 **TRUSTEE’S MEETING**

**7.00 p.m. Tuesday 11th January 2022**

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

**M I N U T E S**

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

**2. Attended via Zoom:** N/A

**3**. **Apologies in advance**: Helen Haran.

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

**5. Minutes of previous meeting held on 7th December 2021:** Agreed as a true and accurate record.

**6. Matters arising (not on main agenda):**

**a) Formally appoint Laura to the Board of Trustees:** A warm welcome was given to Laura who was formally appointed as a Trustee. The Charity Commission Website will be update to reflect this. (**MF to action).**

**b) Sponsorship money from Stoneacre:** This has still not been received, this will be followed up. (**JG to action)**

**c) Bouquet and presentation to former Trustee Margaret Laraway:** Mo confirmed she purchased a bouquet from Buttercups and Daisies, which was beautiful, and Margaret was delighted with it.

**d) Murals outside Stobos Fruit Shop and the DIY shop:** It was agreed we need written permission from Stobos landlord before we can proceed with this project and we also need to check with the DIY shop. (**CB to action).** It was agreed we need painters/artists and a suggestion was made to contact the arts department at Thorpe Academy to see if their students would like to become involved. If they do then a risk assessment will be required. No action will be taken until we receive permissions.

**e) Tandoori charity evening:** This is being held on the evening of 17th January 2022. All but three tables have been sold, which is excellent news. Tandoori staff are trying to involve the local press office and it is hopeful local councillors will attend too.

**f) Hamper to be raffled:** It was agreed that a smaller hamper would be made up as a raffle prize which will be drawn on the evening of the charity event.

**7. Financial matters:**

**a) Finance report:** The Treasurer, Caroline James, previously distributed the account summary to all Trustees. Details as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Park Income** | **Grant for plan** | **3k** |  | **£3,000.00** |
|  | **Match Fund** | **6k** |  | **£6,000.00** |
|  | **Co-op fund** | **£3,112.43** |  | **£3,112.43** |
|  | **Co-op fund** | **£3,677.71** |  | **£3,677.71** |
|  |  |  |  |  |
| **Overall balance** | **£21,034.45** |  |  |  |
| **Restricted Funds** | C/F | Spent | Balance |  |
| Work to Crawcrook Park – inc. Match fund + Co-op | £15,790.14 | £3,364.00 | £12,426.14 |  |
| Feasibility Study | £3,000.00 | £2,160.00 | £840.00 | Remainer from Feasibility Study- in Park fund |
| Lights (only Crawcrook) | £1,111.00 |  | £1,111.00 |  |
| Greenside | £25.31 |  | £25.31 |  |
| Grants from Council (including LEAF fund) | £2,600.00 | £91.00 | £2,509.00 | Litter pickers, bins, pink spray, trolley, boxes paid |
|  |  |  | **£16,911.45** | £13,011.52 |
|  |  |  |  |  |
| **Unrestricted Funds** |  |  | **£4,123.00** | £8,022.93 |
|  |  |  |  |  |
| Money to be banked | £631.00 |  | £300.00 | Lights |
| This will show on Feb Rep |  |  | **£264.00** | Puddings |
|  |  |  | **£67.00** | Jumble |
|  | £331.00 |  |  | Unrestricted |
|  |  |  |  |  |
| Final total from Fair – excluding sponsorship from Stoneacre | £2,556.95 | £661.51 | £1,895.44 |  |
|  |  |  |  |  |
| **Donation to Festoons £100 each** | £800.00 |  |  | Thompsons, Property Rung, Spoors, Stokoe, Ruby, Fox, Barmoor \*\*\*  \*\*\* £100 cash to Barmoor Hub for lights – now returned to us. |

**b) Confirmation of amount donated by the Co-op:** Caroline confirmed we received £3,677.71 which is ringfenced for Crawcrook Park.

**c) Future spending priorities:** It was agreed we spend a lot of time talking about how and where we can raise funds. However, going forward, it was suggested we focus more on how we want to spend the money we raise and giving thought to special items, then we can target the appropriate funding channels. At all times we must ensure our spending is in line with our charitable objects, furthermore, it is about public accountability, explaining what we are doing. The suggestion was made that we ask people, at an open meeting, what they want and get their ideas.

**d) £5,000 from Suez Recycling & Recovery UK:** The meeting was informed that a few years ago there was a large litter escape from Path Head tip. Instead of a fine they were given the opportunity to give money to local organisations. Helen put our charity forward for money to be spent on Crawcrook Park. Caroline confirmed she has supplied our bank details to the organisation. It was agreed we need to be specific as to what this application was for and the conditions of spend. An email is to be sent to Helen asking her to supply certain details. **(MF to action).**

**e) £1,000 donation from AkzoNobel:** Laura explained, the organisation she works for allocates a community fund to each of its sites, that she made an application on behalf of Our Villages and that it was granted. Laura went on to say the funds are unrestricted, with no specification as to what it is spent on. Two suggestions were made, the first was to replace the WW2 memorial soldier (at a cost of c£160) and secondly the Community Garden project. Following a discussion, linked to future spending priorities (agenda item 7c), it was agreed Our Villages charitable objects would be downloaded from the Charity Commission Website and circulated to all trustees as a refresher. It was also suggested we to look to see if we can add to these objects to include ‘community development’ and ‘heritage’. **(MF to action)**

**8. Appointments:**

**a) Treasurer:** Laura, who is a chartered accountant, is happy to take on the role of treasurer depending on the amount of work involved. Caroline has completed this year’s accounts and she and Laura will make a joint visit to the accountant. There are tasks, currently carried out by Caroline, which could be delegated e.g., counting money and taking it to the bank after events. Laura is going to work with Caroline in the interim. The Charity Commission Website will be amended to show Laura as Treasurer, and Caroline as Trustee only. **(MF to action).**

