



## TRUSTEE'S MEETING

7.00 p.m. Tuesday 1<sup>st</sup> October 2024

held at Crawcrook Pavilion

### MINUTES

- 1) **Present:** Linda Chappell, Chris Beer, Laura Clark, Norma Blackith, Derek Marrs, Sharon Dodds, Julie| Gavin, Barbara Williams, Sue Welch.
- 2) **Apologies in advance:** Kathryn Henderson.
- 3) **Did not attend:** Matthew Broderick.
- 4) **Acceptance of minutes of previous meetings held on 4<sup>th</sup> September 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	Actions
Finance Report	Up to 30/09/24					
Bank Account Balance	£ 29,120.97					
Petty Cash Balance	£ 453.15					
Total Funds	£ 29,574.12					
Lights Crawcrook & Greenside	£ 4,362.43	£ 1,029.85	-£ 3,551.72	£ 1,840.56	2023 bill was £3,375 split £2,550 Crawcrook and £825 Greenside	
Crawcrook Fair 2024		£ 3,915.92	-£ 927.46	£ 2,988.46	Crawcrook Fair 2024 - Money raised towards Christmas lights and other community improvements	£50 to be paid to singer
Community Garden	£ 2,318.48		-£ 120.01	£ 2,198.47	Donations from AkzoNobel (£1k), Essity (£0.2k), Thompsons of Prudhoe (£0.5k), Denise's fundraising (£0.7k) and Barbour Foundation (£2k)	Essity, Thompsons and Denise's fundraising not yet spent. Approx £300 remaining AkzoNobel fund and £500 Barbour.
Community Garden: Co-op Community Fund	£ 3,452.73		-£ 2,576.88	£ 875.85	£3,452.73 awarded November 2023 to cover plants, seeds, tools etc for community garden. Remainder to cover willow sculpture and planters.	
Postcode Lottery Grant - Pavilion, Fence and Green improvements	£ 12,070.00		-£ 384.50	£ 11,685.50	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
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	
Sculpture Trail Crawcrook Park release to general funds				£ 222.81	Final wildlife trail boards exceeded grant money	
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		-£ 775.33	£ 25.33	£750 received November 2023 - to cover delivery of classes/events at Crawcrook Pavilion and bowling green	
Operation Payback release to general funds				£ 25.33	Final funds used on graffiti session and pilates.	
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.	
AkzoNobel Community Fund - Warm Spaces		£ 1,000.00	-£ 1,007.72	£ 7.72	£1000 granted for Pavilion warm spaces sessions	Spent on purchase of new water heater, boiler, kettle, microwave and café supplies for warm spaces offering
Offset to unrestricted funds				£ 7.72		
<b>Restricted Funds</b>				<b>£ 26,413.07</b>		
Community Café		£ 2,037.85	-£ 1,253.97	£ 783.88	Community Café takings and purchases	
Pavilion and Green Hire Income		£ 356.00	£ -	£ 356.00	Income from hire bookings	
Pavilion/Green OV events		£ 203.29	-£ 266.74	£ 63.45	Income less purchases from Water Safety Day	
Pavilion running expenses			-£ -	£ -	Insurance, Utilities and sundries	
<b>Pavilion &amp; Green subtotal</b>		<b>£ 2,597.14</b>	<b>-£ 1,520.71</b>	<b>£ 1,076.43</b>		
<b>Unrestricted Funds</b>				<b>£ 3,161.05</b>		

### **Notes to financials:**

- a) Lights fund is currently standing at £1840.56. The bill is expected to be around £3000 based on last year's figures but with collection tins etc there should be enough funds to cover the expense.
- b) Crawcrook Fair income was £2938.46.
- c) It was suggested to use any monies left from Crawcrook Fair to go towards the new toilet, however funds from the Co-op have been set aside for this. Planning permissions is still ongoing. Chris to get in touch with relevant people in order to get a new up to date quote for the work.
- d) Healthy amount in reserved funding but still waiting to be billed for utilities/building insurance from the Council which will reduce end amount of funding.

