 **TRUSTEE’S MEETING**

**7.00 p.m. Tuesday 2nd November 2021**

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

**M I N U T E S**

**1. Present:** Julie Gavin (Chair), Chris Beer, Barbara Williams, Caroline James, John Forster, Stuart Lowerson, Mo Forster (minutes)

**2. Apologies in advance:** Helen Haran, Sue Welch.

**3. Did not attend:** N/A

Julie announced that the Treasurer, Caroline James, has tendered her resignation from the role. It is to be noted that Caroline has done a fabulous job for so many years. Caroline said she will see this through until the end of the financial year. Caroline also said she is willing to train anyone who would like to take on this role, that an induction and ongoing support would be given. As a first step to finding a new treasurer, an email is to be sent out to all members offering them this opportunity. **(MF to action).**

**4. Minutes of previous meeting held on 5th October 2021:** Amended version agreed as a true record.

**5. Finance Report:** The Treasurer, Caroline James, gave the following update:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overall balance** | **£16,447.48** |  |  |  |
| **Restricted Funds** |  | Spent | Balance |  |
| Work to Crawcrook Park – inc. Match fund + Co-op | £12,112.43 | £3,060.91 | £9,051.52 |  |
| Feasibility Study | £3,000.00 | £2,160.00 | £840.00 | Remainer from Feasibility Study |
| Lights (only Crawcrook) | £611.00 |  | £611.00 |  |
| Grants from Council (including LEAF fund) | £2,600.00 | £91.00 | £2,509.00 | Litter pickers, bins, pink spray, trolley, boxes paid |
|  |  |  | **£13,011.52** |  |
|  |  |  |  |  |
| **Unrestricted Funds** |  |  | **£3,435.96** |  |
|  |  |  |  |  |
| Final total from Fair | £2,556.95 | £661.51 | £1,895.44 |  |

**6. Review of activities:**

**a) Litter Picking.** Stuart updated the group. He said Crawcrook members are all doing their job. Chris agreed to litter pick Chesters Gardens. Unfortunately, the same can’t be said of Greenside although Steve Hoggins is doing very well. Stuart will ask Steve if he will oversee the litter picking in Greenside. **(SL to action).** It was suggested we try and engage Diane Cadman to help with a one-off event. **(CJ to action).** An email is to be sent to members of Greenside who volunteered to litter pick to ask if they are using the equipment, if not it does need to be returned as there are people waiting for it. **(SL to action).** A further suggestion was made and that was to put a post on Greenside Residents Facebook page asking for volunteer litter pickers, that equipment will be provided together with pink spray. If anyone is interested, they should contact Stuart. **(JG to action).** Stuart has also been successful in obtaining a supply of litter picking equipment from Gateshead Council.

**b) Gardening.** Primroses have been purchased. No other update available at this time. Stuart did say he was approached by a local resident who was complaining about weeds, Stuart has cleared these.

**7. Strategic Priorities:**

**a) Engaging Greenside.** It was felt we are covering this from a litter picking aspect. It was suggested that the next time we have an open meeting for all members we hold it in Greenside in the Community Centre. Another suggestion was to perhaps hold a fair there.

**b) Supporting local businesses.** It was felt that the flower boxes placed along the main street not only brightened up the main street but also, they indirectly support the local businesses. It was agreed we enjoy a good relationship with the local businesses and we are fortunate they support us too. They gave very good donations towards the Autumn Fair. A letter and shout out on Facebook have been generated to thank them.

**8. Crawcrook Park:**

**a) Up-date on asset transfer and the email to Zoe Sharratt, Gateshead Council.** There has been no response to the email sent by Julie to Zoe.

**b) Masterplan**

* **Up-date on taking away the shrubbery.** No update available at this time.
* **Email to trustees re next steps.** No update available at this point in time.

**c) Up-date on Community Garden – Joint Group.** Barbara informed the group that an initial joint meeting has been arranged for 8th November 2021 at 7.00 p.m. in the Holy Spirit church. Barbara and Chris will attend the meeting and Angela O’Farrell will be asked if she would like to join it too. Paddy has invited someone from Emmaville school. It was also agreed that Jan Emmerson would attend future meetings. Barbara explained this it is an open agenda, that it is a ‘sounding out’ meeting.

**d) Exploring most appropriate funding opportunities.** Grants to be applied for under Community Garden.

**9. Action points from Autumn Fair:**

**a) Thank you letter to businesses who supported us.** Caroline produced the letter; Barbara is delivering these personally.

**b) Shout out on FB to thank businesses who supported us.** Julie completed this action point.

**c) Review meeting.** An email is to be sent out to all those in the fair organisers address group asking them if they would send any comments they have or to keep a note of them to share at our first meeting in the new year. **(MF to action).**

**10. Calendar of Events - Items listed for November:**

**a) Christmas Lights**

* **Agree dates/times for each village.** The date for Greenside’s event is Tuesday 30th November 2021 at 4.00 p.m. The date for Crawcrook’s event is Wednesday 1st December 2021 at 4.00 p.m.
* **Notify Gateshead council.** Caroline confirmed the council has been notified.
* **Discuss/agree what will be going on at each event, including refreshments (if any) and stalls.** Crawcrook’s event,Caroline has a supply of hot dogs so we will need to buy buns. We will also purchase a supply of biscuits, mince pies and provide tea/coffee and juice. Margaret is to be emailed to ensure Holy Spirit church is available. **(MF to action).** It was agreed there would be no collection buckets this year. Greenside’s event, switch on lights.
* **Confirm whether or not the children will be singing in Greenside.** There has been no response to the email which was sent.
* **Decide if we want the Lions to do the Santa arrival.** It was confirmed the Lions are doing this at both events.
* **Opportunity for businesses to sponsor a lamppost.** It was confirmed there are 10 lampposts available to sponsor. Chris has already secured sponsorship from Lisa at the Fox, Mark Campbell of Ruby Electrics and potentially G & M Motors. Other businesses are to be approached **(CB to action).** It was agreed a letter should be produced giving details of this opportunity. **(JG to action).** Chris needs OV’s bank details to pass on to those who need it. **(MF to action).**

**b) Up-date on Poppies:**  The festoon of poppies has been displayed at the entrance to Crawcrook Park. Everyone agreed our ‘volunteer poppy knitters’ have done a fantastic job and that the display is lovely. A photograph has been uploaded onto Facebook and a lot of favourable and thankful comments have been made.

