



TRUSTEE'S MEETING

7.00 p.m. Wednesday 7th May 2025

held at Crawcrook Pavilion

MINUTES

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

Finance Report	Up to 30/04/25					
Bank Account Balance	£ 9,924.54					
Petty Cash Balance	£ 556.15					
Total Funds	£ 10,480.69					
Restricted Funds	B/F 1.12.2024	Income 2024/2025	Spent 2024/2025	Balance	Comments	Actions
Lights Crawcrook & Greenside	£ 2,083.76	£ 271.15	-£ 24.60	£ 2,330.31	2023 bill was £3,375 split £2,550 Crawcrook and £825 Greenside	
Crawcrook Fair 2024	£ 2,098.46		-£ 200.00	£ 1,898.46	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	Calendars cost £198 to produce
Crawcrook Fair 2025		£ 310.00	-£ 21.00	£ 289.00		
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)	
Easter Eggs 2025		£ 589.02	-£ 50.00	£ 539.02	Easter Egg scavenger hunt 2025	
Postcode Lottery Grant - Pavilion, Fence and Green improvements	£ 2,849.83		-£ 2,523.60	£ 326.23	Postcode Lottery Grant to cover bowling green benches, lawnmower, Pavilion roller shutter refurbishment, play area fence and Pavilion seating area	Deadline extended to end of June 2024 - Due to delays with Gateshead Council fence installation November 2024
Asda Community Fund	£ 800.00		-£ 380.69	£ 419.31	Asda Grassroots grant received November 2024 to cover materials to deliver subsidised arts & crafts sessions	
LCF Fund 2025		£ 250.00		£ 250.00	Grant received March 2025 towards refurbishment of Pavilion toilet	
Co-op Community Fund 2024/2025	£ -	£ 500.00		£ 500.00	Co-op community fund grant for Pavilion toilet facility improvements. £500 stage payment received March 2025.	
Restricted Funds				£ 7,375.71		
Community Café		£ 202.24	-£ 451.38	-£ 249.14	Community Café takings and purchases	
Pavilion and Green Hire Income	£ 255.95		-£ 255.95		Income from hire bookings	
Pavilion running expenses			-£ 86.65	-£ 86.65	Insurance, Utilities and sundries	
Pavilion & Green subtotal		£ 458.19	-£ 538.03	-£ 79.84		
Unrestricted Funds				£ 3,104.98		

Notes to financials:

- The largest part of our restricted funding is still for last year's Christmas Lights and Summer Fair.
- There is still approximately £500 left in the community garden fund. As this was raised by Denise and not a grant there is no urgency in spending. Barbara suggested using some of this for large planters to be put around the garden. **(Action BW)**.
- The Easter Egg Hunt made about £330 which consisted of the actual hunt as well as the café takings. It was decided to put this profit into the general unrestricted fund.
- The café at the moment is in deficit with spending more on stock. However, during the course of the year, the café still makes money, especially during the summer period, albeit only a few hundred pounds. It was noted that the crisps were not selling and a lot were coming to their expiry date so a suggestion of reducing them to £0.40p was put forward. It was also suggested to take some to the Community Coffee morning.
- Postcode Lottery grant update - £326.23 remaining and has dropped from £2500 from last month as we have bought the storage unit for the bowling green. It was suggested to use what is left on supplies (ie plants etc) for when Emmaville have their next event (see 1c below).
- The rest of the money left is the Asda funding and what is needed for the disabled toilet. The Asda funding is to cover craft sessions. Matt is doing graffiti sessions in half-term week – 1 Adult and 2 Children's. The whole wall of the Pavilion is also going to be renewed and Laura suggested something with a wildlife and nature theme. A large amount of the fund will then be used for paint.

