



## TRUSTEE'S MEETING

7.00 p.m. Tuesday 2<sup>nd</sup> May 2023

held at Crawcrook Social Club – Concert Room

### MINUTES

- 1) **Present:** Chris Beer (Chair), Barbara Williams, Derrick Marrs, Caroline James, Sue Welch, Laura Clark, Norma Blackith
- 2) **Apologies in advance:** Stuart Lowerson, Helen Haran, Eddy Hope, Matt Broderick, Kathryn Henderson
- 3) **Did not attend:**
- 4) **Acceptance of minutes of previous meetings held on 4<sup>th</sup> April 2023.** The minutes were approved by those present.
- 5) **Financial matters:**

a) Finance report: (LC)

Finance Report	Up to 30/04/23					
Bank Account Balance	£	13,736.11				
Petty Cash Balance	£	417.50				
<b>Total Funds</b>	<b>£</b>	<b>14,153.61</b>				

  

Restricted Funds	B/F 1.12.2022	Income 2022/2023	Spent 2022/2023	Balance	Comments
Lights Greenside	£ 832.55		-£ 535.00	£ 297.55	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	£ 527.52	-£ 1,833.00	£ 589.87	
Lights Crawcrook & General		£ 410.91	-£ 21.00	£ 389.91	
Crawcrook Fair 2023	£ 2,386.50	£ 2,000.00	-£ 1,716.21	£ 2,670.29	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	
Fence & Pavilion Fund		£ 1,101.90	-£ 52.96	£ 1,048.94	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	-£ 4,210.00	£ 4,903.00	Community Foundation (Community Interest Levy) grant to cover Pavilion refurbishment works in line with cost schedule.
Sculpture Trail Crawcrook Park		£ 500.00		£ 500.00	Council funded £500 and Tesco Fund £500 (payment expected soon)
<b>Restricted Funds</b>				<b>£ 10,399.56</b>	
<b>Unrestricted Funds</b>				<b>£ 3,754.05</b>	

- b) Community Foundation CIL grant (LC) - £9,113 received in April for pavilion improvements to install new flooring, windows, and café counter. Will also cover purchase of new tables/chairs and remainder towards the seating courtyard area.
- c) Sculpture trail funds (HH) – We received £500 from Gateshead Council LCF fund, expecting a further £500 from Tesco blue tokens grant. Money will be put towards a sculpture trail in Crawcrook Park. Helen has requested quotes from 2 wood cutters/sculptors for cost of sculpting the tree stumps and fall truck in the park.
- d) Postcode Lottery (LC) – We have been successful with our grant application and will receive £19k at the end of May. The money will cover the remaining cost of the pavilion seating area, new fence around the play area, replacement or repair of roller shutters (pavilion), refurbishment of the bowling green benches, ride on lawnmower and storage.

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

- a) Update on lease agreement for Pavilion and Green (LC) – The lease was officially completed 21<sup>st</sup> April 2023.
- b) Pavilion refurbishment (LC/CB) – work to commence 3<sup>rd</sup> May 2023. G&B property maintenance are carrying out the initial refurbishment of the pavilion starting 3<sup>rd</sup> May and will replace the windows, install a café counter and new flooring in the main room and kitchen. Chris will fit a replacement heater note no impact on electrical wiring as connects to fused spur (**Action Chris**). Chris has arranged for Jonty to fit the boiler. Additional sockets required for café – Laura to check with Zoe Sharatt for council permission as change to electricals (**Action Laura**).
- c) Pavilion clear out (LC/CB) – Some items were donated to NE40 Together for their jumble sale and the old tables/shelves will be taken by a scrap merchant. Further clear out required – to be accessed at next Pavilion meeting (**Action Laura**).
- d) Community Café update (LC/KH) – 9 volunteers have expressed an interest in volunteering. Introduction session to be planned for later in May to put together an initial rota. Connected voices can offer us free food hygiene training either in person or online. Laura to confirm date and communicate to volunteers (**Action Laura**).
- e) Showcase event 8<sup>th</sup> May 2023 11am-3pm – volunteers to help out serve refreshments, supervise litter picking and supervise wildflower seed sowing. Barbara/Derrick to put up bunting ahead of Coronation weekend (**Action Barbara/Derrick**).
- f) CCTV update (CB) – agreed CCTV to be installed ASAP. Flood lights to be installed with sensors. Laura to check with Zoe Sharratt whether we're ok to carry out the electrical changes (**Action Laura**). The lighting in the park isn't adequate, Barbara to contact Gateshead council about improving lighting provision (**Action Barbara**).
- g) Fence Update (CB) – still waiting on quote from Gateshead council, the council are reluctant to maintain any new fences. £4k of funding will come from the postcode lottery grant. Chris to follow up (**Action Chris**).
- h) Storage – Laura to check with Zoe if we can put a metal shed on the bowling green to store the lawnmower and other items (**Action Laura**).

**7) Review of regular activities:**

**a) Litter Picking:**

- i) General Update (SL) – No update this month.

**b) Gardening:**

- i) General update: (SW) – new troughs have been purchased to replace the broken troughs. The conifers and ivy will be renewed, the conifers that are still healthy but

too large for the troughs have been donated to the community garden. Suggested to take photos of the newly planted troughs to create a Facebook post to encourage shop owners to water the troughs regularly. The bowling green flower beds need de-weeding and digging out. Suggested to also transplant primroses from the pinfold to the bowling green beds over the summer as well as any salvageable roses and shrubs. Volunteer morning scheduled for Monday 29<sup>th</sup> May 10am onwards (**Action All**).

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

- a) Feedback on Community Garden Coffee Morning 29<sup>th</sup> April 2023 (LC/BW) – The bug hotel was very popular with the children. £84 was made from donations for refreshments.
- b) Update on progress (LC/BW) – 4 raised beds have been built during April. The raised beds will be filled with compost during May.

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

- i) Crawcrook Fair 2023 – 5<sup>th</sup> August 2023 – poster to be sent to Tyne Valley express by June 23<sup>rd</sup> for inclusion in July/August edition. (CB) – Still stall availability. Hazel Rayson dance school confirmed, struggling to get enough singers, Chris to post a request on Facebook (**Action Chris**).
- ii) Open Meetings 2023 (CB) – Hope for Hedgehogs to attend the next open meeting. Chris to check dates with H4H and aim to coincide with the AGM. (**Action Chris**).
- iii) Set date for AGM – Coincide with July Trustee meeting on Tuesday 4<sup>th</sup> July.
- iv) Coronation Big Help Out Volunteering day – 8<sup>th</sup> May 2023 (LC)
- v) Autumn Fair – Greenside Community centre date TBC (CJ)
- vi) Joint Quiz/Bingo night to be held at Fox and Hounds with H4H? (LC/CB) – All agreed this was a good idea and have quiz rounds and games. Date to be decided.

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

- i) Our Gateshead website profile has been created for Our Villages and pages created to advertising hiring the Pavilion and Bowling Green.
- ii) Compound clear out – date to be decided. Need alternative storage to move items into.
- iii) Update on Newsletter – Barbara is compiling.
- iv) Greenside Skatepark Graffiti – Chris to follow up progress with Matt (**Action Chris**).
- v) Jazz up the Our Villages website – ask Eddy to take a look. Would a booking calendar be possible for Pavilion/Green hire bookings. (**Action Chris**).
- vi) Advertise Secretary Role – flyers to be put out at the Pavilion showcase/coronation event.
- vii) Notice board still to be repaired.

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

- i) **Next scheduled Trustees meeting. Wednesday 7<sup>th</sup> June 2023 at 7.00 p.m. to be held in the pavilion.**