**c) Christmas window display:** It was agreed an advertising post should be placed on the relevant Facebook pages (including supporting local businesses). **(JG to action).** Furthermore, a letter is to be produced **(CJ to action)**, this can then be hand delivered to local businesses **(BW to action).**

**d) Fundraising sub-group.** A discussion took place and it was decided to drop this idea of a forming sub-group. It was agreed we should start with what it is we want funding for and then identify relevant funding opportunities/grant governing bodies, it is felt this is a much more targeted approach.

**11. First Open Meeting:**

**a) Invitation to Ian Stephenson, Gateshead Council.** It was the hope we would hold the first open meeting towards the end of November; however, it is felt we no longer have enough time to prepare for the event. After some discussion it was agreed we should defer this until the end of January 2022, but that we should start preparing for this now. Helen is to be emailed to ask if she can obtain Ian’s availability for then. **(MF to action).**

**b) Contact Crawcrook Social Club to ask permission to hold meetings there.** This was done and permission was given.

**c) Agree meeting schedule.** It was agreed to hold an open meeting once a quarter. We can plan the schedule once the date of January meeting has been confirmed.

**12. Gateshead Climate Alliance:**  It was confirmed that this group has been disbanded. It has been a disappointing response from Gateshead council, despite them having targets to meet in reducing global warming. It has been suggested that it will be useful for OV to liaise with Transition West Gateshead (TWiG). A meeting is being convened by them, Caroline will find out the date and she will attend (**CJ to action).** Laura Clark may also be interested in attending.

**13. Fundraising:**

**a) Taylor Wimpey update:** No update available at this time.

**b) Recyclogical Ltd Community Fund update:** Mo confirmed she did send a follow up email on 10th October 2021, however, there has been no response. It was agreed we would not take any further action.

**c) Co-op Local Community Fund– Save the date:**  Caroline confirmed we have got around £5,500. This amount will no doubt increase as the Co-op shares the proceeds from cards not allocated together with the sale of plastic bags. Helen has been in touch with the Co-op to request a different date for the celebration event, we are awaiting their response.

A general discussion took place and it was suggested we sell raffle tickets at the Jumble Sale and also at Barmoor Fair, the prize being a Christmas Hamper. However, to be able to sell raffle tickets in advance we would require a licence. Julie informed the group that it would cost £40 for the initial licence and £20 per year thereafter. Everyone agreed this seemed to be a good idea.

**14. Jumble Sale: (CJ):**

**a) Advertising posters:** Caroline produced the posters; Barbara has distributed these.

**b) Advertising on Facebook:** Julie confirmed she did advertise on Facebook and that she will repost, as a reminder, nearer the date.

**c) Rota of volunteers available to receive donations at the pavilion:** Mo confirmed this was completed and shared on OV’s organisers page.

John and Stuart informed the group that a lot of donations have already been made, that transportation of all the items will need to be considered. A suggestion was made to transport everything in cars; however, this would involve a good number of trips. Lawsons are to be contacted to ask for a cost to collect and transport everything. **(CJ to action).** It was suggested the items should be sorted prior to being taken to the Hub, this will cut down on the amount to be transported. Helen has identified a charity to take all the items which are not sold; however, they are not able to collect on a Saturday. Barmoor Hub to be asked if we can leave all unsold items until Monday when the charity would collect. **(CJ to action).** Alternatively, could other charities be contacted to see if they can collect on a Saturday?

A further email is to be sent out to all members to ask for help on Friday and Saturday. **(MF to action),**

**15. Christmas Fair at Barmoor Hub (Saturday 27th November 2021):**

**a) Contact to be made to ask if OV can have a stall at the event:** It was agreed not to have a stall at this event.

**b) Litter pickers to be contacted asking if they would volunteer their help at this event also OV’s jumble sale:** Stuart confirmed he did email his group of litter pickers to ask for volunteers. He only received three responses, two of which were no, one said yes to helping out at the Jumble Sale.

**16. NE40’s Christmas Fair (Saturday 11th December 2021):**

**a) Decision on what to sell on our stall:** It was decided not to have a stall at NE40’s Christmas Fair. Karen is to be informed of our decision. **(JG to action).**

**b) Volunteer recruitment for the event:** As we are not having a stall, we will not require volunteers for the event.

**17. A.O.B.:** Josh at Stobo’s has been asked about having a mural painted on the red wall and apparently authorisation/permission has been given, we would need an artist to do this. It was agreed prior to going ahead, Josh would be contacted to ask if he can supply a copy of the authorisation/permission. **(CJ to action).** It was also agreed to defer this until after the new year.

**18. Date and time of next meeting: Schedule to be agreed.** It was agreed the meetings would be held on the first Tuesday of each month starting at 7.00 p.m. and to be held in the upstairs concert room in Crawcrook Social Club. The Club is to be given the list of dates so the staff know to put the heating and lights on. **(MF to action).**

**Next meeting: Tuesday 7th December 2021 at 7.00 p.m. at Crawcrook Social Club**