 **TRUSTEE’S MEETING**

**7.00 p.m. Tuesday 1st March 2022**

**held in the upstairs Concert Room, Crawcrook Social Club**

**M I N U T E S**

**1**. **Present**: Barbara Williams (Chair), Chris Beer, Laura Clark, Caroline James, Sue Welch, John Forster, Mo Forster (minutes).

**2**. **Apologies in advance**: Stuart Lowerson, John Neill, Derrick Marrs.

**3. Did not attend**: Helen Haran.

**4. Minutes of previous meeting held on 1st February 2022:** Agreed to be a true record.

**5. Matters arising (not on the main agenda):**

**a) OV involvement with Durham Wildlife Trust:** No further information to report at this time. Barbara did make contact, although unable to speak to the relevant person, she left a message but, as yet, there has been no response. Barbara will follow this up. **(BW to action).**

**6. Financial matters:**

 **a) Finance report:** The Treasurer, Laura Clark, presented the report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Park Income | Grant for plan | £3,000.00 |  | £3,000.00 |
|  | Match Fund | £6,000.00 |  | £6,000.00 |
|  | Co-op fund | £3,112.43 |  | £3,112.43 |
|  | Co-op fund | £3,677.71 |  | £3,677.71 |
|  | Suez | £5,000.00 |  | £5,000.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overall balance** | **£28,839.48** |  |  |  |
| **Restricted Funds** | C/F | Spent | Balance |  |
| Work to Crawcrook Park – inc. Match fund + Co-op | £20,790.14 | £3,364.00 | £17,426.14 |  |
| Feasibility Study | £3,000.00 | £2,160.00 | £840.00 | Remainer from Feasibility Study  |
| Lights  | £2,331.10 | £31.16 | £2,299.94 | Includes refund from Barmoor Hub + curry night + £320 from tins paid in with puds. |
| Community Garden | £1,000 |  | £1,000 | Donation from AkzoNobel |
| Grants from Council  | £2,600.00 | £91.00 | £2,509.00 | Litter pickers, bins, pink spray, trolley, boxes paid |
|  |  |  | **£24,075.08** |  |
| **Unrestricted Funds** |  |  | **£4,764.40** |  |

**b) Residents’ Direct Debit possibilities:** Following enquires made with the bank, Laura informed the meeting that this would only be possible if we made changes to the OV bank account, at a cost of £2,000. Other possibilities which could be considered are those of Standing Order and Crowd Funding. It was agreed no further action would be taken at this point.

**c) Application for Gardening Awards Grant:** Laura confirmed she has submitted an application for £2,500 for this project. An acknowledgement email has been received. We await the outcome.

**d) Completed monitoring form for the £1500.00 from Local Community Fund - Fencing and large bin for Crawcrook Park awarded 15/03/2021 (taken from Calendar of Events):** It was agreed we should ask if we can spend this money on items, other than those stipulated, and to see if we can extend the date in which the money has to be spent. These enquiries are to be put to Helen to take forward. **(MF to action).**

**Additional point:** Sue explained the current process for purchasing plants which is to buy the plants, provide receipts then be reimbursed. Sue suggested a £100 float is given in advance and that all receipts for purchases are submitted. Laura agreed to this change in process.

**7. OV Charitable Object No. 1:**

**a) Supporting Local Businesses and Community Organisations:**

**1. Contact to be made with Shaun at The Lambs with a view to refreshing our leaflet:** This agenda item is to be carried forward to the next meeting.

**2. Contacting businesses to ask what support they wish to receive from us:** Chris confirmed he has visited a number of the local businesses to seek their views. It has been agreed we will interview a local business every two weeks and then promote this on our social media platforms.

**8. Review of activities:**

**a) Litter Picking:**

1. **Helen Parker to be contacted to arrange return of equipment:** Barbara said she would follow this up. (**BW to action).**
2. **An article, including photographs/novelty stories, to be posted on Greenside Residents FB page to encourage volunteers.**  This agenda item is to be carried forward to the next meeting.

**b) Gardening:**  Sue gave an update on the situation. She informed the meeting that all beds, baskets and tubs have been completed. Sue reported, disappointingly, that not all businesses are watering their tubs. Sue will make contact with Maureen and John to find out their position in relation to the planting, caring and maintaining of the Pinfold. **(SW to action).** Everyone agreed the area is looking really good. A suggestion was made to advertise for volunteer gardeners on Facebook. **(CB/JN to action).**

**9. Plan for Crawcrook Park:**

**a) Update on the masterplan:** This agenda item is to be carried forward to the next meeting.

**b) Update on sewer/rain:** This agenda item is to be carried forward to the next meeting.

**c) Meeting to discuss ideas/plans for the pavilion:** This agenda item is to be carried forward to the next meeting.

**d) Park fundraising:** This agenda item is to be carried forward to the next meeting.

**e) Update on Community Garden:** The meeting was informed that a site meeting took place last week, although neither Barbara nor Chris could attend, Angela O’Farrell and Jan Emmerson attended/represented Our Villages. The next stage is to visit an established Community Garden. Greenside Parish Church said they will give £1,000 towards this project. Rail sleepers may be available which everyone agreed would be good. This project is moving forward albeit slowly.

