



TRUSTEE'S MEETING

7.00 p.m. Tuesday 4 February 2025

held at Crawcrook Pavilion

MINUTES

- 1) **Present:** Chris Beer, Laura Clark, Caroline James, Julie Gavin, Norma Blackith, Barbara Williams.
- 2) **Apologies in advance:** Kathryn Henderson
- 3) **Did not attend:** Matthew Broderick
- 4) **Acceptance of minutes of previous meetings held on 7 January 2024 (circulated via email).** Yes
- 5) **Financial matters:**
 - a) Finance report: (LC)

| Finance Report | Up to 31/01/25 | | | | |
|---|----------------|------------------|-----------------|-------------------|--|
| Bank Account Balance | £ 11,850.25 | | | | |
| Petty Cash Balance | £ 208.50 | | | | |
| Total Funds | £ 12,058.75 | | | | |
| | | | | | |
| Restricted Funds | B/F 1.12.2024 | Income 2024/2025 | Spent 2024/2025 | Balance | Comments |
| Lights Crawcrook & Greenside | £ 2,083.76 | £ 78.50 | -£ 24.60 | £ 2,137.66 | 2023 bill was £3,375 split £2,550 Crawcrook and £825 Greenside |
| Crawcrook Fair 2024 | £ 2,098.46 | | | £ 2,098.46 | Crawcrook Fair 2024 - Money raised towards Christmas lights and other community improvements |
| 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 |
| Crawcrook Fair 2025 | | £ - | -£ 21.00 | -£ 21.00 | |
| Community Garden | £ 786.03 | £ - | -£ 235.00 | £ 551.03 | 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 |
| Asda Community Fund | £ 800.00 | | | £ 800.00 | Asda Grassroots grant received November 2024 to cover materials to deliver subsidised arts & crafts sessions |
| Restricted Funds | | | | £ 8,688.33 | |
| Community Café | | £ 11.94 | -£ 7.98 | £ 3.96 | Community Café takings and purchases |
| Pavilion and Green Hire Income | | £ 101.25 | £ - | £ 101.25 | Income from hire bookings |
| Pavilion running expenses | | | -£ 86.65 | -£ 86.65 | Insurance, Utilities and sundries |
| Pavilion & Green subtotal | | £ 113.19 | -£ 94.63 | £ 18.56 | |
| Unrestricted Funds | | | | £ 3,370.42 | |

Notes to financials:

- a) Nothing to report.

6) Crawcrook Pavilion & Green:

- a) Everyone informed of new address for the Pavilion.
- b) Review of activity against charitable objects.
 - i) It was suggested that we should look at these at least once a year to make sure we are covering the established charitable objects and not lose sight of what we are managing as Trustees. It was noted that we don't need to stop doing what we are doing now but we may have to add further things.
 - ii) It was felt that we are covering most of the objects such as the gardening, tree planting, litter picking and the involvement in the Community Garden as well as part maintenance of the park. All of these do fit in with the environmental side of the objects.
 - iii) It was felt however that there is possibly not enough in the promotion of the local environmental issues which was initially the root of the charity when first set up.
 - iv) Build on engagement of schools such as litter picking with the right risk assessment in place possibly every half-term. It was suggested lending them the equipment on a long-term basis.
- c) It was agreed that a special meeting for the review of the café would be held on Tuesday 25th February 2025 at 7pm to discuss its future, what to stock, where to source it from what prices to charge etc. All volunteers who are involved with the running of the café are also invited.
- d) Replacing the broken solder with something more substantial – put on next month's Agenda to be discussed further.
- e) **Café** - Because volunteers were not coming forward to help out at the café it was thought that this could possibly be because of the commitment needed. A monthly/3-monthly rota was suggested whereby names of volunteers could be filled in on the days that they were available to help. Scaling back the café to a Tuck shop will probably not cover expenses if we are then charged for utilities. It was suggested that the café lacked homemade items and that some of the items for sale were too expensive. Prices could be reduced and still make a profit. Mix-ups were found to be popular and Chris has found somewhere cheaper that supplies the sweets. It was noted that the advertising board outside was a success and a suggestion was made when the café is open putting a board at the entrance of the park to lure potential customers in to the café.

