 **TRUSTEE’S MEETING**

**held in the Pavilion, Crawcrook Park**

**at 7.00 p.m. on Tuesday 5th October 2021**

**M I N U T E S**

1. **Present**: Julie Gavin (Chair), Barbara Williams, John Forster, Chris Beer, Sue Welch, Caroline James, Helen Haran, Mo Forster (minutes)

2. **Apologies in advance:** Stuart Lowerson.

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

4. **Minutes of previous meeting held on 27th July 2021:** Agreed as a true record.

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

* Overall balance: £15,082.80
* Restricted funds: £12,916.52
  + £9,051.52 for work to Crawcrook park, including match funding and Co-op.
  + £516.00 banked today for Crawcrook Christmas lights (further £81 still to be banked).
  + £2,600.00 received in grants (including LEAF) of which £91.00 has been spent.
  + £2,160.00 for feasibility study, £840 surplus will go towards work to Crawcrook Park.
* Unrestricted funds: £2,166.28
* Estimated funds raised from the Autumn Fair:
  + £1,764.00 from OV stalls + teas and coffees.
  + £16.00 buskers.
  + £42.00 tarot.
  + £70.00 cheese stall and ice cream van.
  + £110.80 coconut shy.
  + -£488.00 running costs.
  + -£100.00 coconuts.

***Exact profits will be confirmed at a later date.***

6. **Crawcrook Park:**

**a) Up-date on asset transfer and cost implications**. Helen informed the meeting there would be no cost implications, as such, for the pavilion and bowling green, but that we would need to pay for legionnaire testing and pay for the grass to be cut. We would also pay for any water, lighting and heating that we use which is felt would be minimal. In relation to the compound the council claims it costs them £5,000 a year for this and they have asked that we take on this cost. Everyone agreed the building is in disrepair, suggesting the toilets need to be sorted before we consent to paying anything for this building. It was acknowledged the building does provide us with good storage. To enable us to proceed with the asset transfer we need to send an email to Zoe Sharratt at Gateshead council. **(HH/JG to action).**

**b) Masterplan**

* **Taking away the shrubbery**. There has been an agreement to clear the shrubbery.
* **Email to trustees re next steps.** This will be done. **(HH to action).**

**c) Arrange a meeting to discuss Pavilion and Bowling Green**. No further action required at this point in time.

**d)** **Community Garden – Steering Group**. Barbara will email Paddy and suggest forming a joint group to take this forward. Volunteers would be made up from the church, OV and the school. Chris did say he would like to be involved in this. **(BW to action).**

**e) Exploring most appropriate funding opportunities.** This will require more time. To be deferred to a future meeting.

7. **Feedback from AGM (held 13th September 2021):** It was agreed the meeting went well. Two people did raise concerns which Caroline has followed up. It was also agreed it was good to have a speaker, that Rachel’s presentation on the neighbourhood watch scheme was well received. The AGM minutes have been produced, emailed to all members and uploaded to our website.

8. **Feedback from Autumn Fair:** A lot of discussion took place immediately following the finance report (refer to agenda item 5). A few suggestions and lessons learned were made, these are to be taken into consideration for next year’s fair, they included:

* Consider buying new advertising banners.
* Undertake a review of our current publicity material and consider any new material we may require.
* Make a push to increase the number of active volunteers, particularly to give people who are on OV stalls and the gates refreshment breaks.
* Ensure OV stalls can be differentiated from other stall holders’ stalls, consider banners for each of our stalls. The banners also need to include information on the work we undertake in the community etc.
* Ensure the car parking fob is tested, prior to the actual day of the fair, to ensure it is working.

Everyone agreed it was a first-class community event, that the entertainment was excellent and that the layout was good.

It was agreed a “thank you” letter would be produced and given to the businesses who supported us **(CJ to action).** Furthermore, a shout-out on Facebook to thank businesses would also be a fitting acknowledgement. **(JG to action).**

9. **Calendar of Events - Items listed for September/October:**

**a)** **Christmas Lights.**

* Dates for schools.
  + Crawcrook 4.00 p.m. on 1st December 2021.
  + Greenside 4.00 p.m. on either 30th November 2021 or 2nd December 2021.

The Council will be notified of these dates. **(CJ to action).** The arrangements will be discussed at the next meeting. Michelle Roper, manager at Property Rung, informed Julie that she would be happy to sponsor a lamppost for £100. Everyone thought this was an excellent idea and it was suggested other businesses might like to do the same. A letter informing businesses of this opportunity is to be produced. **(JG to action).**

**b) Poppies.** The meeting was informed that Mary and Judy have been making loads of poppies. The plan is to have a festoon of poppies at the entrance to the park. It was suggested that Judy, who is very artistic, be asked if she would consider arranging the display. (**CJ to action).**

**c) Christmas window display.** This item was deferred until the next meeting.

**d) Fundraising sub-group.** This item was deferred until the next meeting.

10. **When to re-instate Open Meetings:** It was agreed that now is a good time to start. It was suggested the first topic of interest should be Climate Alliance/Climate Change. Helen informed the meeting that Ian Stephenson, Gateshead council, would arrange this. Helen will contact Ian to arrange a suitable date during the second half of November. **(HH to action).**  It is hoped the meeting can be held in the upstairs concert room at Crawcrook Club, contact with the club is to be made. **(MF to action).**

11. **Gateshead Climate Alliance:** Barbara informed the group that there has not been a meeting for some time, therefore, there was nothing to report.

12. **Safeguarding Policy:** Mo confirmed she made all the necessary amendments to this policy document; it is saved and all Trustees have received a copy of it.

13. **Update on LEAF fund:** Caroline confirmed we were successful in our funding application for environmental equipment, we were awarded £1,109.00.

14. **Fundraising ideas:**

a) Taylor Wimpey update: There is currently no update, this will be followed up. **(HH to action).**

b) Recyclogical Ltd Community Fund: We did not receive a response to our application; this will be followed up. **(MF to action).**

c) Charity Excellent Framework: This will be looked at by the fundraising sub-group once it is established.

15. **Jumble Sale:** This is being held on Saturday 20th November 2021 at Barmoor Hub. It will start at 11 a.m. and finish when everything is sold. Posters advertising the event will be laminated **(CJ to action).** The event also needs to be advertised on Facebook **(JG to action).** It was agreed we would have a set day/time for people to drop off any jumble. The drop off point is the pavilion between 2.30 p.m. and 4.00 p.m. The day agreed was Friday and the dates are 22nd, 29th October and 5th, 12th November. Any drop offs on Friday 19th will be to Barmoor Hub. A rota is to be drawn up. **(MF to action).**

16. **A.O.B.:**

* **Christmas Fair at Barmoor Hub.** We have been asked if we can provide any volunteers to help at this event which is taking place on Saturday 27th November 2021. We need to enquire if we can have a stall at this fair. **(JG to action).** Stuart is to be asked if he can contact his army of litter pickers, who are active volunteers, to see if they are willing to help out at the fair and the jumble sale. **(MF to action).**
* **NE40** are holding their Christmas Fair on Saturday 11th December 2021 in the Masonic Hall in Ryton between 11 a.m. and 3 p.m. NE40 has said we can have a stall at their fair, we will need volunteers for this and we will need to make a decision on what to sell.
* **Insurance renewal.** This is costing £403.00 and will be paid this month.
* **Trustee’s meeting.** It was suggested we contact Crawcrook Social Club to ask if we can hold our meetings there. (**MF to action).**

17. **Day, date and time of next meeting:** Tuesday 2nd November 2021 at 7.30 p.m. at Crawcrook club.