**10. Murals outside Stobos Fruit Shop and DIY shop:**

**a) Update on Stobos landlord’s written permission:** This has still not been provided.

**b) Progress on DIY shops decision:** The DIY shop has said no to the project.

**c) Contacting Ryton Comp’s Art Department:** Chris reported he is awaiting a response to the email he sent.

**Additional point:** It was suggested the mural is painted on the wall of the pavilion. We need to look for a local artist and approach the schools. **(CB to action).** The idea of a “Jubilee theme” was put forward, that it would be preferable for this to be completed prior to the Jubilee Picnic. The point was raised that we may need the Council’s permission to do this.

**11. Calendar of Events**:

**a) Update on production of new 2022 calendar of events:** Caroline has completed this. It is to be shared with all trustees. **(MF to action).**

**b) Events listed for February/March (including events taken from 2021**

 **calendar):**

**1) Golf Day – 27th May 2022:** Chris said we have 20-30 people so far and that Prudhoe Golf Club will be advertising this event.

**2) Jubilee Picnic**: The first meeting did take place. It was agreed this event would be a “fun” day, rather than a “fundraising” day. People will be asked to bring their own picnic chairs and/or blankets. There will be a number of stalls providing food, including a hog roast. There will be a fun-fare, bouncy castle, singers, bands and dancers and some other attractions. A baby animal will be brought along for the usual naming competition. Refreshments will be served in the church.

* **Jubilee Bench**: This agenda item is to be carried forward to the next meeting.

**3) Greenside’s Spring/Autumn Fair:** The date of Saturday 24th September 2022 was agreed upon. Caroline will check with the Community Centre to confirm it is able to accommodate the fair on that date. **(CJ to action).**

**4) Progress on E-newsletter preparation:** Barbara has produced this; it was agreed this should now be sent out to all members. **(MF to action).**

**5) Progress on ‘Green Day’ event:** This will take place on Saturday 23rd April 2022 at Barmoor Hub. This event is in partnership with TWiG who are experienced in repair, reuse, recycle. The principle is to extend the life of items and to minimising waste. People will take items to the swap tables and/or bring items that need repairing. There is to be a school uniform exchange and refreshments will also be provided. Volunteers will be required on the day. We will have a table from which information can be provided to visitors about the work of our charity, this will also be an opportunity to recruit more volunteers. We will have a raffle and we will provide refreshments. This event is to be publicised widely; Barbara has asked for an example poster from TWiG which we can tweak. We will also need to advertise this on all our social media platforms. Banners are to be produced which will include both OV and TWiG logos. It was suggested John Neill could produce the artwork but we would need to find an organisation to produce the banners. Vista Print was suggested. A further suggestion was made and that was to have a plant and gardening equipment exchange point, this idea was well received by all. Another meeting with TWiG is planned.

**6) Tyne Valley Express:** At a previous meeting it was suggested we amend our standard entry, however, having looked at this it was agreed we are making the best use of the limited word count allotted to us. No changes to be made. It was suggested we advertise our Golf Day free of charge on their Facebook page.

**7) Volunteer week in June.** An application for funding, for an event involving volunteers, should be submitted to Gateshead Council. Diane Cadman might find this useful for the litter picking events she is organising in Greenside. Helen is to be approached to ask if we could get permission to decorate the pavilion using volunteers from Chris’ organisation, as part of volunteer week. **(CB to action).**

**12. Social Media:**  John Neill now has access to all social media accounts. It is the intention to post regular updates, interviews with local businesses and volunteers, also to advertise events.

**13**. **First Open Meeting:**

**a) Set date, confirm guest speaker(s) and topic:** It was agreed the meeting will take place on Monday 4th April 2022. It will be held in the upstairs concert room at Crawcrook Social Club, although availability is to be confirmed prior to advertising this. **(MF to action).** This will be advertised on Facebook, Twitter and Instagram. **(CB/JN to action).** An email is also to be sent to all members advising them of this. **(MF to action).**

**14. The Queen’s Jubilee, Commemorative Bench:** This agenda items is to be carried forward to the next meeting.

**15. A.O.B**.: None raised.

**16. Date and time of next meeting:**

Tuesday 5th April 2022, 7.00 p.m. to be held in the upstairs concert room at Crawcrook Social Club.