



## **TRUSTEE'S MEETING**

**7.00 p.m. Tuesday 3<sup>rd</sup> October 2023**

**held at Crawcrook Pavilion**

### **MINUTES**

- 1) **Present:** Chris Beer (Chair), Laura Clark (Treasurer), Caroline James, Barbara Williams, Norma Blackith, Derrick Marrs, Sharon Dodds, Sue Welch, Matt Broderick and Penny Laverick.
- 2) **Apologies in advance:** Stuart Lowerson, Kathryn Henderson,
- 3) **Did not attend:**
- 4) **Acceptance of minutes of previous meetings held on 5<sup>th</sup> September 2023.** The committee confirmed acceptance of the previous meeting minutes. Laura to upload to the website (**Action Laura**).
- 5) **Financial matters:**
  - a) Finance report and grant funding update: (LC) – Laura gave an update on the financial positions of each grant fund. It was noted that Our Villages have been successful in this round of Operation Payback funding and will receive a grant of £750 to be used to fund classes/activity session in the pavilion and on the green.

Finance Report		Up to 30/09/23				
Bank Account Balance	£	27,865.05				
Petty Cash Balance	£	167.25				
<b>Total Funds</b>	<b>£</b>	<b>28,032.30</b>				
Restricted Funds	B/F 1.12.2022	Income 2022/2023	Spent 2022/2023	Balance	Comments	
Lights Greenside	£ 832.55	£ 173.77	-£ 535.00	£ 471.32	Final bill £2300 (inc. £500 councillor contribution). Bill states £2,050 Crawcrook and £250 Greenside however £500 contribution has been deducted from Greenside cost and should have been split. Therefore Crawcrook cost £1800 and Greenside £500.	
	£ 1,895.35	£ 759.69	-£ 1,833.00	£ 822.04		
Lights Crawcrook & General		£ 3,312.61	-£ 1,006.87	£ 2,305.74	Final fair expected £2,755.74	
Crawcrook Fair 2023	£ 2,386.50	£ 2,084.32	-£ 2,134.34	£ 2,336.48	Donations from AkzoNobel (£1k), Essity (£0.2k), Thompsons of Prudhoe (£0.5k), Denise's fundraising (£0.7k) and Barbour Foundation (£2k)	
Community Garden						
Jubilee Lottery Community Fund	£ 105.22		-£ 160.00	-£ 54.78	For Jubilee Event (£1450) and Mural (£500)	
Offset to unrestricted funds				£ 54.78		
Arnold Clark Community Fund	£ 438.95		-£ 442.73	-£ 3.78	£1000 to cover Pavilion interior display boards/photos, cleaning, storage & sundries	
Offset to unrestricted funds				£ 3.78		
CCTV, Fence & Pavilion Fund		£ 1,170.62	-£ 1,170.62	£ -	Crawcrook Tandoori Night income £690, £180 Easter knitted novelties and £231.90 from Easter Egg Hunt. £72.17 Paypal giving.	
Pavilion Improvements (CF CIL grant)		£ 9,113.00	-£ 9,113.00	£ -	Community Foundation (Community Interest Levy) grant to cover Pavilion refurbishment works in line with cost schedule.	
Postcode Lottery Grant - Pavilion, Fence and Green improvements		£ 19,129.00	-£ 7,059.00	£ 12,070.00	Postcode Lottery Grant to cover bowling green benches, lawnmower, Pavilion roller shutter refurbishment, play area fence and Pavilion seating area	
Sculpture Trail Crawcrook Park		£ 1,000.00	£ -	£ 1,000.00	Council funded £500 and Tesco Fund £500	
National Lottery Community Fund		£ 10,000.00	-£ 3,959.06	£ 6,040.94	£10,000 awarded June 2023 to cover seating area, fence, storage and café counter additional	
<b>Restricted Funds</b>				<b>£ 25,046.52</b>		
Community Café		£ 1,522.27	-£ 995.01	£ 527.26	Community Café takings and purchases	
Pavilion and Green Hire Income		£ 243.75	£ -	£ 243.75	Income from hire bookings	
Pavilion running expenses		£ -	-£ 855.51	-£ 855.51	Insurance, Utilities and sundries	
<b>Pavilion &amp; Green subtotal</b>		<b>£ 1,766.02</b>	<b>-£ 1,850.52</b>	<b>-£ 84.50</b>		
<b>Unrestricted Funds</b>				<b>£ 2,985.78</b>		

## 6) Crawcrook Pavilion & Green – Pavilion Subgroup Lead is Laura Clark

- Pavilion works – Joiner works – the joiner will complete the lowering of the café counter, fit the kitchen plinths and fit a ramp inside the pavilion early October.
- Community Café update – Derrick and Sharon have agreed to take the lead on organising and managing the Pavilion Pantry Café. Chris will arrange a meeting with Kathryn, Sharon, Derrick, Laura and any willing café volunteers to decide on the food offering, cleaning schedule, rota management, opening hours etc for the winter period (**Action Chris**).
- Pavilion and Green hire (LC) – The chair yoga is the only regular hire currently. The Library rhyme time group have expressed an interest to hire the pavilion in the new year as the Library will be unavailable. Caroline is also going to suggest to the Library history group that they could hire the pavilion for their meetings whilst the Library is unavailable (**Action Caroline**).
- Bowling Green update (LC) – Session to be organised to tidy up the bowling green including digging over the flower beds, replanting and removing the broken benches. Chris is going to ask Network Rail for available volunteers. It was suggested that Tarmac may also support with volunteers. (**Action Chris**).
- Fence Update and meeting Kevin Hills (CB) Chris, Kathryn and Kath McCartney met Kevin Hills to discuss the fence and other park matters. Kevin has agreed to provide a quote for Gateshead Council to provide and fit a new fence around the young children's

play area. Our Villages could also source and fit the fence if we find a suitable contractor. The lower branches of the trees are also to be cut back.

