

Minutes of the Crawcrook Pavilion Trustee's Meeting

Attribute	Details
Date	Wednesday 13th November 2025
Time	7:00 p.m.
Location	Crawcrook Pavilion
Present	Laura Clark (LC), Barbara Williams (BW), Julie Gavin (JG), Chris Beer (CB)
Apologies Accepted	Linda Chappell, Norma Blackith, Kathryn Henderson (KH)
Did Not Attend	Matt B.

1. Welcome and Apologies

The Chair welcomed attendees. Apologies were received and accepted from Linda Chappell, Norma Blackith, and Kathryn Henderson. Matt B. did not attend the meeting.

ACTION 1.1: Chris Beer (CB) to message Matt B. regarding his absence.

2. Acceptance of Minutes

The minutes of the previous meeting held on 1st October 2025 (circulated via email) were **Accepted**.

3. Financial Matters (Laura Clark, LC)

Laura Clark presented the Finance Report.

Notes to Financials:

- A payment of £150 was received from Gateshead Council in error.
- The final instalment of the Co-op community fund, totalling £1,531.97, was received.
- The Charity's financial year-end is approaching on 30th November 2025.
- The ring-fenced fund for the toilet refurbishment currently stands at £2,300.

ACTIONS 3.1 - 3.5:

- **ALL PRESENT** to give any outstanding receipts, cash, etc., to **LC** as soon as possible (ASAP) to be included in the year-end accounts.
- **CB** to send quotes for the toilet refurbishment.
- **CB** to obtain a quote for a ramp installation in front of the door.
- **CB** to message Helen about the RACA payment status.

4.1 Christmas Light Switch On (CB)

Dates and times have been sorted. Margret has arranged the hotdogs, etc., for the Crawcrook event.

ACTION 4.1: CB to double-check the final dates and times with Keely from the Council.

4.2 Bowling Green / Greenside

A meeting is to be scheduled for January to discuss the Greenside area further.

It was suggested to explore turning the Bowling Green area into a community garden type project.

ACTION 4.2: CB to discuss the community garden idea with CR.

5. Future Activities and Events (Kathryn Henderson, KH)

5.1 Next Year's Remembrance

It was **agreed** that this is a good idea.

ACTIONS 5.1: KH to develop a proposal on how she wishes to conduct the event and to contact **Bill Garick** to ask if he could make crosses.

5.2 Spring Children's Workshop with Alpaca Wool

It was deemed a good idea.

ACTION 5.2: KH to provide a breakdown of costs and logistics.

5.3 Talk with Spinners for Crafters

ACTION 5.3: KH to provide the necessary details and planning for this event.

5.4 Another Food Festival

It was deemed a good idea.

ACTION 5.4: KH to propose a suitable date for the next Food Festival.

5.5 Booking Page on Website

ACTION 5.5: CB to look into implementing a suitable online booking system for the website.

6. Review of Regular Activities

- **Litter Picking:** Organise, quarterly litter picks will be starting in the spring.
- **Gardening:** Activities are going well, and the area is looking good.
- **Volunteering:** More volunteers are needed to support activities.

6.1 Community Garden Update

It was agreed to try and get the Community Garden project underway again in the spring.

ACTION 6.1: CB to ask **KH** if there has been any movement on the gate installation.

7. Upcoming Events

The next upcoming event is the **Christmas Lights Switch On**.

8. Any Other Business (A.O.B)

8.1 Caroline Christmas Leaving Party

ACTION 8.1: Contact **Paul M** about using Marshals for the party, and obtain a price and names.

9. Date and Time of Next Meeting

The next scheduled Trustees meeting is **Wednesday 7th January 2026 at 7:00 p.m.** in Crawcrook Pavilion.