### **6) Crawcrook Pavilion & Green:**

- a) Bowling Green hedge planting and border care – Hedging from Woodland Trust will be delivered around early November. A volunteer morning has been suggested to get volunteers to help with planting and flower beds. A date of Friday 22<sup>nd</sup> November has been suggested or the 29<sup>th</sup> November. Maintenance of planting will also need to be kept up.
- b) Emmaville School has been in touch and want to get involved in Bowling Green planting so a date to be coordinated. Laura to get in touch.
- c) Fence update – still ongoing.
- d) Pavilion book club – Going well. Two more authors booked in. It was suggested a Cheese and Bring Your Own Wine night be held to attract more people. Jo Stichbury the Pilates tutor has offered to help with this if necessary. It was suggested to put a poster on notice board to let people know about the book club.
- e) WiFi – Chris to look into sorting out signal strength.
- f) Charity calendar – Has been mocked up. Next year photos to be asked for in high resolution. 50 calendars have been ordered.

### **7) Review of regular activities:**

- a) Litter Picking – Chris to send an email out to try and get more litter pickers.
- b) Gardening – Front of park's Lavender has been cut down. Tubs need to be emptied and replanted for winter with primroses. Rose beds have still not been taken out by council and turfed as yet. Sue to contact council again.

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

- a) On 30<sup>th</sup> November 10 – 12.30 a lady called Ruth is coming to construct a willow dome. Family friendly activity with planting bulbs.
- b) More weeds need to be extracted from the dump bed with bark putting on to suppress weeds. To be kept as an 'wild' area.
- c) It was suggested to put tubs against church wall in order to make it look more attractive.
- d) More volunteers needed to upkeep the garden.
- e) In the process of purchasing a bench to go on paved area. Denise from Holy Spirit Church is looking into further paving to go around garden suitable for wheelchair/pushchair access.
- f) No more progress for getting the gate into fence giving access to garden. There may be a possibility of getting a temporary gate according to Liz Twist, which will enable

an assessment of the impact of having a gate. Barbara needs to check if this has been implemented.

- g) It was suggested to have banners made to advertise Community Garden on the park railings. Julie to sort this out.
- h) Next Community Garden meeting is 4<sup>th</sup> November.

#### **9) Upcoming Events**

- a) Halloween Event – To be held on Wednesday 30<sup>th</sup> October 2.30 – 4.30. Kathryn and Linda to run craft sessions in Pavilion. Laura to supervise trail walk around park. Fancy dress competition will be held.
- b) Christmas Light Switch On – Date is Wednesday 4<sup>th</sup> December. 4pm children singing. Chris to speak to Margaret at church with regards to refreshments. Lisa from Fox & Hounds is organising a Christmas fair at Fox. 15 tables can be fitted in and stall holders will be charged £10 per table. She will also be organising a mulled wine stall; monies from this and the table price will be donated to Our Villages. We will also have a stall with calendars and knitted items and tombola. Julie to prepare sweet cones.
- c) Christmas Fair – Chris has a form to fill in for council with pictures of road to show that traffic was not a problem when the Fair was running.

**10) Greenside Update (All)** - No updates. This item to be deleted for future meetings.

#### **11) A.O.B.**

- a) Caroline has now retired as Trustee but will continue as a volunteer.
- b) Derek and Sharon will also retire as Trustees as well as volunteers. They will continue up until October half-term.
- c) It was suggested that a meeting be held to review the running of the café, ie what has worked, what hasn't, what can be improved. Coffee mornings was suggested in order to keep café running.
- d) Susan who helps at café, has offered to design and run a Christmas quiz. Bookings would have to be made with an entry charge possible including a drink and mince pie/hot dog.
- e) The kitchen needs another kettle. There is a tea boiler available but the kitchen revamp needs to be implemented first before this can be put in. Freemasons have been in touch to help with funding for kitchen revamp. To be discussed at café meeting.
- f) Linda has agreed to register her address for charity post and a signatory for bank account. Norma has also agreed to be bank signatory.

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

- i) Next scheduled Trustees meeting – Wednesday 6<sup>th</sup> November at 7pm in Crawcrook pavilion.