



TRUSTEE'S MEETING

7.00 p.m. Tuesday 4 March 2025

held at Crawcrook Pavilion

MINUTES

- 1) **Present:** Laura Clarke, Linda Chappell, Barbara Williams, Caroline James, Norma Blackith.
- 2) **Apologies in advance:** Chris Beer, Matthew Broderick.
- 3) **Did not attend:** Kathryn Henderson.
- 4) **Acceptance of minutes of previous meetings held on 4 February 2025 (circulated via email).** Yes.
- 5) **Financial matters:**
 - a) Finance report:

Finance Report	Up to 28/02/25					
Bank Account Balance	£ 11,718.92					
Petty Cash Balance	£ 208.50					
Total Funds	£ 11,927.42					
Restricted Funds	B/F 1.12.2024	Income 2024/2025	Spent 2024/2025	Balance	Comments	
Lights Crawcrook & Greenside	£ 2,083.76	£ 78.50	-£ 24.60	£ 2,137.66	2023 bill was £3,375 split £2,550 Crawcrook and £825 Greenside	
Crawcrook Fair 2024	£ 2,098.46			£ 2,098.46	Crawcrook Fair 2024 - Money raised towards Christmas lights and other community improvements	
Christmas Fair 2024 & Calendars	£ 136.00	£ 156.35	-£ 20.00	£ 272.35	Christmas Fair 2024 & Calendars - Money raised towards Christmas lights and other community improvements	
Crawcrook Fair 2025		£ -	-£ 21.00	-£ 21.00		
Community Garden	£ 786.03	£ -	-£ 235.00	£ 551.03	Donations from Thompsons of Prudhoe (£15.21 brought forward) and Denise's fundraising (£770.82 brought forward)	
Postcode Lottery Grant - Pavilion, Fence and Green improvements	£ 2,849.83			£ 2,849.83	Postcode Lottery Grant to cover bowling green benches, lawnmower, Pavilion roller shutter refurbishment, play area fence and Pavilion seating area	
Asda Community Fund	£ 800.00			£ 800.00	Asda Grassroots grant received November 2024 to cover materials to deliver subsidised arts & crafts sessions	
Restricted Funds				£ 8,688.33		
Community Café		£ 11.94	-£ 11.97	-£ 0.03	Community Café takings and purchases	
Pavilion and Green Hire Income		£ 120.95	£ -	£ 120.95	Income from hire bookings	
Pavilion running expenses			-£ 86.65	-£ 86.65	Insurance, Utilities and sundries	
Pavilion & Green subtotal		£ 132.89	-£ 98.62	£ 34.27		
Unrestricted Funds				£ 3,239.09		

Notes to financials:

- a) Annual subscription paid to GoDaddy for new website platform to replace the old Weebly website platform.
- b) Co-op have emailed to say we will get an interim stage payment of £500 within the next month. The final payment will be in November of approximately £2000. It was noted however that last year they paid out the full amount rather in stages. A decision needs to be made as to whether to start toilet improvements with first interim payment or wait until full amount has been paid. Getting new quotes was suggested – Laura to contact Ritchie and Barbara to contact Chris about the person he knows who could give us a quote.

2) Crawcrook Pavilion & Green:

- a) **Easter Hunt volunteers and baking** – now changed to Sunday 13th April 10 - 12. Volunteers include Rachel, Becky, Laura and Norma and possibly Caroline and Julie but further volunteers may be needed to marshal around the park and helping in the Café. Laura and Kathryn to make baked goods. Caroline to contact Judy and Sue to see if they want to help out. The Co-op, Morrisons and Asda usually donate eggs as well as Liz Twist. Laura usually emails Asda.
- b) **Craft sessions** – Linda will prepare something once splint off wrist. Still waiting for Chris to contact Kathryn about Northern Hobbies as a potential craft session. Materials will be paid by us. There is approximately around £800 donated from Asda to be used for craft sessions and this needs to be used by the end of June. It was suggested that Matt could do some adult graffiti sessions. Norma also to ask her daughter to see if she would be interested in offering a craft session. Barbara mentioned someone who has just moved to Clara Vale and does willow bird feeders. She will contact her to see what she could offer and what her terms would be. Bring It was suggested to buy craft materials up front ready to use in summer. Linda to compile a list of possible materials needed.
- c) **Annual Fire extinguisher check** - due sometime in April. To use previous company but needs to be coordinated with the time the Café is open as they need to come in and check extinguishers. Alternatively, if they give us a date someone can be available to open Pavilion up. Laura to get in touch with them.
- d) **Remembrance soldiers £325 for pair** – Barbara it was not in favour of buying these as she felt it was not in keeping with what we do and the money could be better spent elsewhere. Caroline noted that it fits in with heritage only. It was voted that something should be put up to replace the damaged one in the horseshoe. Laura suggested she contact Freddie Holliday with regards to possibly constructing a stone remembrance item instead of solders although this may turn out to be more expensive, however due to this fact and after discussions it was decided not to approach him. The metal solders are to be bought with a view to install before VE Day (8th May) and contact Gateshead Council for a quote to fit these. Kathryn to be contacted to see if she could get a price. It was decided to keep them in front of church with their permission. Laura to order them.

