

**TRUSTEES MEETING**

**11.30 a.m. on Wednesday 29th April 2020**

**via ZOOM**

**M I N U T E S**

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

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

**3. 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.

**4. AGM Accounts and Financial Report:** The Treasurer, Caroline James, confirmed that all members were in receipt of a copy of the accounts which had been circulated prior to the meeting. Caroline pointed out they have not, as yet, been signed off due to the current social distancing regulations. Caroline then proceeded to go through the accounts with everyone.

* Funds from the Co-op. Our Villages received £5,709 to be spent on improvements to Crawcrook Park. £2,294 has been spent on the safety fence. We have a balance of £3,415 remaining. It was agreed that Our Villages would match fund this, therefore, £5,709 will be taken out of the unrestricted funds and added to the restricted funds.
* Christmas Lights 2019/2020 (Crawcrook). £1,196 is in hand, however, the council is yet to provide us with an invoice for the lights **(HH to obtain a copy of this).**
* Christmas Lights 2019/2020 (Greenside). £86.
* Land of Oak and Iron. £,2000 plus £2,000 match funding.
* Eventbrite. £464, however, this is to be refunded.
* Summary: £14,000 in restricted funds and £5,000 in unrestricted funds.

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

A discussion on carrying out further improvements to Crawcrook Park took place. It was suggested we pay someone, from the Co-op fund, to paint the play equipment. This was agreed and it was decided that three quotes would be obtained. **(CJ to approach Ivan, MF to approach John Murphy and HH put a shout out on Facebook).** It was confirmed we have the paint, but that we may need to purchase more.

**5. Annual Report:** This will need to be completed before September 2020. The report, along with a copy of the accounts, must be posted onto the Charity Commission’s website. The period to be covered is November 2018 to November 2019. **(HH to e-mail a copy of a previous report/template to BW to look at).**

**6. Gift Aid:**  Our Villages are not currently registered to receive gift aid. By registering, we could receive an extra 25% on some of the donations made. Mo did start the process a little while ago and it was agreed that now is the time to pursue this further. Barbara, Helen and Caroline agreed they would be the named persons. **(MF to reissue the original e-mail).**

**7. Crawcrook Fair:** It was recommended, due to the coronavirus pandemic and the social distancing regulations, that this year’s fair should be cancelled. All members agreed to this and the decision to cancel was made. A number of action points were set out, they included:

* An announcement needs to be put out on Facebook, also Eventbrite need to be informed. **(BW to e-mail JG to ask her if she can do this).**
* Participants who have been booked outside of Eventbrite need to be cancelled **(CJ to cancel Jem, Blood Bikes and others)**
* Forms have been submitted to the council, together with payment for the temporary event notice. **(MF to make contact and request a refund).**

**8. Land of Oak and Iron up-date:** A discussion took place regarding the planned site for the installation, this included information relating to the land not being registered, the council’s potential involvement in the project and the health and safety implications of this being constructed on site. It was agreed that the project should be placed on hold, indefinitely, until the current restrictions/guidelines are lifted. Helen confirmed she has been in contact with Land of Oak and Iron and up-dated them on the situation, they have been asked to be kept informed.

**9. Co-op Fund:** It was agreed that a further application would be made. The basis of the application would be to provide accessible play equipment, in Crawcrook park, for children with restricted mobility and disabilities. **(HH to send a copy of the previous application to BW who agreed she would look at this).** It was suggested we look at selecting one piece of equipment c£7,000. **(HH to obtain catalogues). (BW/CJ to speak with Jen).** It was further suggested we could combine this application with other awards, e.g. lottery funding.

**10. Business Plan:** It was said that we need a business plan if we are to proceed with the asset transfer. Meantime, an e-mail is to be sent to Beverly Houghton and Gary Carr detailing our “expression of interest” with an explanation that further, more detailed, information would be submitted at a later date. **(BW to send the e-mail). (BW will have a look at the business plan, CJ volunteered to help with this).**

**11. Expression of interest from Lane Head Pub:** Helen informed the group that she has been in discussion with Doug, at Lane Head Pub, who is interested in setting something up in the pavilion, such as a tea shop. Everyone agreed this sounded interesting, furthermore, it would be beneficial if we included this potential partnership in our business plan. It was agreed a Zoom meeting would be a helpful way of discussing this further and to provide Doug with the opportunity to outline his plans. The meeting is to be scheduled for 11.30 a.m. on Wednesday 6th May 2020. **(HH to contact Doug to arrange).** As a spin off from this Doug’s neighbour, Tony Dawson, who is a football coach is keen to get involved in the park too. He is interested in using the bowling green for football matches, this could also be hired out which would be an excellent source of income. He has said he would look to raise the money for the conversion work. It was agreed Tony should be invited to join the Zoom meeting too **(HH to contact Tony to arrange).**

**12. Bench at Bradley Fell Road:** Barbara informed the meeting of a complaint which has been made by the person who owns the land opposite to the bench. The complainant claims the bench has become a focal point for anti-social behaviour, claiming there is lots of rubbish, alcoholic cans/bottles, and drug paraphernalia. He also said his wall has been damaged and knocked over in part. The issue of the anti-social behaviour has already been referred to the police. It was agreed, we would co-operate with the police and if we are requested by them to re-site the bench, as a means of helping to control anti-social behaviour, we will do so. Until then this is not a problem to be solved by Our Villages.

**13. Date and time of next meeting: Wednesday 27th May 2020 at 11.30 a.m. via ZOOM.**