

## Risk Assessment and Fire Safety Plan

<b>Fire Risk Assessment</b>	<b>Adrian &amp; Jeremy lead }</b>
<b>HSE Health &amp; Safety Checklist</b>	<b>Guidance only } Jeremy and Adrian to progress</b>
<b>Health and Safety Policy</b>	<b>Adrian &amp; Jeremy Lead }</b>

CAN has notified a change in the legislation for Risk Assessment and Fire Safety Plan. The notification is below:

**Deborah Clarke**, Village Halls & Rural Evidence

I have done the preparation just need to get the changes into the document.

The changes are not substantial and were summed up by  Robert Horn:

- Risk Assessment must contain all findings, not just significant ones and for all circumstances -(could be tricky if hirers do not declare what they are doing.)
- Previous limitations e/.g. only required if 5 or more employees are now removed, i.e. all will need a Risk Assessment and a Fire Safety Plan
- If using a third party to carry out the Risk Assessment their name and company should be recorded and trustees should check that they are competent to carry out the work.

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

- If the role of Responsible Person is shared there must be evidence of the information path to show that all parties are kept up to date.
- Any new Responsible Person must be given all of the relevant information.

Section 156 of the Building Safety Act is designed to strengthen the status of Article 50 of the Fire Safety Order and adherence to, or deviation from the guidance could be used in court to determine if there has been a breach of the Fire Safety Order.

**ACRE has confirmed that they will update the Guidance and Hallmark requirements. Until we receive this update I suggest that we review the existing documents and policy. These will be sent out with the papers for the meeting. It combines guidance on a risk assessment and the completion of important questions and answers. I am also circulating the Health and Safety Policy for review/refresh. Also attached is a Health and Safety Executive (HSE) Checklist which gives guidance on what should be checked and considered.**

## 7 Treasurer's Report

### 7.1 Bank Balances

Lloyds Bank	£
Treasurers Account:	10,859
Warm Hub	1,702 (includes £1,183 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%)	85,000
----------------------------------	--------

**TOTAL 132,892**

### Restricted/designated funds included above £101,961

£26,755 Restricted - Play area(£15,965), Ballinger Trust(£340) & 3G renewal(£10,000), Film Club (£450)

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

£1,183 lunch club monies held in Warm Hub

**General funds balance £30,931 (including Warm Hub)**

### 7.2 Notable outgoing since Jan meeting:

£519 Tectonic (Lemon Booking)

£477 Cortech (Fire alarms & lighting)

### 7.3 Looking ahead:

#### Electricity & Gas

SSE have failed to take monthly payments for gas, total now due (probably 14 Feb) - £814.

Similarly, SSE have, at their choosing, moved us onto quarterly billing for electricity, we don't know how much due for 1 November to 31 January but expecting a bill soon, probably around £2,000. I'm having ongoing discussions with SSE Complaints.

£1,200 to come from CAN to help cover our energy costs of running Warm Hub activities.

### 7.4 Outstanding debts

Current debts: £350 - all 2023/24 current month/quarter.

# LONGHOUGHTON COMMUNITY AND SPORTS CENTRE TRUST

(Longhoughton Village Development Trust)

(Registered Charity Number 1133597. Registered Company Number 07031153)

**7.5 Annual Report and Accounts.** Stewart needs input from the Chair and Secretary for the Annual Report and Accounts.  
Existing Action **ACTIO 106 Jeremy and Adrian**

**8 Review of the funding for the replacement of the Astro-turf pitch.**

The RAF Covenant fund is coming up for applications again. A fresh application is to be made. David had discussed this with the RAF Commander. A draft to be put together and shared with the Trustees. Bid probably for £45,000. Needs carefully wording to benefit both military and no-military families plus the ambition of LRFC.

Stewart to request a fresh quotation in view of inflation.

**Action 121 - Dave**

Stewart has received an updated quotation. There was a possibility of splitting the quote between replacement and betterment and applying for the latter to the Football Foundation (FF).  
**Existing Action 114 - Stewart**

**9 Site Maintenance.** In view of the time this was not discussed knowing that there is a plan which is being followed.

**10 Children's Play Area.** A safety inspection was received and considered. A rotten post which is part of the Clatter Bridge has been identified and needs changing. Also there are posts associated with the Plank Weave and the Tyre Crossing which are rotting and will need possible replacement soon. Agreed that the rotten post on the Clatter Bridge needs to be replaced.  
**Action 122 - Mike**

**11 Events and Communications**

The Events Group have met and planned a number of events into the Summer and Autumn including a quiz night, Easter activities for children and other activities were being investigated. A request for funds had been sent to the Parish Council for funding for the egg hunt and treasure hunt. The beer festival mentioned by David Arscott would be considered and Adrian mentioned that there would be a joint event with the RAF/PC and LC&SCT for a Families day.

**12 Notes of the Finance Group**

Jeremy presented a short summary of items discussed by the Finance Group.

**13 Hire Request.**

Jeremy presented an enquiry he had received from a regular hirer. The hirer was considering putting on a class for people with upper body-difficulties that would require some kit to be acquired. This would amount to a significant amount. It was too late to go into this in detail so it was left to the Finance Group to consider and report back.

**14 National Youth Guarantee**

Stewart mentioned that as part of the Government's levelling up programme £560,000 is to be invested across the country in new or refurbishing youth facilities. This will include encouragement for taking part in Duke of Edinburgh Award and National Citizens Service.

**Meeting Ended 10.40pm.**



12/03/24