

**TRUSTEES MEETING**

**10.30 a.m. on Wednesday 24th February 2021**

**via ZOOM**

**M I N U T E S**

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

**2. Apologies:** Barbara Williams, Sue Welch, Nick Worboys.

**3. Minutes of previous meeting held on 20th January 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 will take photos which will be shared on social media. This is to let people know the work we are doing in the community. **(SL to action).**

**2) Munki Computer Help.** Helen P contacted Warren to find out what he could do for us and to discuss his offer of a donation. It would appear that, as part of his business model, his mission is to work for the benefit of communities by way of improving their IT skills and in doing so he can then contribute financially. It was agreed Helen P would go back to him to request that he assesses our website to see if we can incorporate a Facebook feed and a news feature. Helen P will suggest he may wish to contribute to the cost of the fence which is being erected around the play area in Greenside. It was suggested, as a possibility for the future, that he could run classes once we develop the Pavilion in Crawcrook Park. **(HP to action).**

**3) John Holmes’ Requirements:** This item will be addressed at our next meeting.

**4) Update on Pink Poo post:**  A post was shared on Facebook.

**5) Update on Proceeds of Crime Fund:** Stuart informed the meeting that the only way we can access this fund is to supply crime reference numbers. It was agreed, in future, every time we incur incidents they must be reported to the police and a crime reference number must be obtained, then we need to establish the date of the next roll out and then submit any application(s),

**6) Update on Zoom meeting with PCC Kim McGuinness:** Stuart informed the meeting, the issues of ASB as well as police on the beat were raised at this forum. We await any follow through.

**6. Finance Report:** The Treasurer, Caroline James, provided the following update.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | £1321 paid |
| Land of Oak & Iron (£2k grant+£2k match) | £3,000.00 |  | £     3,000.00 |  |
|  |  |  | **£   12,195.87** |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Unrestricted Funds |  |  | **£         699.88** |  |

Ideas on how we can raise money were discussed. Details/suggestions as follows:

* It was confirmed the collection tins are all out in the shops in Crawcrook.
* Helen P agreed she would go around the businesses in Greenside to distribute the collection tins. Helen P also agreed to do an advertising post informing resident of this. **(HP to action).**
* A suggestion was made to have a collection tin in peoples’ homes, for their loose change. It was agreed this was a good idea.
* Helen P agreed to search for and to undertake a bid writing/grant application training course. **(HP to action).**
* Caroline informed the meeting that she and Barbara have been looking into applications to the Community Foundation. Applications can be made for up to £2,000 and this would be used specifically for litter picking equipment. It was suggested Helen P joins Caroline and Barbara into looking at funding application opportunities.

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

**1) Daffodil Fair.** Unfortunately, due to the Covid-19 situation this will not take place this year.

**2) AGM.** Mo agreed to email Barbara to ask if she would consider what we would need to hold a virtual AGM. **(MF to action).** Caroline reminded the group that we are not able to hold an AGM until the accounts are completed and returned, which will probably be at the end of March. Furthermore, Caroline said we have until later in the year to hold the AGM as it is September when the charity commission needs our submission.

**3) Preparation of e-newsletter for circulation in March.** The items to be included were discussed and allocated. Details as follows:

* Julie’s mask making - MF.
* Update on Crawcrook park **–** Helen H.
* Easter Eggs **-** CJ
* Litter picks **-** SL
* Land of Oak and Iron – HH.
* Greenside “let’s be a volunteer” – HP.
* Climate change – CJ.
* Hill 60 – HH.

**4) Discuss plan to sell Chocolate Eggs (with hats):** Caroline confirmed we have 48 cream filled eggs and a number of businesses have provided us with hollow chocolate eggs. We have kindly been given egg trays to sit the eggs in. Judy and Mary have knitted hats for the eggs. It was agreed we should charge £1.00 each or £5.00 for six. Judy also knitted ducks and it was suggested they could be put into clear packets together with a hollow egg. This way we can charge for these too. The next step is to take a photograph of the finished eggs, in their boxes, and to post this on Facebook and other media sites. Tahmara and Leyla have agreed to put them in the shop where people can place their orders, which everyone agreed was fabulous.

**8. Crawcrook Park:**

**1) Update on Masterplan**: Helen H informed the meeting that Gateshead Council are keen to work with us and that Kevin Hills wants to speak with Jen, and other mothers, to discuss the accessible play equipment. Mo is to send an email to Jen to ask if she can get a focus group together in order to progress this. **(MF to action).**

**2)** **Update on the Business Plan:** Helen H confirmed we are just about there with this. She and Caroline need to do a little more work on the Cash Flow section and the “Beatrix Potter wood carving” needs adding to the proposal. **(HH, CJ, MF to action).** It is understood we may be offered an interim lease which means we will have use of the building and the bowling green. Helen H informed the meeting that we are being steered away from footballing activities, the reason we have been given is that there are a number of venues already offering this activity around the area, therefore, we may need to consider other options.

* **Advising councillors, we are submitting Business Plan for asset transfer.** Mo is to email Barbara to ask if she will email the councillors to advise them that we are submitting a business plan for asset transfer and to ask for their support. **(MF to action).**

**3) Letter re Anti-social behaviour:** It was agreed this is no longer required as the issue was raised at the recent Zoom meeting with PCC Kim McGuinness.

**4) Bins in Crawcrook Park:** Helen H did request larger bins be provided by Gateshead Council; however, they do not currently have any in stock. It was suggested a bin could be included in the funding application to Community Foundation as it can be classed as litter picking equipment.

**9. Land of Oak and Iron - Update:** There has been a slight delay due to the recent spate of bad weather, however, it is all in hand. Caroline confirmed she has not, as yet, received the invoice. Helen H is to chase up the artwork for the Information Board. **(HH to action).**

**10. Gateshead Climate Alliance:** Caroline confirmed that Gateshead Council have now produced a plan, although she feels it needs to come down a level so it can devolve down to residents.

**11. Hill 60 project:** A discussion took place, and it was suggested we try and set up a zoom meeting with the Wildlife Trust and the Council **(HH to action).** The Green Party have set up a petition which we are able to direct people to.

**12. Greenside Volunteers Meeting:** It was agreed we need to find ways of increasing the number of volunteers in Greenside. Stuart shared the way in which he has successfully recruited a number of new volunteers.

**13. A.O.B.** Stuart raised the issue of the fly tipping which is happening on the unused road at Woodside Lane. He has asked if it can be blocked off to prevent the vans from accessing it. It was also suggested we ask if CCTV can be installed. Helen H agreed, although it is not her Ward, she will take the matter forward. **(HH to action).**

**14. Date and time of next meeting:** Monday 22nd March 2021 at 10.00 a.m. via Zoom.