1) Crawcrook Pavilion & Green:

- a) The shed will be delivered week commencing 2nd June and will be erected on site. Helpers will be needed to put shed up. The council has asked for the other compound shed to be emptied as they are waiting to demolish it but they have been informed that it can't be done until the new shed is installed when delivered in June. We then will hand back the keys, do a sign off before they demolish it. Concern was voiced about the electrics being in the compound but Laura spoke to solicitor who thinks there shouldn't be a problem.
- b) Laura to ask Chris for planning update. **(Action LC)**.
- c) Emmaville has been in touch with Chris about doing more in the bowling green. Dates are waiting to be confirmed. **(Action CB)**.
- d) Barbara mentioned that she knows someone who does willow weaving and willow bird feeders so would approach her to see if she would be interested in doing something in the Autumn. It was suggested that she could do something with children and create something to hang around fencing. Something for adults such as obelisks was suggested. Barbara to get in touch with her and make enquiries. **(Action BW)**.
- e) Barbara and Caroline attended a meeting that was held at Barmoor Hub. The speaker at that meeting was Mark Shilcock who works for Connected Voices and

spoke about how they are there to provide support to small voluntary charity organisations. They also have a website called Our Gateshead where we have a page on there about our charity. We have had a couple of bookings from this website in the past. It was suggested inviting him to demonstrate a bit about how to use this website.

- f) Help with the new shed being delivered in 2/3 weeks week commencing 2nd June. **(Action All)**.
- g) Sleepers to put shed on needs to be ordered. **(Action CB)**.
- h) Book Club now has 12 people attending. It seems that this was more popular than the author session. Kathryn spoke to library who then did a feature about the books being used in the club.
- i) Easter Event this year didn't seem to attract as many children and if the fact that it was on a Sunday and not the Easter weekend that affected numbers. Rachael and Becky who run the event have said they will try and do the event on Easter weekend next year if they can. Overall, however it went well.
- j) Community Garden Coffee Morning – Saturday 17th May 2025 10 – 12. Kathryn is doing a poster and will be baking. Denise has also asked the church people to bake. Barbara has done a bit of weeding in the stumpery in the garden. It was noted that Denise and her husband seems to do most of the work and more volunteers are needed to share the workload.
- k) It was suggested that the SEN Katy Folan be contacted about the raised bed as it didn't seem to be used at moment. Laura mentioned that she had been in touch with her a couple of months ago and was informed that it would be used once the nicer weather came, they had quite a few activities planned with the children there. Laura to get in touch and remind her again. **(Action LC)**.
- l) It was noted that the bed used by St Agnes was doing really well and all planed up with herbs. Laura has spoken to Veronica at Emmaville who said they usually do something through the summer term and have gardening clubs. **(Action LC)**.
- m) Remembrance Soldier now in place.

2) Review of regular activities:

- a) Litter Picking - no new updates.
- b) Gardening – Barbara to contact Carol and Angela to see if they will be available in future. **(Action BW)**.
- c) Volunteering – 1 new volunteer walked in to the café asking to help with gardening. Chris took his number and told him the gardening angels usually meet at the park on a Monday morning. It was suggested that there needs to be someone to coordinate any future volunteers as well as a point of contact before making a shout out for new volunteers.

3) Community Garden Update: No updates.

- 4) **Upcoming Events:** Crawcrook Fair Chris has contacted Mick for bar and Tony for bouncy castles. Still waiting for DJ to get back to him. It was suggested putting out a vertical banner at the fair which shows a bit about what we do. This could also be placed outside of the café when open as well. Julie to arrange a meeting to settle everything that is needed. Later on, nearer the day recruit relevant volunteers. There are about 7 or 8 stalls that haven't been filled yet. There are about 5 charity stalls booked in. **(Action JG)**.
- 5) **Greenside Update:** Take this off for future minutes. **(Action LCH)**.
- 6) **A.O.B:**
- a) Action Tracker – Actions need to be updated. **(Action All)**.
 - b) Date needed for AGM. Ideas needed for speaker for next AGM. A suggestion of "Thompsons" was put forward. **(Action All)**.
 - c) Kathryn spoke to Garry Stamp about community access gate, going to start the process afresh. **(Action KH)**.
 - d) Craft club and book club posters on display in the notice board. Crawcrook library is displaying the book club poster and doing a display piece around it.
 - e) Chris put forward a suggestion about selling OV merchandise online. To be discussed further.
- 7) **Date and time of next meeting(s):**
- a) Next scheduled Trustees meeting – Wednesday 4th June at 7pm in Crawcrook pavilion.