



## TRUSTEE'S MEETING

7.00 p.m. Tuesday 5<sup>th</sup> September 2023

held at Crawcrook Pavilion

### MINUTES

- 1) **Present:** Laura Clark, Sharon Dodds, Derrick Marrs, Barbara Williams, Caroline James, Stuart Lowerson, Norma Blackith, Sue Welch
- 2) **Apologies in advance:** Chris Beer, Matt Broderick,
- 3) **Did not attend:** Kathryn Henderson
- 4) **Acceptance of minutes of previous meetings held on 4<sup>th</sup> July 2023** - The minutes were accepted by the Trustees present.
- 5) **Financial matters:**
  - a) Finance report: (LC)

Finance Report	Up to 31/08/23						
Bank Account Balance	£ 25,618.72						
Petty Cash Balance	£ 94.43						
Total Funds	£ 25,713.15						
Restricted Funds	B/F 1.12.2022	Income 2022/2023	Spent 2022/2023	Balance	Comments	Actions	
Lights Greenside	£ 832.55 £ 1,895.35	£ 68.77 £ 706.14	-£ - -£ -	£ 535.00 £ 1,833.00	£ 366.32 £ 768.49		
Lights Crawcrook & General		£ 737.55	-£ -	£ 496.98	£ 240.57		
Crawcrook Fair 2023							
Community Garden	£ 2,386.50	£ 2,084.32	-£ -	£ 2,134.34	£ 2,336.48		
Jubilee Lottery Community Fund Offset to unrestricted funds	£ 105.22		-£ -	£ 160.00	-£ 54.78	For Jubilee Event (£1450) and Mural (£500)	
Arnold Clark Community Fund Offset to unrestricted funds	£ 438.95		-£ -	£ 442.73	-£ 3.78	£1000 to cover Pavilion interior display boards/photos, cleaning, storage & sundries	
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	£ 10,000.00	-£ -	£ -	£ 1,000.00	Council funded £500 and Tesco Fund £500	
National Lottery Community Fund				£ 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>£ 22,822.80</b>		
Community Café		£ 1,197.08	-£ -	£ 962.32	£ 234.76	Community Café takings and purchases	
Pavilion and Green Hire Income		£ 198.75	-£ -	£ -	£ 198.75	Income from hire bookings	
Pavilion running expenses		£ -	-£ -	£ 815.51	-£ 815.51	Insurance, Utilities and sundries	
<b>Pavilion &amp; Green subtotal</b>		<b>£ 1,395.83</b>	<b>-£ -</b>	<b>£ 1,777.83</b>	<b>-£ 382.00</b>		
<b>Unrestricted Funds</b>					<b>£ 2,890.35</b>		

In addition to the above report it was noted that the Pavilion Pantry Café is now profitable. Together with the hire income we've offset part of the £815 annual running costs and currently have a deficit of £382. By the end of the first year of operation in March 2024 we should be running at a surplus which can be reinvested in charity activities.

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

- a) Pavilion works – plumbing issues (LC) – The leaking hot water unit in the Pavilion kitchen has been reported to the council, as it was newly fitted in April 2023 it's expected to still be under warranty. It was noted that the council are not responsive to emails and the issue is to be escalated to the three ward councillors to try and get support.
- b) Community Café update – Training (KH), Warm Spaces (KH/LC) Coffee mornings/Book club. It's expected that the café will be busier now the schools are back and better weather is forecast. Café hours will concentrate on school closing time and will be reassessed at half term and once the darker nights commence. A trial offer of soup and scone lunches will be advertised to gauge interest in a lunch offering. Possible monthly/fortnightly afternoon tea pensioner specials to be considered. Derrick requested for the café volunteers to receive fire extinguisher training – Laura to look into options (**Action Laura**).
- c) Summer holiday lawn games on the green (LC) – Some families made use of the games equipment. Suggestion to have another Halloween trail and craft session to be ran Tuesday 31<sup>st</sup> October PM. Also suggested to add to the toys in the toddler toy box, some items are still in the compound but will require cleaning before use.
- d) Pavilion and Green hire (LC) – Encouraging to see a number of bookings so far, more to be done to advertise the pavilion and green for hire.
- e) Bowling Green update (BW/LC) – Suggested to use some of the grant fund ear-marked for seating on replacing the bowling green benches and installing bright and colourful picnic seating. Both to be made of recycled plastic to reduce ongoing maintenance and as an environmentally friendly option.
- f) Fence Update (CB) – Deferred to October meeting (**Action Chris to follow up**).

