



**TRUSTEE'S MEETING**  
**7.00 p.m. Wednesday 4<sup>th</sup> March 2026**  
**held at Crawcrook Pavilion**  
**MINUTES**

- 1) **Present:** Linda Chappell, Laura Clark, Julie Gavin, Christine Rutter, Barbara Williams.
- 2) **Apologies in advance:** Chris Beer, Norma Blackith, Shaun Edge, Kathryn Henderson.  
 Note: Matthew Broderick has stepped down as Trustee. To be removed from WhatsApp group. **(Action JG)**.
- 3) **Did not attend:**
- 4) **Acceptance of minutes of previous meetings held on 4<sup>th</sup> February 2026 (circulated via email).** Yes.
- 5) **Financial matters:**
  - a) Finance report: (LC)

Bank Account Balance	£	10,321.42						
Petty Cash Balance	£	544.12						
<b>Total Funds</b>	<b>£</b>	<b>10,865.54</b>						
<b>Restricted Funds</b>	<b>B/F 1.12.2025</b>	<b>Income 2025/2026</b>	<b>Spent 2025/2026</b>	<b>Balance</b>		<b>Comments</b>		
Lights Crawcrook & Greenside 2025	£	376.75	£	118.95	£	495.70		
Community Garden	£	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	Family Fun Day grant
Co-op Community Fund 2024/2025	£	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.
<b>Restricted Funds</b>	<b>£</b>	<b>3,448.69</b>	<b>118.95</b>	<b>-£</b>	<b>232.96</b>	<b>£</b>	<b>3,334.68</b>	
<b>Fundraising (Unrestricted)</b>	<b>B/F 1.12.2025</b>	<b>Income 2025/2026</b>	<b>Spent 2025/2026</b>	<b>Balance</b>		<b>Comments</b>		
Crawcrook Fair 2024	£	223.00			£	223.00	Crawcrook Fair 2024 - Money raised towards Christmas lights and other community improvements	
Christmas Fair 2024 & Calendars	£	272.35			£	272.35	Christmas Fair 2024 & Calendars - Money raised towards Christmas lights and other community improvements	
Crawcrook Fair 2025	£	2,763.72			£	2,763.72	Crawcrook Fair 2025 - Money raised for general community improvements	
Easter 2025	£	539.02			£	539.02	Easter Egg scavenger hunt 2025 and income from knitted novelties	
Christmas 2025		£	289.44		£	289.44	Income from knitted novelties	
Easter 2026		£	-	-£	37.80	-£	37.80	Easter Egg scavenger hunt 2026 and income from knitted novelties
<b>Fundraising Funds (Unrestricted)</b>	<b>£</b>	<b>3,798.09</b>	<b>289.44</b>	<b>-£</b>	<b>37.80</b>	<b>£</b>	<b>4,049.73</b>	
Community Café		£	1.47	-£	11.97	-£	10.50	Community Café takings and purchases
Pavilion and Green Hire Income	£	634.70	£	-	£	634.70	Income from hire bookings	
Pavilion running expenses	£	-	-£	60.00	-£	60.00	Insurance, Utilities and sundries	
<b>Pavilion &amp; Green subtotal</b>	<b>£</b>	<b>636.17</b>	<b>-£</b>	<b>71.97</b>	<b>£</b>	<b>564.20</b>		
<b>Unrestricted Funds</b>					<b>£</b>	<b>7,530.86</b>		

**Notes to financials:** Fair money coming in and will reflect in March's report. Other than that, not a great deal of movement. Laura has applied for the grant that Shaun mentioned last meeting which had a deadline of March. She has applied for £25,000. They came back and asked for financial statements which were already attached but were sent off again. Now just waiting to hear to see if it has been approved. Small change from the donation tins have been taken to bank.

### 1) Crawcrook Pavilion & Green:

- a) Hope for Hedgehogs has asked to run the Café every Thursday. Takings from the till will go to Our Villages and sales from Hope for Hedgehogs items go to themselves. It will run from 12<sup>th</sup> March every Thursday.
- b) Café opening times – BW asked if running the café fitted in with our charitable objects which came to light from the questions asked when submitting the form for the name change of Our Villages. It was noted however, that running the Café is helping raise funds for other events. It was agreed to change the opening times from 2.30pm – 4pm rather than the previous 4.30pm as not many people come in after 4pm. Wednesday and Friday now need to be covered. JG mentioned that she will be retiring in May so could cover the Friday sessions once retired. Caroline's friend Liz has indicated she might be interested as well as someone who runs the tombola at the Fair. Both to be contacted. **(Action BW)**.  
A post to be put on Facebook and within our WhatsApp groups to see if any volunteers would be available. The post to include how simple the tasks are with no food preparation being part of the tasks. **(Action LC)**. It was mentioned that the café was not the nicest to sit and not giving café vibe due to the amount of clutter being stored there rather than in the storage container on the green. The chairs were also mentioned about not being comfortable as well as the fact that whoever uses the area for crafts/events etc were not cleaning up after their session had finished.
- c) Bowling green - Christine informed us that she has placed her tools and equipment she needs for the green at the front of the storage container to make access easier for her while working on the green. She mentioned that people passing have been asking what she was doing and managed to get a couple of people in helping her. Christine attended the volunteering event in order to contact Hope for Hedgehogs who have said not to put any hedgehogs in as it is too near the main road. However, it was fine to put in a box for any who may wander into the green. She also spoke to SENDs to get advice on relevant sensory items.

### 2) Review of regular activities:

- a) Litter Picking - No update
- b) Gardening - Gardening Angels started gardening again working on beds in front of Holy Spirit. Tubs and barrier baskets were fine but the Library, Pinfold and Marchetti needs tidying up. Margaret from Holy Spirit has said she doesn't think she will be able to continue the beds in Greenside but this won't be in our remit once our name has changed. It was noted that the lack of help was detrimental to the community garden behind the church and has basically been left to Denise to keep tidy. The agreement for the beds is also due to expire – LC to look into it. **(Action LC)**.
- c) Volunteering - Proposed volunteer by Judy for gardening didn't show up. Caroline and Kathryn attended the volunteering event at The Old Cross but was found to be a missed opportunity due to lack of resources not being available to give out to attendees of the event. If this type of event is to take place in the future it was noted that as Trustees, we must make sure that there are suitable resources available. **(Action All)**.

**3) Upcoming Events:**

- a) Crawcrook Fair – JG expressed concerns about the location of stalls etc around the park bearing in mind the bowling green is being overhauled and may not be available as previously. To discuss with CB. **(Action JG/CB)**. JG has mentioned that the run up and organising of the fair is now quite stressful and a suggestion of some of the tasks being shared out was given. JG to allocate tasks out when needed. **(Action JG/All)**.
- b) Kathryn has previously mentioned she wanted to run another food event linked to the Halloween event but there is no update as yet. She also wanted to run a making a bug hotel craft session although nothing has been confirmed as yet. LC to get in touch with her to clarify dates/times etc. **(Action LC)**.

**4) A.O.B:** BW confirmed that she has submitted the change of name to the charity commission. The form was quite detailed. She has been in touch with someone at the charity commission who has given advice and implied that this would be a modest change. It was noted that it could take up to 16 weeks to get a response back after submitting the form. **(Action BW)**.

It was asked if any quotes for the toilet was imminent and was suggested that it would be better if it was done before Crawcrook Fair. CB has been looking at quotes. **(Action CB)**.

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

- a) Next scheduled Trustees meeting – Wednesday 1<sup>st</sup> April 2026 at 7pm in Crawcrook Pavilion.