**Belford Community Group CIO**

**Minutes of the Meeting held on**

**Monday 15th April 2024**

**Bell View Resource Centre, Belford**

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|  | **Present:** | Pauline Tucker (Chair), Phil Dodd (Secretary), Charlie Wadsworth (Treasurer), Ruth Dodd, Amanda White, Karon Ives, Del Hughes  Guests: Sharon Simmonds, Keith Walker, Sue Husband (Shop Committee)  Linda Wadsworth | **Action** |
| **1** | **Apologies for absence:** | William McLaren, Jane Cowley, Nikki Dunn |  |
| **2** | **Declarations of interest:** | None for the meeting. |  |
| **3** | **Minutes of**  **last meeting:** | Everyone agreed that the Minutes dated 18th March 2024 were accurate, and Pauline signed them. | **PT** |
| **4** | **Matters arising:** | Nothing that wasn’t dealt with later in the meeting. |  |
| **5** | **Treasurer’s Report** | **Financial Year End 2024:**  The year ended 31 March. The numbers provide indicative guidance. Papers have been forwarded to Northumberland Accountants for Accounts Preparation in good time for the AGM. An audit is not required.  There are several items outstanding in the accounts:  -The settlement for the Insurance Claim for the shop  - The agreed historic utility costs for the gym, accrued at £2,500  -Sales increased to £41,008 ahead of last year’s £35,759.  -Net income was a surplus of £9,341  **Budget 2024/2025**  From the initial discussions last month we have increased website development costs to provide for £2,000. Also revised up some gym running costs with benefit of Del’s running costs analysis.  Income to budget an increase to £47,600, key points:  - Shop run rate of £700 takings per week  - Gym membership of 80 average at £10  - Realistic grants for gym at £5000  The expense budget includes:  - a step up in donations of £15,000  - A £15,000 allowance for gym development  - Website £2K provision  - A general contingency £2,000  Net income a deficit of £13,900, with carried forward bank balance of £31,000 (not including the museum.  The solicitors’ bill for the gym needs to be paid when they send it. |  |
| **6** | **Action Plan Progress:** | **Alleviating Poverty:** A discussion took place regarding trying to attract individuals and groups to apply for grants. It was felt that perhaps we should try and promote ourselves better, improve the grant form (which we have looked at). Pauline to have a conversation with Steve Newman about publicity.  **Investment in the Gym:** Charlie’s report covered this.  **Governance:** Those present filled in a form relating to governance issues. Jane will analyse these and report back at the next meeting once she has identified what training needs to be undertaken. | **PT/JC** |
| **7** | **Belford Village Website** | A detailed report was sent to trustees and is copied below:  **Meeting with Edward Robinson, Website developer, Tony Broom and Jane Cowley, 8 April 2024**   * Refreshing the website content can be done quite simply within the current structure. * It could be done by Edward Robinson in as little as 2 – 3 hours, if we keep the structure the same and provide the new content.  Their charge is £80 per hour. * It would be easy to add a “donate now” button.  This would have to link through to a payment site such as PayPal, WorldPay or JustGiving. * The same could be done for gym subscriptions.  The application form would be online and link through to payment via PayPal or other payment platform.  Something like [https://membermojo.co.uk/https://membermojo.co.uk/](https://membermojo.co.uk/" \t "_blank) could manage memberships at around £50 a year.  This also gives the opportunity to claim Gift Aid on membership payments. * Tony and I will review the website content and produce suggested new content for Trustees to consider at our May meeting.  I’ve sent Tony a first draft of what needs to go and what should take its place.  We are working to the spec Trustees agreed at the March meeting i.e. make the website focussed on BCG and its work. * Edward Robinson suggested new photos, which would give the website a new look. * They can also offer support to Tony if he would like it, to help with some of the technical issues he has had.  I think we could pay for an hour of their time to give him some training, if he would like that.   **Recommendations:**   * We go ahead with the website refresh, aiming to keep the work to no more than 3 hours of Edward Robinson’s time. * Investigate ease of setting up and costs for a payment platform such as PayPal ahead of our May meeting – perhaps Charlie could do this? (Sorry Charlie!). We can then decide if we think the ‘donate now’ button is worth putting on. * We offer Tony Broom the opportunity of some training with Edward Robinson. * An online membership/subscription system like Membermojo could save a lot of work and improve communication with gym members.  Even if we think we’re not ready for this right now, it’s something we should consider in the future.   A discussion took place on the content above and it was felt that a revamped website would be useful on many fronts, i.e. in communicating with gym members, but more clarification was needed first. It was agreed that BCG would pay for three hours training at £80 per hour. The trustees would like further discussion with Jane regarding the website. | **JC** |
| **8.** | **Grant Applications for Approval** | We covered this briefly and Pauine will meet with Juliet Short at Bell View to see if she has any ideas to encourage funding. Pauline will report back at the next meeting and also discuss advertising, if and how we should do this | **PT** |
| **9** | **Shop Report** | Sharon, Keith and Sue attended the meeting and left after discussing the shop report attached.  The main topic was the card reader machine. Keith told us that the paying in of money to the Co-Op was working better than ever and very little cash is now held in the shop. Pauline said she was surprised by how much opposition there was from some volunteers to the introduction of a card machine, as following the meeting after the break in with the Shop Committee it was felt that this was the way forward and everyone was in agreement. It was agreed to leave things as they are at present but we would look at it again in the future.  As Sue is no longer a Trustee she has relinquished her responsibilities as the Safe Guarding Officer and Karon has agreed to take this on.  Keith is keen for some sort of advertising campaign to try and engage more volunteers. Jane and Sharon will have a stall at the next market.  Sue queried monies due in from Ziffit and Charlie will check the account and get back to her. |  |
| **10** | **Gym Sub- Committee** | The current insurance company for the gym does not require daily safety checks but these are being completed as a matter of good practice. |  |
| **11** | **Markets** | Ruth reported that the first market of the year would be on Saturday 4th May. Jane and Sharon have a stall to promote BCG to try and encourage new volunteers and trustees.  The Art Festival asked for clarification that BCG insurance would cover the marquees (which it will) if they use them for the festival, which we are expecting to go ahead on 13th July. | **PD/**  **RD** |
| **12** | **AOB** | There seems to be some confusion in the minds of the trustees as to whether we can advertise local businesses on the website or not, and whether this is contrary to our constitution. Further discussion will need to take place at the next meeting. | **PT** |
| **13** | **Date & time of next meeting** | **Next meeting will be held on Wednesday 29th May 2024 at 7pm at Bell View**  **PLEASE NOTE CHANGE OF DATE FROM 20TH MAY** |  |