



TRUSTEE'S MEETING

7.00 p.m. Wednesday 6th August 2025

held at Crawcrook Pavilion

MINUTES

- 1) **Present:** Laura Clarke, Linda Chappell, Julie Gavin, Barbara Williams, Caroline James, Matty Brodderick
- 2) **Apologies in advance:** Kathryn Henderson, Chris Beer.
- 3) **Did not attend:** Normal Blackith.
- 4) **Acceptance of minutes of previous meeting held on 4th June and AGM on 8th July 2025 (circulated via email).** Yes
- 5) **Financial matters:**
 - a) Finance report: (LC)

Finance Report	Up to 31/07/25					
Bank Account Balance	£ 5,274.43					
Petty Cash Balance	£ 901.15					
Total Funds	£ 6,175.58					
Restricted Funds	B/F 1.1.2.2024	Income 2024/2025	Spent 2024/2025	Balance	Comments	Actions
Lights Crawcrook & Greenside 2024 Lights Crawcrook & Greenside 2025	£ 2,083.76	£ 271.15	-£ 2,354.91	£ -	2023 bill was £3,375 split £2,550 Crawcrook and £825 Greenside. 2024 bill was £3,882 split £2,993 Crawcrook & £849 Greenside.	
Community Garden	£ 786.03	£ 51.50	-£ 235.00	£ 602.53	Donations from Thompsons of Prudhoe (£15.21 brought forward) and Denise's fundraising (£770.82 brought forward)	
Postcode Lottery Grant - Pavilion, Fence and Green improvements	£ 2,849.83		-£ 2,849.83	£ -	Postcode Lottery Grant to cover bowling green benches, lawnmower, Pavilion roller shutter refurbishment, play area fence and Pavilion seating area	Deadline extended to end of June 2024 - Due to delays with Gateshead Council fence installation November 2024
Asda Community Fund LCF Fund 2025	£ 800.00		-£ 771.69	£ 28.31	Asda Grassroots grant received November 2024 to cover materials to deliver subsidised arts & crafts sessions	
Co-op Community Fund 2024/2025	£ -	£ 500.00		£ 500.00	Grant received March 2025 towards refurbishment of Pavilion toilet	
Co-op Community Fund 2024/2025				£ 500.00	Co-op community fund grant for Pavilion toilet facility improvements. £500 stage payment received March 2025.	
Restricted Funds				£ 1,380.84		
Fundraising (Unrestricted)	B/F 1.1.2.2024	Income 2024/2025	Spent 2024/2025	Balance	Comments	Actions
Crawcrook Fair 2024	£ 2,098.46		-£ 1,875.46	£ 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	£ 136.00	£ 156.35	-£ 20.00	£ 272.35	Christmas Fair 2024 & Calendars - Money raised towards Christmas lights and other community improvements	Calendars cost £198 to produce
Crawcrook Fair 2025		£ 540.00	-£ 117.00	£ 423.00	Crawcrook Fair 2025 - Money raised for general community improvements	
Easter Eggs 2025		£ 589.02	-£ 50.00	£ 539.02	Easter Egg scavenger hunt 2025	
Fundraising Funds (Unrestricted)				£ 1,457.37		

Notes to financials:

The funding for the new toilet is not available till November however it was suggested getting quotes in the meantime. Ritchie has been suggested and Caroline to get in touch with him. **(Action CJ)**.

It was noted that the Café is not making as much money as previous years.

We will get £300 from the Local Community Fund asked for by Chris and Kathryn for a family fun day. It was suggested putting it alongside Halloween. We officially have a year to use the money.

1) Crawcrook Pavilion & Green:

- a) It was noted that the Kids Workshops have gone down well although people were booking a place but not turning up. A couple of grandparents popped in with their grandkids having noticed them while they were in the park. They mentioned that they didn't have Facebook and didn't know that the kids' sessions were on. Because the poster board was damaged a poster about the events was impossible to be displayed. It was suggested looking at a sturdier outside notice board as the one there now has been damaged by the wind and rain and put the original one inside the Pavilion. There is also the notice board at the front of the park that needs to be utilised. Margaret Edwards, Barbara and Judy all have keys.
- b) A date needs putting forward for the clearing of the compound. Laura to put poll on Facebook to agree a date. **(Action LC)**.
- c) It was decided not to open the café during the school holidays due to lack of volunteers and customers. Liz has volunteered for the café on a Friday when it opens up again. A post needs to be put on Facebook to inform people. **(Action LC)**.
- d) Caroline suggested putting on a volunteer recruitment day with afternoon tea at the Pavilion where people can come and find out a bit more about what we do and ask any questions. The first week in September was suggested. A poster and a Facebook event to be actioned. **(Action LC for Facebook)** and **(Action KH for poster)**.

2) Review of regular activities:

- a) Litter Picking – No updates.
- b) Gardening – No updates.
- c) Volunteering – No updates.

- 3) Community Garden Update:** Due to lack of volunteers not much is being done within the garden. Barbara as well as Denise who is from the Holy Spirit Church are the main volunteers at the minute. A suggestion was made to ask the church secretary Katherine Robson to liaise with Denise about volunteer recruitment for the community garden. **(Action LCh)**. The gate between the community garden and park has still not been sorted so it was suggested to get in touch with Sam and Gary from the council as well as Kathryn Henderson. **(Action BW)**.

4) Upcoming Events:

- a) Crawcrook Fair
 - i) Four stalls still available. There have been a couple of late bookings. There is soft archery being put at far corner of bowling green, The Little Magpies from Stargate nursery will run a child's activity session just inside the bowling green gate. There is also a couple of more food vans. Not sure if there is a DJ available. Chris has been talking to someone about that. Another meeting needs to be arranged.
 - ii) Caroline has spoken to various volunteers and confirmed their availability. Sue S still to get back to Caroline who will follow up if necessary. **(Action CJ)**.
 - iii) Barbara spoke to Judy about Hook a Duck and confirmed that Judy can bring the relevant items but will not be able to monitor this as she will be busy with the tombola. Hannah and her mother may be able to cover this however. The stall could also be placed next to Linda's stall if necessary if Hannah is on her own without a helper.

- iv) The raffle tickets for the tombola need to be one colour this year rather than the 2 colours, to avoid the confusion created at the last fair with people taking prizes from the wrong colour.
 - v) Susan has confirmed that she is able monitor the bottle stall.
 - vi) Tamara has confirmed that she is happy to be the drop off point for the raffle prizes and bottles etc. Caroline to put this in the letter. **(Action CJ)**.
 - vii) Caroline has spoken to the shop in Wylam with regards to the donation of a fruit basket and coconuts. The coconuts are usually delivered at the front of the park. **(Action CJ)**.
 - viii) Barbara to go into Co-op and ask their manager if they will have any staff available to volunteer on the day of the fair. **(Action BW)**.
- b) Christmas Lights – Kaylea to be contacted to ask for an itemised cost of lights as well as cost for putting up festoons. **(Action CJ)**.
- c) Putting on a Willow Weaving Workshop plus bird feeders was suggested from someone at Clara Vale. Barbara to speak to her with regards to this as well as charges. **(Action BW)**.
- 5) **A.O.B:**
- a) A sign was suggested for above the Pavilion. Matty has volunteered to look at stencilling a sign. **(Action MB)**.
- 6) **Date and time of next meeting(s):**
- a) Next scheduled Trustees meeting – Wednesday 3rd September at 7pm in Crawcrook pavilion.