



TRUSTEE'S MEETING

7.00 p.m. Wednesday 3rd July 2024

held at Crawcrook Pavilion

MINUTES

- 1) **Present:** Derrick Marrs, Sharon Dodds, Norma Blackith, Linda Chappell, Laura Clark, Sue Welch, Caroline James, Barbara Williams, Chris Beer.
- 2) **Apologies in advance:** Julie Gavin, Kathryn Henderson.
- 3) **Did not attend:** Matt Broderick
- 4) **Acceptance of minutes of previous meetings held on 5th June 2024 (circulated via email).** Accepted.
- 5) **Financial matters:**
 - a) Finance report: (LC)

| Restricted Funds | B/F 1.12.2023 | Income 2023/2024 | Spent 2023/2024 | Balance | Comments |
|---|--------------------------|-------------------|--------------------------|--------------------------|---|
| Lights Crawcrook & Greenside | £ 4,362.43 £ 2,318.48 | £ 1,371.77 | -£ 3,527.22 -£ 120.01 | £ 2,206.98 £ 2,198.47 | 2023 bill was £3,375 split £2,550 Crawcrook and £825 Greenside Donations from AkzoNobel (£1k), Essity (£0.2k), Thompsons of Prudhoe (£0.5k), Denise's fundraising (£0.7k) and Barbour Foundation (£2k) |
| Community Garden | | | | | |
| Community Garden: Co-op Community Fund | £ 3,452.73 | | -£ 1,400.05 | £ 2,052.68 | £3,452.73 awarded November 2023 to cover plants, seeds, tools etc for community garden. Expect £1.5k to be spent on gate and access. |
| Postcode Lottery Grant - Pavilion, Fence and Green improvements | £ 12,070.00 | | | £ 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 | £ 205.19 | -£ 1,428.00 | -£ 222.81 | Council funded £500 and Tesco Fund £500. Jumble sale £205.19 |
| National Lottery Community Fund | £ 5,991.94 | | -£ 250.00 | £ 5,741.94 | £10,000 awarded June 2023 to cover seating area, fence, storage and café counter additional |
| Operation Payback | £ 750.00 | | -£ 466.35 | £ 283.65 | £750 received November 2023 - to cover delivery of classes at Crawcrook Pavilion and bowling green |
| Fence Fund | | £ 1,199.79 | -£ 117.50 | £ 1,082.29 | Paypal donations to fence fund, income from Easter knitted novelties and Easter Egg Hunt. £500 LCF 2023 fund. |
| Akzo Nobel Community Fund - Warm Spaces | | £ 1,000.00 | -£ 1,007.72 | -£ 7.72 | £1000 granted for Pavilion warm spaces sessions |
| Offset to unrestricted funds | | | | £ 7.72 | |
| Restricted Funds | | | | £ 25,413.20 | |
| Community Café | | £ 1,067.60 | -£ 547.52 | £ 520.08 | Community Café takings and purchases |
| Pavilion and Green Hire Income | | £ 356.00 | £ - | £ 356.00 | Income from hire bookings |
| Pavilion running expenses | | | | £ - | Insurance, Utilities and sundries |
| Pavilion & Green subtotal | | £ 1,423.60 | -£ 547.52 | £ 876.08 | |
| Unrestricted Funds | | | | £ 3,212.56 | |

Notes to financials:

- Co-op grant monitoring submitted, £1.4k spent and remainder committed with detailed plan on how to utilise. Anticipate fully spent by end of September 2024.
- Application submitted for Co-op fund 2024/2025 for Pavilion toilet improvements. It was suggested a small cupboard also be installed if possible.
- CIL grant has been submitted.
- Thank you letter to be sent to Barbour regarding utilisation of Barbour grant.

