

**TRUSTEE’S MEETING**

**7.00 p.m. Tuesday 6th September 2022**

**held at Crawcrook Social Club – Concert Room**

**MINUTES**

1. **Present:** Caroline James, Barbara Williams, Norma Blackith, Chris Beer, Laura Clark and Derrick Marrs
2. **Apologies in advance:** Stuart Lowerson, Helen Haran, Sue Welch and John Neill
3. **Did not attend:** None
4. **Acceptance of minutes of previous meetings held on 1st August 2022.** Minutes of previous meeting were accepted and will be uploaded to the website **(LC to action.)**
5. **Matters arising (not on the main agenda):**
	1. Introduction – Chris introduced Our Villages to Norma who attended the meeting with a view to becoming a trustee. The trustees were very happy to welcome Norma to the committee.
	2. Update on our leaflet promoting local businesses (brought forward from last month’s meeting: (JN) – Carried forwards to next meeting, however, discussed possibility to do an electronic update only for social media and inclusion on the next newsletter.
	3. Advertising of Secretary and Administrator positions (All)
	4. Christmas lights quote 2022 - 2022 quote £2,801, 2021 Bill £1,490. 2020 Bill £1,321. (CJ) – Hugh Kelly has suggested a £500 contribution from the councillors funds towards the cost of the 2022 lights, the committee agreed this was a good idea **(CJ to action).** Money raised from Greenside fair should bridge the shortfall in funds for Greenside’s lights. Laura suggested a Santa’s grotto for the Crawcrook lights switch on with possibility of cookie decorating or other crafts to try and raise some funds on the night. Chris will also look into potential sponsorship from Crawcrook businesses. Chris to also look into sending a letter to Ryton Freemasons for financial contribution towards the lights. **(CB to action.)**
6. **Financial matters:**
	1. Finance report: (LC)

LC presented finance report which had been circulated in advance. Report accepted.