- f) Classes Pavilion/Green (LC) – Suggested to look into running sessions in the Pavilion and on the Green once the better weather returns subsidised by the Operation Payback fund in order to make them free to the attendee. Options to consider are First Aid, Police Home Security, Fire Safety, Sign posting local clubs and sports groups, Board Game evenings/afternoons, adult graffiti art classes, DJ introduction.

## 7) Review of regular activities:

### a) Litter Picking:

- i) General Update (SL) – Deferred to November meeting.

### b) Gardening:

- i) General update: (SW) – Lots of progress made, the pinfold has been renewed for the winter season and the tubs are looking lovely. Noted that some members of the public still believe that Gateshead Council are maintaining the flower beds around the park and village, further social media posts are to be made to highlight the volunteer efforts of the Gardening Angels (**Action Laura/Chris**). It was also suggested by Sue that the 3<sup>rd</sup> rose bed should be replaced with turf or lower maintenance planting. Penny suggested a fernery and rockery. The rocks from the play area were put aside in the compound after the play area equipment was replaced, Our Villages are free to use them. Penny is happy to update the bed once it's been cleared. (Action Penny).

## 8) Community Garden Update (LC/BW)

- a) Update on progress and volunteer morning (LC/BW) – The volunteer morning was very successful with a small group from Newcastle Building Society working on clearing the seating area and improving the stumpery area. A further volunteer session is planned and if there is time and volunteers available it was suggested that the volunteers clear the rose bed and start on the bowling green. The diocese are going to fund the benches for the seating area. 1 raised bed is being maintained by Emmaville school and the vegetables are growing strong. St Agnes have yet to commence maintenance of a bed. The remaining beds will be offered to local families/groups to maintain for 2 years. It was suggested the Willows nursery might be interested.
- b) Access issues and gate (LC/BW) – Gateshead Council have refused a path and gate access to the garden. Councillor Kelly confirmed he was not supportive of the community garden groups request and suggested Our Villages had documentation about the access request. Paddy (Greenside Parish administrator) is to request a meeting with the 3 ward councillors to discuss further. It was suggested that more could be done to advertise the garden with signage or a decorative arch if a new gate access is not granted.

## 9) Upcoming Events – Event Subgroup Lead is Chris Beer

- i) Autumn Fair – Greenside Community centre date 18<sup>th</sup> November 2023 (CJ)  
Post to be made on Facebook to request raffle, tombola and bottle stall refreshments, donations can be left at the Pavilion during café hours or with Derrick. (Action Laura). It was noted that we have a good selection of stalls booked and only a few spaces remaining for stall holders.
- ii) Halloween crafts/activity trail Tuesday 31<sup>st</sup> October 1-3pm (LC) – Suggested to have Halloween themed cakes and pumpkin lattes for sale in the café.

- Derrick and Sharon offered to help with the café. Laura to design a Halloween trail. Suggested to do peanut butter bird feeder activity and other Halloween activities. Barbara, Laura, Derrick and Sharon confirmed they can help out.
- iii) Christmas Lights Switch on (CJ/CB) – Crawcrook light switch on is planned for 6<sup>th</sup> December. Greenside date to be confirmed (**Action Caroline to follow up**).
  - iv) Christmas Grotto @ Pavilion – cake/coffee with Santa, stories with Santa (LC) – Suggested to hold the event one Monday in December when Laura and Chris are available. The morning session will be aimed at younger children with Santa reading Christmas stories and Christmas activity. Afternoon session to coincide with school closing. Christmassy refreshments to be served. (**Action Laura and Chris to decide date**).

10) **A.O.B.:**

- i) Compound clear out and alternative storage (CB) – Gateshead Council will take away rubbish, suggested to coincide with clearing the bowling green to take away the broken benches and garden waste at the same time. Date to be confirmed (**Action Chris**).
- ii) Sculpture Trail (LC) – Kevin Hills has agreed that Our Villages can proceed with the brass rubbing nature boards. Laura to provide a map with the trail board locations and a copy of the consent form signed by Gavin Milne (**Action Laura**).
- iii) New Trello App – Introduction and Purpose (CB) – Chris explained the Trello app and the Our Villages boards. Access to be granted to users.
- iv) Christmas meal for volunteers (All) – Chris has confirmed with Hildrew’s café to have a Christmas buffet Tuesday 12<sup>th</sup> December from 6.30pm, cost of £12.50 per person to be paid to Chris by 15<sup>th</sup> November (**Action All**).
- v) Duke of Edinburgh volunteering (LC) – Holly Shirazi has contacted Our Villages as her daughter is interested in volunteering as part of her Duke of Edinburgh project. Suggested she could help at the Christmas fair and/or Christmas lights switch on event. Laura to follow up (**Action Laura**).
- vi) Christmas tree festival – Judy and Sue have suggested decorating the Our Villages tree with a watering can and stars. Judy is willing to run a craft session in the pavilion to create the decoration – date confirmed as Tuesday 21<sup>st</sup> November 10am-12pm in the Pavilion. Refreshments will be available. Advert to be posted on Facebook nearer the time (**Action Laura**).

11) **Date and time of next meeting(s):**

**Next scheduled Trustees meeting** - Tuesday 7<sup>th</sup> November 2023 at 7.00 p.m. to be held in Crawcrook Pavilion.