6) Crawcrook Pavilion & Green:

- a) First Aid course arranged for 12th August. Water heaters to be fitted that day.
- b) Storage Planning application No further forward with this at this point in time.
- c) Community Café update (SD/DM/CB/KH/LC) –
 - i) Cleaning paperwork topic reiterated. These needs to be up to date and clean down checks need completing every time the café closes/opens.
 - ii) More volunteers needed for café with a 2-hour Level 2 Hygiene course offered. Linda Chappell has volunteered. Chris to contact Gillian. Tammy from the Hub coming in next Thursday.
 - iii) Chris looking in to WIFI as card reader not working due to weak reception. A notice to be put in Facebook asking people to bring cash.
 - iv) Chris looking into possibility of new easy to use till containing pictures of items sold.
 - v) Plan for summer period – New menu to be drafted offering hot dogs, toasties, pie & pea as well as pick and mix sweet bags. Meeting to be arranged to discuss in more detail.
- d) Summer holiday lawn games/activities on the green (BW) – Set dates and decide volunteers – Café hours? Ongoing.
- e) Fence Update (CB/LC) – Laura has chased Gateshead Council again, we have agreed to a fence at a cost of £13.3k and some sundry expenses to be confirmed. Fence is being fabricated and Gateshead council have removed/removing 133 stumps! Still ongoing.
- f) Further Project Payback sessions (All) – Boot camp? Graffiti workshop? DJ workshop? Buskers on the green with picnics? Ongoing.
- g) Sculpture Trail (LC) – Need an installation date from the council. Kathryn please can you push them? Ongoing.
- h) Park security following the recent incidents in the Young Children's play area (CB). Flasher twice caught on CCTV but not recognisable. Has also been seen in Prudhoe.

7) Review of regular activities:

a) Litter Picking:

- i) General Update (CB). Three people now unable to litter pick.

b) Gardening:

- i) General update: (SW). Work has been hampered by weather. Sue to look at Library. 12 Geraniums had been pulled out at the Pinfold – new ones have been replanted. Wooden memorial seat needs sprucing up with a small joinery job needed. To be taken out of funds.

8) Community Garden Update (LC/BW)

- a) Update on progress (LC/BW). Jan to liaise with Barbara with regards to putting wild flowers around stumps. Holy Spirit Church contributing £500 for seating. Tree surgeon needed - Chris to contact Michael. Council is to take out roses in the park

and put grass seed down. Council has been contacted again with regards to them re-visiting the access gate.

- b) Graffiti workshop (LC/MB) – Workshop Saturday 3rd August 10.30-12.30pm in the Pavilion and bowling green. Laura has purchased 10 large plywood boards already; they need sealing round the edges to be watertight.
- c) Mosaic (LC) –Charlie to run a workshop with local children to create a mosaic to hang in the garden. Helen has lots of mosaic pieces she can donate. Charlie has planned Saturday 6th July and Saturday 12th July 10-12pm to start on initial designs and creation. Decided on small mosaic to either piece together or hang separately.

9) Upcoming Events – Event Subgroup Lead is Chris Beer

- i) Crawcrook Fair 2024 – 14th September 2024 – Need to shout out for bottles & prizes and arrange the music (All). These can be brought to the Café or they can be collected.
- ii) AGM Wednesday 17th July 7-8.30pm Crawcrook Pavilion – DWT will provide the guest speaker to talk on local nature reserves including Hill 60 and The Folly. Laura to chase up as not confirmed. Laura to do Agenda.
- iii) Jumble Sale Saturday 20th July 10.30-12.30 (All) helpers/advertisers required. Needs more marketing. Linda, Barbara and Laura’s mother-in-law have volunteered.
- iv) Water Safety Day 11-3pm Friday 2nd August (All) helpers/advertisers required. Linda has volunteered to help.
- v) Women’s fitness, Menopause support coffee mornings (LC) – Laura is meeting Jo Stichbury Friday 5th July at 12.45 in the pavilion to discuss. Possible ‘Man’s Club’ to be started in the future.
- vi) Future events – Armed Forces fun day June/July 2025 to coincide with National Armed Forces Day. Caroline to get in touch with Sea Cadets.

10) Greenside Update (All). Caroline to get in touch with Kaylea with regards to the Christmas Tree Lights.

11) A.O.B.:

- i) Advertising new positions –litter picking lead? Trustees – Linda C has agreed to be a trustee.
- ii) Present for Stuart. Laura to sort out. Stuart to be asked if he will still be official photographer.
- iii) Birthday drinks/snacks on Wednesday 7th August at the Fox pub for LC/BW after August Trustee meeting.
- iv) Joint letter to Gateshead Council Events team regarding events review process improvements (CB/LC). Ongoing.
- v) Website revamp (LC). Ongoing. Linda C can also help.

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

- i) AGM Wednesday 17th July 2024 at 7pm in Crawcrook pavilion**
- ii) Next scheduled Trustees meeting – Wednesday 7th August at 7pm in Crawcrook pavilion**