

**TRUSTEES MEETING**

**11.30 a.m. on Wednesday 27th May 2020**

**via ZOOM**

**M I N U T E S**

**1. Present:** Barbara Williams (Chair), Caroline James, Helen Haran, Margaret Laraway, Stuart Lowerson, Mo Forster (minutes).

**2. Apologies:** Ruth Barker, Sue Welch, Nick Worboys.

**3. Minutes of previous meeting held on 29th April 2020.** These were agreed as a true record.

**4. Reason for holding the meeting digitally:** The decision was taken to hold the meeting digitally due to the current coronavirus pandemic and the social distancing regulations.

**5. Financial Report:** The Treasurer, Caroline James, gave an up-date.

* £310 has been paid out for the painting of the play equipment in the park. This money has been taken from the Co-op fund. This leaves a balance of £3,105 in that fund.
* Eventbrite. Julie Gavin has successfully processed all of the refunds. There was a collective “thank you” to Julie for doing this.
* Christmas Lights 2019/2020 (Crawcrook). £1,196 is in hand, however, the Council is yet to provide us with an invoice for the lights, despite Caroline chasing this yet again.
* Caroline confirmed there is £4.400 is in the unrestricted fund.

There were no questions, the financial report was agreed by all.

**6. Painting of the play equipment in Crawcrook Park.** This has now been completed but the risk assessments, being completed by the Council, are still outstanding. It was noted that there is problem with the catch on the gate, **HH will take this forward.** A general discussion followed, matters arising included:

* Caroline informed the group that she has spoken with Jen who suggested the piece of accessible play equipment could be a roundabout.
* It was decided we need to have a clearer picture of what equipment we are going to replace and how many pieces we can incorporate. **HH to speak with Gary Carr.**
* The question was raised, who would be responsible for the play equipment? It was agreed it should not be Our Villages, that it would be far better if the Council had this in their portfolio.
* We need costings to cover plans, asset transfer, play equipment etc. **HH to speak Council Officers to find out what the funding is and what might be available through lottery funding.**

**7. Annual Report:** This is in hand. It needs to be completed before September 2020.

**8. Gift Aid:**  Mo Forster confirmed the on-line application was successfully submitted on 2nd May 2020 and that the supporting documents were posted out on 6th May 2020. Barbara, Caroline, and Helen have all been contacted to verify their details/status etc. The application is obviously progressing, we now wait to hear.

**9. Cancellation of Crawcrook Fair:** All the actions relating to the cancellation of the fair have now been carried out.

**10. Land of Oak and Iron up-date:** We are awaiting confirmation of the Council’s position, therefore, there is nothing further we can do at this point in time.

**11. Co-op Fund – provision of accessible play equipment.** It is unclear as to whether or not the window for applications has been closed or if it is just on hold. Clarification is required.

**12. Business Plan:** Barbara informed the group that she has made a small start with this. However, this hinges on costings for the park. There is a lot more information required to facilitate completion of this.

**13**. **Expression of interest from Lane Head Pub:**

* Barbara and Caroline met with Doug, Eddie, and Tony on 12th May 2020 to discuss their plans in more detail. They acknowledged their plans were ambitious but that they were very enthusiastic. One of their suggestion was to demolish and rebuild the pavilion.
* Tony did say the bowling green would not be big enough for seven a-side football matches, that it would need to be extended. **MF to contact Doug, Eddie, and Tony to ask if they have been able to make any progress since the meeting.**
* Barbara has submitted an Expression of Interest form to the Council as a marker, no documentation has been submitted up to this point.
* An e-mail has been received from a Mr Adam Brown enquiring about our plans for the park and our funding goal. **MF to respond to Mr Brown via e-mail.**
* Some trees need to be dug out of the park, which will require a person(s) with a mechanical digger, but before advertising for help with this it was agreed we should wait until **Helen speaks with Kevin Hills to see if the Council will do this.**
* Caroline informed the meeting that Jen has suggested having a sensory garden in the toddler play area. **Caroline is to go back to Jen to seek clarification on the type of sensory garden and to ask her if she can provide a plan**.

**14. Christmas tree and funding of the decorations.** Caroline outlined how much this would cost, details as follows:

* £1,000 for the lights for each village
* £1,000 for a tree for Crawcrook

Unfortunately, due to the current Coronavirus pandemic, there is no money being raised from the collection tins, added to that, we will not be making our usual profits from the fair. Therefore, we need to raise the £3,000 in some other way. Julie suggested setting up a “just giving” page and everyone thought this was a good idea. It was agreed we should go ahead with this nearer to Christmas. We will also need to order a tree then too.

**15. A.O.B.** Margaret Edwards reported that some damage has been done to the memorial silhouette in Greenside, but we were not too sure as to the extent. **Stuart volunteered to inspect this and to take photos which will be shared in order to establish what should be done.**

**16. Date and time of next meeting: Wednesday 24th June 2020 at 11.30 a.m. via ZOOM.**