* 1. Grant funding opportunities and update: (LC) - £500 promised by Thompsons of Prudhoe towards the community garden. £250 Wood/materials promised by Wickes towards the community garden. Asda grant and green token scheme applications to be made during September **(LC to action).**
1. **Review of regular activities:**
	1. **Litter Picking:**
		1. Stuart’s difficulty in posting to OV pages requires action by our social media expert: (JN) – In Stuart and John’s absence the committee suggested if Stuart posts to the Crawcrook Residents page one of the trustees could share it to the OV facebook page.
		2. Update on possibility of storing litter picking equipment at Café Church for use by the residents of Greenside: (CJ) – Agreed that litter picking equipment to be stored at the Pavilion when not in use.
	2. **Gardening:**
		1. General update: (SW) – rolled forward to next meeting.
		2. Volunteer Day Crawcrook Bowling Green (SW/LC) – LC suggested some of the weeding and tidying of the Bowling Green could happen on Friday 30th September as there are several volunteers coming to help out in the Pavilion who might be happy to work on the Bowling Green too.
2. **Crawcrook Pavilion & Green – Pavilion Subgroup Lead is Laura Clark**
	1. Update on lease agreement for Pavilion and Green (LC) – Laura explained we’re still waiting on answers on some minor questions and for the work to be completed on the broken water pipe. Work seems to be underway on the pipe so hopefully not long until we sign over the lease.
	2. Jubilee Mural update and Graffiti Classes (LC/CB) – The classes have been very successful and the ‘Crawcrook Park’ sign produced by Matt and the children attending the classes looks fantastic. Matt had requested a permanent official graffiti wall that he would police to ensure no offensive content, the committee agreed this was a good idea and hopefully would reduce the antisocial graffiti in the park. The west wall of the Pavilion was suggested, however, not until we’ve signed over the lease. The Jubilee Mural will be updated imminently, Matt has been hampered by the recent wet weather. ***Post meeting update – Matt will add the dates 1926 – 2022 to the finished mural next to Her Majesty’s portrait to commemorate her reign.***
	3. Proposed plans for Pavilion Future Use and survey results. (LC/All) – Laura discussed the survey results, outdoor cinema and adhoc events were the most popular responses for the future of the bowling green followed by fitness/activity sessions. A community café and/or youth club were the popular choices for the Pavilion followed by crafting etc group use. Discussed whether the Pavilion could be consider a warm space for community use, the Pavilion will first need a bit of sorting out and adequate heating.
	4. Pavilion volunteer morning – Friday 30th September 9.30am onwards.
	5. Donations of useful items for the pavilion.
	6. Practicalities of Outdoor Cinema (LC) – Hugh Kelly has been assisting in finding out more information about practicalities. The main issue is going to be the expense of hiring the equipment, approx. £250 per day.
	7. Bowling green maintenance – Meeting 11am Thursday 8th September Crawcrook Park. Stuart and Caroline to meet with Tommy from Gateshead Council. ***Post meeting update – Stuart and Caroline met with David Mansfield environmental inspection project lead from Gateshead Council, we will need to clean and fill the gulleys and then reseed to remove the trip hazard. The council will investigate cutting back trees and hedges and cleaning gullies on our behalf.***
	8. Potential Pop-up Photography studio at the Pavilion (LC) Matt has also expressed an interest in using the Pavilion as an adhoc photography photo shoot venue, LC to check terms of the Pavilion contract to ensure we are compliant. **(LC to action.)**
3. **Plan for Crawcrook Park – Park Plan Subgroup Lead is John Neill**
	1. Playpark Installation – The final young children play equipment is being installed, a social media post will be carried out advertising the new equipment and highlighting Our Villages part in raising the funds. Need to push council to replace the gate to the play area. **(LC/HH to action.)**
	2. CCTV Quotes and practicalities (CB) – Chris discussed quotes. Committee agreed we need to go ahead, however, need to check rules on storage of recordings, only the security company and police should have access to recordings to avoid data protection issues. **(CB to action.)**
	3. Gradon Park Drawing revisions (HH/LC) – Laura to discuss changes to plans with Helen in order to instruct Gradon. Changes to be made as planned with exception of the Pavilion amendments where the canopy isn’t required as a paved seating area in front of the Pavilion will be installed instead with pergola cover. **(LC/HH to action.)**
	4. Updating the plan, drafted by John N, to identify our priorities: (JN) – carried forward to next meeting.
4. **Update on Community Garden: (BW/LC/CB)**
	1. Thompsons Funding £500 and £250 materials from Wickes.
	2. Feedback on volunteer sessions (BW) – Barbara explained good progress has been made on cutting back overhanging branches, removing weeds and strimming grass.
	3. Initial groundworks – as so much work has been carried out by volunteers expensive contractors bill reduced.
	4. Entrance from Park – Barbara and Paddy met with Peter Bainbridge from Gateshead Council and an entrance from the park is possible as the fence boundary belongs to the church. Council to review possibility of path to the garden entrance and associated cost estimate.
	5. Seating – Gateshead Council advised concern about teenagers/people congregating out of sight as seating will be accessible 24 hours a day. Reflection corner still to go ahead and the consideration will be taken into account when designing the seating.
5. **Greenside Skatepark (LC) –** Laura explained we’re still waiting on update from Gateshead council as to when maintenance will take place. Graffiti artwork to be considered following maintenance.
6. **Update on DWT and Hill 60 (this item was deferred from last month’s meeting):**
	1. Update on information provided at A.G.M. and how Our Villages remain involved going forward (All) – Laura has signed up as a DWT volunteer and will keep the committee informed regarding developments.
7. **Upcoming Events – Event Subgroup Lead is Chris Beer**
	1. **Autumn Fair** – **Saturday September 24th 2022 at Greenside Community Centre** (CJ/CB)
		* 1. Prepare and man our stalls
			2. Raffle/Tombola/Bottle stall donations – donations request to be put on social media **(CB to action).**
			3. Refreshments
			4. Social media adverts and posters – Laura to send Caroline new poster for printing/laminating to be put up around Greenside/High Spen. **(LC to action.)**
	2. **Planning for Autumn Open meeting (All) –** Suggested to find a venue in Greenside. Chris to check available of Durham Badger Group to attend in order to set meeting date in mid-November to early December or mid-October. **(CB to action).**
	3. **Possible Christmas Fair in partnership with NE40 Together @ Barmoor Fields –** The committee are keen to do a join event, however, concerned about an outdoor only event. Laura to follow up to get more details. ***Post meeting update – Karen of NE40 Together advised they’re looking into using the inside of Barmoor Hub and possibly involving Ryton Rugby club as well. A meeting between our two groups to be considered to discuss ideas.***
	4. **Possible Mural unveiling event –** Decided to do this as a social media post and update on our website instead.
	5. **Crawcrook Summer Fair –** 5th August 2023 (first Saturday in August), it will be the 10th anniversary of the fair.
	6. **Family fun day Spring/Summer 2023 –** following the success of the inflatables etc on the bowling green a family fun day to be considered for 2023 that would be separate to the main fair. Possibility to involve the Grenadiers. **(CB to action checking a date for Grenadiers availability.)**
	7. **Games and Craft Activity sessions**
		1. Feedback on games and craft morning Friday 26th August – The session was really well received by the parents and children that attended. The Bowling green works well for games/sports when the weather is fine and the parents were pleased it was contained by fencing to avoid children escaping.
		2. Future regular events proposal (including Halloween and Christmas themed) – Laura suggested to have a monthly pre-schooler session on a Monday afternoon just before school pick up and regular family session on a Saturday morning or Sunday afternoon. **(LC to arrange further)**
		3. Volunteers to run future events – all volunteers welcome. To be discussed further once dates arranged.
	8. **Robert Hattersley Family Day – Albion Saturday 3rd September 2022**
		1. Feedback on OV craft and seeds stall -we made £11 from craft sales as there were not very many children at the stall end of the fair. Committee agreed to donate £50 to the Hattersley family’s water safety charity once set-up. **(LC to action)**
	9. **Christmas Lights switch on –** committee discussed possibility of having Santa attend (Greenside and Crawcrook events) or a Grotto (Crawcrook event), also possible possibility of crafts or cookie decoration along with Hot Chocolate and Mince pies to generate more funds. Date to be set once discussed with the schools, likely first week of December. CJ to discuss with schools. **(CJ Action).**
	10. **Future event ideas:**
		1. Bonkers Bingo (LC) still under consideration.
		2. Curry night (CJ) – Caroline discussing possible dates with Crawcrook Tandoori.
		3. Santa’s Grotto (LC) – See above regarding Christmas Lights.
		4. Quiz Night (JN) – carried forward to next meeting.

1. **A.O.B**.:
2. **Date and time of next meeting(s):**
	* 1. **Next scheduled Trustees meeting.** Tuesday 4th October 2022 at 7.00 p.m. to be held in the upstairs concert room at Crawcrook Social Club.