

**TRUSTEES MEETING**

**10.00 a.m. on Monday 22nd March 2021**

**via ZOOM**

**M I N U T E S**

**1. Present:** Barbara Williams (Chair), Helen Haran, Helen Parker, Stuart Lowerson, Caroline James, Mo Forster (minutes).

**2. Did not attended:** Nick Worboys, Sue Welch.

**3. Minutes of previous meeting held on 24th February 2021:** Agreed as a true record.

**4. Reason for holding the meeting digitally:** The decision was taken to hold the meeting digitally due to the current coronavirus pandemic and the social distancing regulations.

**5. Matters arising (which are not on the main agenda):**

**1) Photographs of Barrier Boxes.** Stuart informed the meeting that he has taken photographs and posted these on Our Villages Organiser’s site but not, as yet, on the Our Villages site. It was suggested he ask Julie if she will kindly do this on his behalf. **(SL to action).** He is going to take more photographs once the plants are flowering. Stuart also identified potential barriers for more boxes, if we are given any further supplies. It was agreed they were all in good locations.

 **2) Munki Computer Help.** To be carried forward to next month’s meeting.

**3) John Holmes’ Requirements (deferred from last meeting):** Barbara did email John to say he has been allocated a budget of £50.00, however, he has not yet responded. Barbara will send another email. (**BW to action).**

**4) Distribution of collection tins and advertising post:** Helen P informed the meeting that she has distributed collection tins to half the shops in Greenside. The other half did not have the person who could authorise these in the shop at the time she visited, but she will try again.

One of the shops did say the “Banner Tales” collection tin was full and asked if arrangements could be made to collect/empty it. Barbara volunteered to email Ruth. **(BW to action).**

**5) Bid writing/grant application training course:** Helen P informed the meeting that she has started a course. Barbara mentioned Janet Lloyd has said she would help with applications. Janet has a long experience of working in the voluntary sector and is used to writing bid/grant applications.

**6) CCTV for Fly tipping at Woodside Lane:** To be carried forward to next month’s meeting.

**6. Finance Report:** The Treasurer, Caroline James, circulated the finance report prior to the meeting.

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| --- | --- | --- | --- | --- |
| Funds made from sale of eggs as of now | c £250 |  |  |  |
| Money from boxes for lights to be banked | £230 |  |  |  |
|  |  |  |  |  |
| Restricted Funds | Received£ | Spent£ | Balance£ | £ |
| Co-op | 5,709.00 | 2,604.83 | 3,104.17 |  |
| Work to Crawcrook Park – match fund | 6,000.00 |  | 6,000.00 |  |
| Lights | 1,412.70 | 1,321.00 | 91.70 | 1,312.00 paid |
| Dog Fouling and Litter Bins | 1,500.00 |  | 1,500.00 |  |
| Land of Oak & Iron (£2k grant + £2k match) | 3,000.00 |  | 3,000.00 |  |
|  |  |  | **13,695.87** |  |
|  |  |  |  |  |
| Unrestricted Funds |  |  | **669.88** |  |
|  |  |  |  |  |

Stuart queried the £1,500 for Dog Fouling and Litter Bins, it was confirmed this money was awarded by Gateshead Council for Crawcrook Park. There were no further questions raised.

**7. Calendar of Events – Items listed for March:**

**1) E-newsletter:** Barbara confirmed she will complete this by the end of March. **(BW to action).**

**2) Chocolate Eggs (with hats):** It was agreed this has been very successful. Caroline will buy more eggs as she has received further knitted items from Judy.

 **3) Hedge Planting:** This has been completed.

**4) Tyne Valley Express:** Caroline submitted our entry for this month’s edition. No dates have been issued, as yet, for future issues.

**5) AGM:** Barbara could not find any guidance on the Charity Commission Website in relation to holding a virtual AGM. It was agreed, if lockdown is lifted as planned it would be much better holding the meeting in person. We await the Government’s decisions.

**6) Volunteer week (June):** Due to the current restrictions it was agreed we would not go ahead with this event this year.