**7) Review of regular activities:**

**a) Litter Picking:**

- i) General Update (SL) – Generally good litter situation with not too many issues. One of the litter picking volunteers has stood down as a litter picker and noted that Greenside is lacking volunteers to cover the central areas. Laura to advertise on Facebook for more volunteers in Greenside (**Action Laura**).

**b) Gardening:**

- i) General update: (SW) – Park beds and pots are looking great ahead of the fair. Main Street has been swept. Still some planting to be done on the pinfold and Jubilee terrace. Noted there is a lot of appreciation for the efforts of the Gardening Angels. Expect to purchase 24 trays of Primroses in the coming weeks.

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

- a) Update on progress (LC/BW) – Barbara gave an update on the garden progress. The raised beds are now also in use and the first produce has been harvested (potatoes and marrows), the produce will be available for free at Crawcrook Fair.

Gateshead Council have refused a gate and access from Crawcrook Park. Paddy has engaged the three ward councillors to intervene. It's a disappointing response from Gateshead Council and the objections on antisocial behaviour and footfall increases are illogical when the park is already freely accessible 24/7.

10 volunteers from a Newcastle based building society will be attending the garden towards the end of September to work on the seating area. Some of the volunteers will also help in the bowling green to clear the beds. Refreshments will be provided by the church for the volunteers. Barbara will assist with co-ordinating volunteering activities.

Denise is unable to cut the grass in the garden at present and has requested assistance to get the grass cut in the meantime. Norma has offered to trim the grass areas (**Action Norma**).

- b) Community Foundation grant application withdrawal (LC). The application has been withdrawn at Laura's request as the application covered purchase of a path across Crawcrook Park which is no longer possible now Gateshead Council have refused access.

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

- i) Crawcrook Fair 2023 – 9<sup>th</sup> September 2023 – Separate fair planning meetings in place. Stuart will collect the radios from Apex Friday and return Monday. **Update post fair - £2,820.67 made from the fair after adjustment for all expenses incurred and to be paid and outstanding receipts. Fantastic event and lots of positive feedback.**
- ii) Autumn Fair – Greenside Community centre date 18<sup>th</sup> November 2023 (CJ) – Poster to be added on Facebook once Crawcrook Fair is over. 2 stalls already booked and paid and some more interested. Advert can be put in Tyne Valley express up until mid-October. Facebook post to advertise for Craft and Food stall holders.
- iii) Christmas Lights Switch on (CJ) - Dates to be decided depending on school availability.
- iv) Christmas Grotto @ Pavilion (LC) – Suggested to have coffee morning and afternoon tea with Santa options aimed at young children. Laura to look into possibilities (**Action Laura**)

#### 10) A.O.B.:

- i) 2023 Christmas Lights (CJ) – Kayleigh from Gateshead Council met with Caroline to discuss 2023 requirements. It isn't possible for the council to install lights on the trees at the front of the park due to access and overhead cables. OV to pursue solar lights and look into installing lights around the pavilion. A new replacement festoon will cost £400, however, it could be possible to rearrange the orientation of the lights to have more twirly types with a twirly type being cheaper than a festoon.
- ii) Compound clear out and alternative storage (CB) – Derrick confirmed the compound has been tidied and some space made. Caroline to empty her garage stuff into the compound after the fair. Alternative storage required in the long term and still hoping to receive permission to install a storage unit on the bowling green. Noted that the compound yard gates have been left unlocked for a while now and

- rubbish has been fly tipped. Laura to contact Councillor Kath McCartney to ask for gates to be locked and yard cleared of rubbish.
- iii) Sculpture Trail (LC) – Laura suggested alternative to sculptures would be 6 or 7 A4 information boards on posts which include a brass rubbing panel. An accompanying trail can be provided by the company researched which we could print and have copies in the Pavilion.
  - iv) New Trello App – Request to download App ahead of October meeting (All)
  - v) Remembrance Day – Suggested to look into poppy decorations for lamp posts on Main Street (**Action Caroline and Laura**).
  - vi) Arrange next open meeting – deferred October meeting.
  - vii) Christmas meal for volunteers – deferred October meeting.
  - viii) Christmas tree festival – we have a suitable tree just need to decide on a theme. Gardening theme suggested with mini gardening tool decorations and flowers.
  - ix) Noticeboard – One key in Pavilion till and Barbara to leave another with the Coop. Poster to be put in the noticeboard advising where to get the key to access. (**Action Barbara and Laura**).

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

- i) Next scheduled Trustees meeting** - Tuesday 3<sup>rd</sup> October 2023 at 7.00 p.m. to be held in Crawcrook Pavilion.