

**Committee Meeting – 08/01/2018**

**Minutes**

1. **Present: -** Tamahra Mardghum, Margaret Laraway, Heather Crawford,Caroline James, Susan Welch, Judy Smith, Barbara Williams, Hugh Kellly, Kath McCartney, Margaret Edwards. Also Margot Skelton and Sian – interested in joining group
2. **Apologies for Absence –** Nick Worboys, Julie Gavin, Helen Haran, Sean Brown, Ann McDonald.
3. **Minutes of meeting 13/11/17 –** agreed
4. **Matters Arising –** 
   1. Barbara has been unable to establish as yet the precise completion date for the Land of Oak and Iron funding (original documents may be with Helen Haran) so Hugh will write to Land of Oak and Iron to inform them of our progress.
5. **Treasurer’s Report & Grant Monitoring**
   1. No Change
6. **New Members** 
   1. Have made contact via Facebook page
   2. Margot and Sian represent “young mums” – interested in how our group could extend Christmas events and also activities in Crawcrook park
   3. Sean Brown – unable to attend this meeting but Caroline reports that he is a Graphic Designer who has expressed interest in maintaining the group’s website etc and can help with a newsletter.
7. **New Roles and Responsibilities**
   1. As Helen Haran on maternity leave and Ruth Barker is currently unable to attend meetings on a regular basis due to family reasons there is no-one appointed to chair these meetings. Caroline James has been fulfilling the role but cannot continue as well as being Treasurer. Therefore a general review of roles resulted in the following being agreed:
      1. Chair – Hugh
      2. Treasurer – Caroline James to continue
      3. Secretary – Minutes and Agenda – Judy Smith and Margaret Edwards
         1. Notification of Events – Julie Gavin
         2. Letter Writing – Barbara Williams
      4. Events -
         1. Fair
            1. Bookings – Julie and Caroline
            2. Contacting Sponsors – Heather
            3. Tombola and Hook-a-Duck – Judy, Margaret L and Sue
            4. General – Tamahra, Sian, Margot and Margaret E
         2. Christmas Lights
            1. Kath to check dates for next year
            2. Barbara to write to Mayor for official swith-on
         3. Litter Picks
            1. Julie to continue sending e-mail reminders
         4. Easter Egg Hunt
            1. Tamahra to contact local businesses for donations of eggs
            2. Barbara to write template request
            3. Judy and Heather to prepare egg tokens
         5. Daffodil Fair -
            1. Judy and Margaret L – Hook-a-Duck
            2. Judy, Margaret L and Sue – Tombola
      5. Strictly Ballroom (new)
         1. Tamahra to invite John Surtees to the next meeting to discuss possible dates (possibly Crawcrook in Spring and Greenside in Autumn) and venues (Emma Hall / Crawcrook Club / Greenside Community Centre).
         2. Caroline to check possible alcohol ban at Emma Hall and availability of Tyne Swing Band for entertainment
8. **Charity Status – What Next?**
   1. Trustees to meet – note change of date to Thursday 18th January (Caroline to confirm venue)
   2. Barbara asked all Trustees to familiarise themselves with the Charity Commission website and the Our Villages aims / objectives and to focus on these linked to any fund-raising (need to to be clear how our fund-raising fulfils aims / objectives)
9. **Business Involvement**
   1. Feedback from the meeting with advisors from the Council was limited.
   2. Our Facebook page and Rachael Lawson’s (Local Businesses) pages are well-used.
   3. Carol’s idea for map of local businesses – still to do – with guide and newsletter especially for new householders.
10. **Marketing Strategy & Newsletter**
    1. See above
    2. Sean Brown has offered to help with this and the newsletter
11. **Planned Spending**
    1. No change – to include additional Christmas lights nearer the time
12. **Christmas Collection**
    1. Discussion focussed on OAP lunch (Centenary Methodist Church have recently discontinued the ones they have arranged for many years), needy children’s presents, children’s party but all need further discussion (perhaps with school headteachers) and to be in line with our Charity Aims and Objectives.
13. **Crawcrook Park Feasibility Study**
    1. Architects to give a presentation to the group – date TBC
    2. Plane to apply for SUEZ grant (up to £50,000) – could be for new play equipment as a first stage of park development.
    3. Gateshead Council would need to agree to lease the area to Our Villages
14. **Gardening**
    1. Judy has obtained quantities of daffodil bulbs for 50p. Heather has offered to help with planting (Sue has broken her wrist).
    2. Sue to phone Aidan Lawson to follow-up flower troughs
15. **Christmas Lights**
    1. Kath and Hugh are to meet Alan Morton to select extra Christmas lights for for eastern end of Main Street towards Beech Grove Terrace
16. **Land of Oak and Iron**
    1. Hugh reported that he, Judy and Heather had met Stephen Pardew (whose company has worked with Land of Oak and Iron for a number of projects) regarding developing signs.
    2. Designs were imaginative and used sturdy materials for seats / sculptures etc (rather than just interpretation boards).
    3. The team were in favour of a link to the Dilly Line and visited the site and are reading Local History books. Hugh has met with John Boothroyd and John Carrick
17. **AOB** 
    1. We need to make a new application to the Co-Op for a local grant
    2. To ask Nick to change our logo to add the charity number
18. **Next meeting**

**Monday February 12th, 7.00pm in Crawcrook Social Club (upstairs room)**