**8. Crawcrook Park:**

**1) Update on Masterplan**: We are still awaiting funding to have the masterplan produced. A plan for play equipment has been sent out by the council, who are committed to spending the money in the next financial year. Unfortunately, it is not the type of equipment we want nor is any of it accessible play equipment. Our Villages will have to raise funds for equipment and it was suggested a meeting is to be arranged with Helen H/Helen P/Janet Lloyd to identify funding application opportunities. Barbara to email Janet so arrangements can be made. **(BW to action).**

**2)** **Update on the Business Plan:** A copy of this has been shared with Councillors. A meeting is to be arranged between BW/CJ/HH to discuss this further.

**3) Childminders:** We did receive a couple of responses to an email sent out to this group. Particular thanks to Natalie Felton for all her suggestions.

**4) Email to councillors:** The email was sent out.

**9. Land of Oak and Iron - Update:** At the beginning of the year the delivery time was quoted as being 12 weeks, therefore, it shouldn’t be too long before the installation is in place. Caroline has not received a request for payment but will authorise it when the invoice is received.

* **Interpretation Board:** Helen H displayed a picture of the board for members of the meeting to see and to make comment. Everyone was delighted with it.

**10. Hill 60 project:** Helen H has had a meeting with the council. Going forward, Community meetings are to be held and it was suggested we could either promote or host the meetings. Peter Shields, Ecologist for Gateshead Council, will be invited to our next meeting.

**11. LEAF Safeguarding Policy:** Funding applications for up to £2,000 can be made to LEAF (Local Environmental Action Fund) to help improve local environments. It was agreed we would apply for funding for litter picking equipment. Barbara confirmed she has made a start on the application form. As part of this application, we are asked to supply details of our safeguarding policy towards children and vulnerable adults. This is not something we have documented due to the fact we don’t have any unsupervised individual contact; all contact is based on group activities. It was agreed we are promoting children’s safety by way of having the fence erected in the park and also by picking up and disposing of glass in the park. We do include our ‘Lost Children Procedure’ in the Event Plan and Risk Assessment that we submit to the Council for the annual Crawcrook Fair. Mo to send a copy of this to Caroline. **(MF to action).** Brighten Ryton kindly sent us a copy of their safeguarding policy which Caroline has agreed to tweak to suit our needs. **(CJ to action).** Caroline has asked everyone to send her ideas which she can include. **(All to action).**

**12. Update on Litter Picking:** Stuart gave an update on activities. There are now twelve dedicated litter pickers in Crawcrook. There are also Council teams, seasonal workers, litter picking and tidying up the villages. Stuart reported he has no equipment left. It was suggested we do a ‘Park Blitz’ when the restrictions are lifted and we are allowed to do so. Stuart said he is going to contact Sophie regarding this and to ask if she would be interested in joining the board of trustees.

**13. Update on Dog Poo:** This is ongoing.

* **Dog poo signs:** It was agreed that £910 for 4 signs was far too expensive. Barbara will email Brighten Ryton to ask where they got theirs from and how much they paid for them. **(BW to action).**

**14. Lest we forget statue:** Stuart did remove this. His thoughts are that it would cost more to repair than it would to buy a new one. It was agreed we would not replace it at this time.

**15. Edible Beds Project:** Barbara informed the meeting that this is something Janet Lloyd would like to be involved in and asked if this is something we want to resurrect. It was suggested we get in touch with Gweno to link him into other beds. Barbara will email Gweno to ask permission for her to share his email address with Helen P. **(BW to action).** Barbara will also email Janet **(BW to action).** It was proposed we get some photographs of the edible bed project in Greenside, which we awarded funding to, and post these on our FB sites.

**16. Small fair in August:** To be carried forward to next month’s meeting.

**17. A.O.B.:**

* The Constitution. It was acknowledged that, as a charity, we are a non-political organisation, there is no political side to us and we have no affiliation to any party. The question was raised, should this be included in our constitution? Further discussions to take place.

**18. Date and time of next meeting:** Monday 19th April 2021 at 10.00 a.m. via Zoom