- e) **Printer** – this has been brought to Pavilion by Caroline but still waiting for Chris to install it.
 - f) **Tyne Valley Entry** – previous content is free using up the required number of words available and advertised on a monthly basis. It was suggested we review this and put more current content on it and possible pay for more words to advertise what we offer. However, after discussions, it was decided that the words should be looked at and updated now but to then be left as it is as we advertise in other ways such as Facebook, Website, Notice Boards etc.
 - i) **Environmental issues** - Greenside Solar Farm and Thompsons proposed entry route - Caroline suggested we keep an eye on this type of thing and look for a way to become involved or how to be informed in this and other environmental issues that will affect our area. It was suggested that these issues should be brought to the meetings then decide if a designated person should be appointed to go to any relevant meetings, then report any feedback.
 - g) **Pop-ups** – Caroline has been in touch with Janet as well as Holly who is keen to bake. She will get back to them with a date to meet and organise. She is still waiting for a response from Pickle Palace as to whether they would be interested.
 - h) **Council Letters** – Caroline has prepared a draft letter to Gateshead Council with regards to lack of communication and help with regards to such things as storage shed and planning application. Each Trustee to read and give opinion. Caroline to send out draft through email to everyone to give feedback.
 - i) **Egg Letters** - Letters to be sent out by Caroline or Rachel about 3 weeks before to ask for Easter Eggs which can be dropped off at Tamaras, the Pavilion or can also be collected. It was also suggested to do a general shout out thanking local businesses who have donated rather than trying to contact them individually as the process of collecting that information would be too difficult.
 - j) **New volunteers** – posters showing events we are planning so that people can be aware of what is happening and decide if they want to join in. Volunteers urgently needed to run the café in order for it to open. Linda to email volunteers from list on Our Villages email to see if anyone would be available to help at café or any other events. Linda to also do a monthly Rota and put on names that are happy to commit. Stock to be offered was also discussed.
- 3) Review of regular activities:**
- a) Litter Picking – No updates.
 - b) Gardening – No updates. With Susan withdrawing as Trustee a way needs to be found to get updates from her before each meeting. Linda to email or ring her before each meeting in future for updates.

- 4) **Community Garden Update:** There is a meeting next week. Liz Twist and Kathryn were enlisted in helping with the possibility of having a temporary gate which would enable in the assessment of the impact it would have and according to the outcome to determine if a more permanent gate could be put in. Barbara had a conversation with Liz Twist at the Fair and was informed it has been allocated to a case worker called Sheila in her office. Barbara has emailed Kathryn as well as their website but had nothing back in response. It was noted that as to whether the actual proposal had been put to the council and this is what we need an answer to. Barbara to ring case worker to try and find out what is happening before next Community Garden meeting.
- 5) **Upcoming Events:** Book Club and Easter Egg Hunt is in hand. Julie to send out emails to previous stall holders in preparation for Crawcrook Fair on 13th September.
- 6) **Greenside Update:** It was noted that there is not much possibility for Volunteers from Greenside as they now have a community orchard with an active group around that as well as holding events there. It was suggested asking Greenside to take on the Christmas Lights now. Caroline is quite happy to go and talk to them about this. Julie has talked about putting on a Christmas Fair at the Cricket Club but more volunteers would be needed from both Crawcrook and Greenside.
- 7) **A.O.B:**
- a) Open Meeting – Caroline mentioned that if you are a Newcastle Building Society account holder one of the things you get with the account is access to someone who comes out and talks about scammers. Caroline is waiting for staff member to get back to her about this and will follow up.
 - b) Web Design – Web site nearly finished. Waiting for pictures and small bio from some of Trustees.
 - c) Due to the fact that Laura now cannot do a full meeting on a Tuesday it was decided to change the meeting day back to the first Wednesday for future meetings.
 - d) Member of staff approached Caroline in Coop and said they would be interested in having a stall. Information was passed on to her. To come back to this at a later date.
- 8) **Date and time of next meeting(s):**
- a) Next scheduled Trustees meeting – Wednesday 2 April at 7pm in Crawcrook pavilion.