The idea to contact 3 or 4 local bakeries such as Urban Bakers and Janet as well as Pickle Palace to see if they would like to offer pop up events at the café and sell their local goods on a regular basis like a small food market. This would be charged on an hourly rate. It was noted that although there would be income being generated it did not cover the objective of helping the community although the Pickle Palace did cover this as they offer surplus fruit and veg which therefore helps the environment. (Caroline to contact them).

- f) **Pavilion** - It was noted that taking on the lease of the Pavilion and Green has taken the charity in a different direction and is taking up a lot of time and administration - is it covering the original objectives? We have 33 years left of a 35-year lease – is it sustainable? The fact that we have to maintain it – will it last 35 years? Hires have picked up recently but the administration for this is getting out of hand. Do we need to rethink the whole thing or do we offer out the cafe to local sellers? Sub-letting is not an option so more thought would need to go into this.
- i) Ideas were put forward to use the Pavilion for a possible food bank as well as pre-loved school uniforms. It was agreed that we need to find ways in providing a service to local people.
 - ii) Chris put forward that we could offer the Pavilion out to Darts teams for young people but it would need someone to run it. Chris mentioned a Stephen Pearson who is a tennis coach and keen darts player and registered team coach who may possibly be able to set something up. (Chris to contact him).
 - iii) Kathryn offered to talk to someone from Northern Hobbies whereby we buy the craft supplies and they put on some craft sessions. (Chris to contact Kathryn to see if this has been sorted).
 - iv) It was suggested that we should go down this route of enabling rather than trying to think of how to run these groups ourselves. So, we provide the space and premises and other people hire the space and sort out their own insurance and DBS checks.
 - v) Asda's grant however is there to support us offering arts and craft sessions ourselves – so that means we need to either hand it back or put on craft sessions ourselves. This money needs to be used up by the of June 2025. Matt can use some of it for the graffiti art and it some of it could possibly be used for the likes of an Easter craft session and a Junior Bird Watch incorporating the making of bird feeders/boxes. In conclusion it was noted that we need to do more environmental events and get the Pavilion hired out rather than us putting things on ourselves. We would still put on the main events through Spring, Summer Autumn and Winter such as Easter, Summer Fair, Halloween and Christmas Lights and maybe get speakers in to talk about relevant seasonal topics.
- g) **Green** - The bowling green is not been hired out recently although a few personal trainers have been contacted by Laura to see if they would be interested without any success. Ways need to be found to utilise the use of the green.

Chris mentioned that the Albion Youth Football Club would pay us to use the green for football and they would put floodlights up themselves. (Chris to speak to Richie).

7) Review of regular activities:

- a) Litter Picking – (CB) no updates.
- b) Gardening – No updates.

8) Community Garden Update (LC/BW) – It was felt that this needs more input from people. There is around £551 of funding left so it was suggested that the tarmacked area be spruced up by putting bushes or planters on it. (Barbara to look at planters).

9) Upcoming Events – No updates.

10) Greenside Update (All) – No updates.

11) A.O.B.:

- a) Website – Linda to create a new website on GoDaddy. The transfer of the domain name needs to be checked out. It was agreed to pay for GoDaddy now for a year and continue to pay another month for Weebly –upto 11th March. (Linda to sort out).
- b) Matt to be contacted by Chris to see if he still wants to be a Trustee.
- c) Sue to resign as a Trustee but still wants to volunteer with gardening. She wants to be removed from the WhatsApp groups.
- d) Easter Event – Rachael and Becky will hold Easter Egg Hunt on Sat 19th April. Laura will not be available on that day. Discuss available volunteers at next meeting. Letters also need to be sent out for easter egg donations.

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

- a) Café meeting – Tuesday 25th February at 7pm in Crawcrook pavilion.
- b) Next scheduled Trustees meeting – Tuesday 4 March at 7pm in Crawcrook pavilion.