

**TRUSTEES MEETING**

**25th March 2019 at 3.30 p.m.**

**at Barbara’s Home**

**M I N U T E S**

**1. Present:** Ruth Barker, Barbara Williams, Sue Welch, Helen Haran, Caroline James, Mo Forster**.**

**2. Apologies:** Nick Worboys.

**3. Minutes of previous meeting (AGM) of 19th February 2019:**

Agreed as a correct record.

**4. Matter arising (which are not on the main agenda):**

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**5. Review:**

**Activities**. The Chair reminded everyone that we must be mindful of the activities undertaken, that they must be in accordance with the charitable objects.

* **Gardening**. It was reported that this is going well. In particular, the park is looking lovely and many compliments have been received about the display at the library. It was agreed that it would be good to locate more pots on the main street, Judy has been asking the residents if they would be interested and if they would be willing to keep them watered.
* **Litter Picking**. It was agreed at the AGM that we would target future litter picks and one area which has been identified is the cut, near the Rising Sun. It was suggested we would want to have additional resources such as Community Payback (CP), Scouts and Air Cadets. Helen will contact CP and we will ask Margaret Edwards to contact the Scouts. As this will all take time, it was agreed the next Litter Pick in Crawcrook will go ahead as usual. This is taking place on 13th April 2019. It was suggested the Spring Clean on the Green, Greenside, could take place on the next identified litter pick date which is 11th May 2019.
* **Daffodil Fair**. This event is taking place on Saturday 30th March 2019. Plans were discussed and arrangements made. Everything is on schedule, it should be a successful event.

**Financial.**

* Caroline, the Treasurer, up-dated the group on the accounts. We have £14,000 in the bank, £4,000 protected and £10,000 unrestricted.
* Final sum raised from the Jumble Sale is £700.

**6. Membership:**

A lengthy discussion took place.

* It was suggested “supporter” would be a more fitting term than “volunteer”.
* It was agreed an e-mail would be sent out to all the contacts on the circulation list, asking if they still wish to be involved with Our Villages. The e-mail will also include an explanation of the need for everyone to conform with the requirements of the general data protection regulations and how this will affect people’s contact details held on our data base, people will need to opt into receiving communications from Our Villages.
* It was agreed a membership form will need been to be designed.

**7. Publicity:**

**Flyer**

* An A5 Flyer is to be produced. This will include information about Our Villages, photos of projects/work undertaken. It will also contain a ‘contact detail section’, to be completed by potential supporters.
* Tyne Valley Express. Barbara will contact TVE to ask if they would be willing to include an editorial article.

**8. Volunteers:**

A general discussion took place about roles and responsibilities. The main tasks identified as being carried out include gardening, litter picking, fund raising, helping at fairs/events, and it was agreed that we need to obtain generic/basic job descriptions.

**9. Meeting Schedule:**

Dates were identified:

* Supporters meetings, to be held at Crawcrook Social Club at 7.00 p.m.
  + Monday 13th May 2019
  + Monday 8th July 2019
  + Monday 9th September 2019
* Trustees meetings, times/locations to be confirmed
  + Wednesday 24th April 2019
  + Monday 20th May 2019

**10. Woodland Trust**:

We have had the opportunity to apply to the Trust for packs of trees/shrubs which would be planted during November. However, it was agreed we would need to consider this very carefully, that we need to seek advice prior to going ahead with this project.

**11. Crawcrook Park;**

This item was deferred until the next Trustees meeting.

**12. Any other business:**

Annual Report. This has been partially completed. Barbara and Caroline will meet to discuss its full completion.

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

* Trustees Meeting: Wednesday 24th April 2019. Time and location to be confirmed.
* Members Meeting: Monday 13th May 2019. 7.00 p.m. at Crawcrook Social Club