**b) Potential role for a social media volunteer:** A suggestion was made to recruit a volunteer who will undertake and manage all our social media to its full potential. That will include Facebook, Instagram, Twitter, Hash tagging etc. Lisa Ovenden has expertise in this field and will be approached to ask if she will take on this volunteer role. **(CB to action).**

**9. Review of activities:**

**a) Litter Picking: (SL)**

1. **Possibility of Robert Dickie overseeing the litter picking in Greenside:** Robert is happy being responsible for his specific area only.
2. **Possibility of engaging Diane Cadman to help with a one-off event:** Diane is happy to arrange the three events throughout the year and she will make contact with April at Café Church re joint events.
3. **Contacting Anne Farrow/Café Church regarding potential joint events:** We will await Diane’s response.
4. **Helen Parker to be contacted to arrange return of equipment:** Stuart did make contact but has not had a response. This action point is to be reallocated to Helen Haran. **(HH to action).**
5. **A FB post asking for volunteer litter pickers to be posted on Greenside Residents FB page:** This has not been done as yet.

**b) Gardening: (SW)**

1. **Daffodil bulbs from Pickle Palace to be given to Judy:** Helen gave the bulbs to Judy, they have now all been planted.

**10. Strategic Priorities: (consider moving to quarterly review)**

a) Engaging Greenside

b) Supporting local businesses

It was agreed to move the reviewing of our strategic priorities to a quarterly review. This will be added to the new colander of events. **(CJ to action).**

**11. Crawcrook Park:**

**a) Up-date on asset transfer and the email to Zoe Sharratt, Gateshead Council.** A report submitted by Helen shows she is still waiting to hear back from Zoe and that she will chase this up. **(HH to action).** It was agreed an email would be sent to Helen, on behalf of the Trustees, asking for details to be clearly set out giving the overall vision for the park and a number of other aspects. **(MF to action).**

**b) Masterplan - Progress on the update by Graham McDarby:** Helen’s report also states she did finalise the amendments to the master plan for Graham McDarby and that she took them to him to action before Christmas.

**c) Feedback from the Crawcrook Park fundraising meeting held on 5th January 2022:** This meeting has been moved to Wednesday 12th January 2022, its being held via Zoom. Helen has shared the link; everyone is welcome to join.

**d) Update on Community Garden:** Barbara said there was no update as such as a further meeting had not taken place. An email from the parish administrator, Paddy, shows good commitment from Holy Spirit Church. The meeting that had been arranged was deferred due to the rise in the number of Covid-19 cases. A ground plan has been sent out and the next meeting will be held on site. Barbara will get back to Paddy. **(BW to action).**

1. **Contact details of Jen to be shared with Chris:** Caroline did share these details with Chris.

**12. Calendar of Events**:

**a) Feedback from the Christmas window display competition:** The judging panel were thanked for their work.

**b) Completed 2021 calendar to be issued:** A copy was given to each Trustee to show how we fared against scheduled events during 2021.

**c) Events listed for January:**

**1**. **Crawcrook Summer Fair, review and initial meeting:** This agenda item is to be deferred until next month. Julie informed the meeting that she would not be involved in this at all, that we need to find someone who will undertake the work. An email is to be sent out to the “Fair Organisers Group”. **(MF to action).**

**2. Crawcrook Summer Fair to be advertised in Council News:** Helen is to be asked if she can look into this. **(MF to action).**

**3. AGM:** This is to be moved from January to June. **(CJ to action).**

**4. Easter Egg Hunt**: Two members were willing to undertake the planning of this event, they are to be contacted to ask if they are willing to do this again this year. Barbara also suggested they incorporate environmental awareness e.g., recognising leaves. (**MF to action).**

**5. Tyne Valley Express:** We are awaiting dates.

**d) Agree remainder of 2022 events and sub groups:** This is to be deferred to the next meeting.

**13**. **First Open Meeting:**

**a) Set date, confirm guest speaker(s) and topic:** It was agreed the open meeting should be held on an evening, starting at 7.00 p.m. The first one is scheduled to be held in February.

**b) Consider dates for Gateshead Council’s senior planner, Lucy Greenfield, who will attend a meeting to discuss climate change:** An email is to be sent to Lucy with suggested dates, these dates are February 8th, 15th or 22nd. **(MF to action).**

**14.** **Community Hedgerow Planting at the Folly**: Helen has asked this event be placed on our Facebook Page. An email from Durham Wildlife Trust has been circulated to all our members giving details and dates of this event. Barbara is going to contact Durham Wildlife Trust to see if we can get involved with them. **(BW to action)**

**15. Gateshead Climate Alliance:**

**a) Establish date of TWiG’s February meeting and confirm our representatives:** The next meeting is at 3.00 p.m. on Wednesday 12th January 2022, it is being held via Zoom. Caroline and Helen will attend.

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

**a)** Stuart has requested more Hi Viz jackets with the logo as we have none left. It was suggested we can use money from the LEAF fund for these. A price will be sought from the previous supplier. **(BW/CJ).**

**b)** Julie informed the meeting that she has reached a decision to resign as Chair, Trustee and member of Our Villages. Julie did share some of the reasons why she has made this decision. She was thanked for everything she has done for the charity. Julie will submit a letter which will be shared. As vice-chair Helen will be asked to undertake the role until someone is appointed.

**17. Date and time of next meeting:**

Tuesday 1st February 2022, 7.00 p.m. to be held in the upstairs concert room at Crawcrook Social Club.