



TRUSTEE'S MEETING

7.00 p.m. Wednesday 1st April 2026

held at Crawcrook Pavilion

MINUTES

- 1) **Present:** Chris Beer, Norma Blackith, Linda Chappell, Laura Clark, Shaun Edge, Julie Gavin, Christine Rutter.
- 2) **Apologies in advance:** Barbara Williams.
- 3) **Did not attend:** Kathryn Henderson.
- 4) **Acceptance of minutes of previous meetings held on 4th March 2026 (circulated via email).** Yes.
- 5) **Financial matters:**
 - a) Finance report: (LC)

Bank Account Balance	£	6,307.78								
Petty Cash Balance	£	433.17								
Total Funds	£	6,740.95								
Restricted Funds	B/F 1.12.2025	Income 2025/2026	Spent 2025/2026	Balance	Comments	Actions				
Lights Crawcrook & Greenside 2025	£	376.75	£	118.95	-£	495.70	£	-	Money from collection tins	
Lights Crawcrook 2026	£	-	£	22.05	£	22.05	£	22.05	Money from collection tins	
Community Garden	£	602.53			£	602.53	£	602.53	Money raised from fundraising events	
LCF Fund 2025 A	£	250.00			-£	232.96	£	17.04	Grant received March 2025 towards refurbishment of Pavilion toilet	
LCF Fund 2025 B	£	187.44			£	187.44	£	187.44	Family Fun Day grant	
Co-op Community Fund 2024/2025	£	2,031.97			£	2,031.97	£	2,031.97	Co-op community fund grant for Pavilion toilet facility improvements. £500 stage payment received March 2025, balance received October 2025.	
Restricted Funds	£	3,448.69	£	141.00	-£	728.66	£	2,861.03		
Fundraising (Unrestricted)	B/F 1.12.2025	Income 2025/2026	Spent 2025/2026	Balance	Comments	Actions				
Crawcrook Fair 2024	£	223.00			-£	223.00	£	-	Crawcrook Fair 2024 - Money raised towards Christmas lights and other community improvements	£1551.69 used from Crawcrook Fair 2024 for lights
Christmas Fair 2024 & Calendars	£	272.35			-£	272.35	£	-	Christmas Fair 2024 & Calendars - Money raised towards Christmas lights and other community improvements	Calendars cost £198 to produce
Crawcrook Fair 2025	£	2,763.72			-£	2,763.72	£	-	Crawcrook Fair 2025 - Money raised for general community improvements	
Easter 2025	£	539.02			-£	501.79	£	37.23	Easter Egg scavenger hunt 2025 and income from knitted novelties	
Christmas 2025			£	289.44	-£	289.44	£	-	Income from knitted novelties	
Crawcrook Fair 2026			£	440.00	-£	21.00	£	419.00	Crawcrook Fair 2026 - Money raised for general community improvements	
Easter 2026			£	-	-£	115.80	-£	115.80	Easter Egg scavenger hunt 2026 and income from knitted novelties	
Fundraising Funds (Unrestricted)	£	3,798.09		729.44	-£	4,187.10	£	340.49		
Community Café			£	4.42	-£	15.96	-£	11.54	Community Café takings and purchases	
Pavilion and Green Hire Income			£	799.69	£	-	£	799.69	Income from hire bookings	
Pavilion running expenses			£	-	-£	80.00	-£	80.00	Insurance, Utilities and sundries	
Pavilion & Green subtotal			£	804.11	-£	95.96	£	708.15		
Unrestricted Funds							£	3,879.92		

Notes to financials: There was some movement this month. We have paid for the Christmas Lights for Crawcrook as well as Greenside in 2025. By the time the fair and other events have taken place there should be enough to pay for the Christmas Lights in 2026. KH and CB asked LC to apply for funding for the Family Fun Day event last year. As the event didn't take place the funding is now sitting there and needs to be used before 12th August 2026. Quotes also need to be applied for in order to complete the toilet facility and use relevant funding from the Coop before August 2026. **(Action CB)**.

1) Crawcrook Pavilion & Green:

- a) It was suggested that the Pavilion needs painting with a good tidy up to make it more appealing as a café.
- b) Bowling green - Christine informed us that the maintenance is coming along. She needs a lawn mower and strimmer in order to complete some of the work. It was noted that we did have a strimmer and someone had borrowed it. Judy to be asked if she has it. **(Action LCH)**. The lawn mower could be bought and taken from unrestricted funds. Around 50 uprights are also needed to put hedge in which work out at around £5 each. She visited Mickley Garden Centre and spoke to someone there who informed her that we may possibly have a trade card which gives us 10% off items from there. Judy or Barbara may have the card if not Mickley said they could issue us with one.

Christine informed us that she has stored the gardening tools at the front of the storage unit for easy access with room for the lawn mower when purchased. Chris mentioned to her that when more funding is available another smaller storage unit could be purchased for the gardening tools only. She has said when the working area within the bowling green is available it could be placed there offering more security. Shaun has applied to Thompsons for funding as they need to give back to the community.

Laura has applied to Rowntrees for £5,000. She can also apply to the Lottery but will need to prove that our landlord consents to improvements. **(Action LC)**. She has written to the Council with this request and is waiting to hear. Chris to chase up. **(Action CB)**. The concern was that the council may not be happy about cementing any posts but for health & safety reasons this is a must.

Emmaville School council have asked if they can be involved when there is an opportunity for the children to do something. Christine asked if they are to be involved do we supply the seeds, pots and compost. It was noted that we would normally pay. The bed and position of the sunflowers is still being decided as the balls from the basketball area is often kicked in the area first thought of. It was mentioned that there are things that can be put in just now that won't cost much such as a herb area or rhubarb bed. Once the polytunnel put up a shout out on Facebook could be made for cuttings from other plants.

Staff from Network Rail are keen to help out with a couple of joiners who could make compost bins and possibly put up the posts.

Christine has managed to get 3 volunteers from her workplace to help with the bowling green.

2) Review of regular activities:

- a) Litter Picking - No update
- b) Gardening - Library carpark was done but Judy has struggled getting the long border and old people's bungalows done. It was suggested that the long border be incorporated into the bowling green maintenance from next season once Christine has found out what planting is within it. Judy to be notified and asked if she can continue with its upkeep for this season. **(Action LCH)**. Margaret to be informed that we are now not taking responsibility for St. John's beds in greenside. **(Action CB)**.
- c) Volunteering - No updates.

3) Community Garden:

- a) Laura has contacted all the raised bed owners who had a 2-year lease to check if they want to carry maintaining the beds. Three so far have replied. St Agnes hasn't replied yet. A table is to be bought for the children to draw on with maybe another bench depending on funding. There will be another coffee morning May/June time once Denise gets back from holiday. Laura has to step back from this due to time constraints but is happy to do the admin side of it.

4) Upcoming Events:

- a) Animal Fun Day & Food Festival 15th August – It was noted that any money made from this event could go into the bowling green. The lack of volunteer is an issue as to whether it can be run or not as well as how close it is to the Crawcrook Fair. It was also noted that this had not been discussed with other Trustees beforehand in order for them to make a decision on this. A vote was made and passed. It was noted however that future events should be discussed beforehand with other Trustees.
- b) Crawcrook Fair – Shaun has contacted relevant people such as a DJ which was discussed at last meeting. The future date of the fair is to be discussed at a later date.

5) A.O.B: Rebranding of charity.

- i) Logo needs changing.
 - ii) Donation tins need re-issuing.
 - iii) Anyone who we deal with needs to be contacted about the change.
 - iv) Facebook announcement. **(Action LC)**.
 - v) Webpage announcement. **(Action LCH)**.
 - vi) Posters.
 - vii) An open public meeting needs to be held to inform public of the change.
 - viii) Article of association and other document need changing. **(Action LC)**.
- Chris has about 4-6 volunteers from Network Rail willing to help with things such as installing posts, repainting outside of pavilion, de-weed and general tidy up. A date is to be sorted. **(Action CB)**.
 - Shaun asked for further details of the objects, vision and values which was explained to him. It was also suggested that event leads be brought back.

6) Date and time of next meeting(s):

- a) Next scheduled Trustees meeting – Tuesday 12th May 2026 at 7pm in Crawcrook Pavilion.