**Belford Community Group CIO**

**Minutes of the Meeting held on**

**Monday 18th September 2023 at 7 pm**

**Bell View Resource Centre, Belford**

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|  | **Present:** | Pauline Tucker (Chair), Phil Dodd (Secretary), Charlie Wadsworth (Treasurer), Ruth Dodd, Del Hughes, Nikki Dunn, Karon Ives, Susan Husband, William McLaren, Sharon Simmonds | **Action** |
| **1** | **Apologies for absence:** | Jane Cowley, Amanda White |  |
| **2** | **Declarations of interest:** | None |  |
| **3** | **Minutes of last meeting:** | Everyone agreed that the Minutes dated 17th July 2023 were accurate, and were signed by Pauline. | **PT** |
| **4** | **Matters arising:** | Susan Husband informed the trustees of her wish to resign at the AGM. Everyone would like to thank Sue for her hard work especially with getting the policies completed for the shop, which was a huge task. Sue will continue her work with the Community Shop Committee.  Sue also advised that with regards to the fire risk assessment, she has been advised that as there are less than six volunteers working in the shop at the same time, then an assessment does not need to be completed as long as the fire risks are highlighted and recorded and procedures are adhered to, then this should be sufficient. The shop risk assessment includes a section on fire hazards and the control measures are in place.  The shop does have smoke alarms and they are checked weekly. It was felt that the flat above should also have smoke alarms. Pauline will contact the owner and ask if there are smoke alarms and also remind him about replacing the ceiling tiles. | **SH** |
| **5** | **Action Plan Progress:** | **Alleviate Poverty:** Swinhoe Farm is in the process of applying for two grants. One for a defibrillator and one to provide riding lessons for those children that are struggling with health issues. The applications should be completed and returned to us by next month’s meeting.  **Improve Governance:** The Governance group has had to delay meeting up due to work commitments.  **Grant Evaluation:** Pauline has agreed to take this on. | **JC/PT/CW** |
| **6** | **Treasurer’s Report:** | The shop continues to do well and the gym is on budget and the net financial position is looking better. The main features were income (mainly from Shop and Gym) £11,496 and expenditure £11,684.  Further details can be found on the BCG Income statement for September. | **CW** |
| **7** | **Arts Festival** | Pauline had been in contact with Jodi and Judy and representatives from the festival committee will attend next month’s meeting. |  |
| **8** | **Museum:** | Karon has the lease to look at and is awaiting a response from the Charity Commission but still hopes to become independent by 1st October. | **KI** |
| **9** | **Shop** | Sue and Sharon advised that there is to be a Volunteers Meeting on Monday 25th September at 1 pm at Bell View. Trustees are invited to attend.  Signs are to be put up in the shop to indicate how much has been raised each month. New shelving is to be purchased and Keith is to install them. He has also agreed to do the shelving in the gym, which is greatly appreciated.  Sharon feels that an Ebay account for the shop would be useful and Nikki offered to help set this up.  Members of the Shop Committee will take items along to Alnwick for evaluation. It was suggested that the evaluator from Chatton might also be used occasionally.  Pauline to clarify with Judith regarding some items stored in the barn and report back to the Shop Committee.  There are still a number of slots on the rota that need filling, and an advert is going to be placed in the What’s On to try and attract new volunteers. | **SH** |
| **11** | **Woodlands** | The footpath is now finished and the next job is to prepare the ground for more of the wildflower area.  The County Council wanted some publicity about the woodland path and Brian informed them of BCG involvement. A friend of Brian’s confirmed he had seen it in the Northumberland Gazette.  Four more people are now first aid trained. |  |
| **12** | **Gym sub-committee** | Del informed the trustees that she might have to reduce her commitment to the gym for personal reasons, which was fully understand.  In a landmark moment for the gym, the lease had arrived and was signed. The lease is for twenty years. Grateful thanks to everyone involved in finally getting this over the line.  It is thought that the gym does not have crumbling concrete, but a surveyor will hopefully confirm this. | **DH/CW** |
| **13** | **Markets** | The recent market was well received but there were a few less stalls than usual. There is, however, a lot of interest from stallholders for the Christmas market. Santa will give out selection boxes at this market and Ruth is going to approach both Treelocate and Culture Creative for materials to construct a grotto. | **PD/RD** |
| **14** | **Grant Request:** | A grant application was agreed for Belford Cinema for £2,000. The Trustees believe this is a great asset for Belford and thanks go to Claire Wilford for her hard work and the excellent programme last year.  A grant request for the Reading Room was received for blinds and a heater, but after much discussion it was agreed to ask for further information and the request was deferred until the next meeting. | **PT** |
| **15** | **AOB** | The Land Registry details for 11 High Street, Belford have been received and we are waiting for those for 13 High Street. This means that the premises are in the name of Belford Community Group CIO and not in the names of trustees.  In preparation for the AGM in November, Pauline will produce posters to put up.  The Housing Group asked if a questionnaire could be circulated with the What’s On, which was agreed.  Charity Commission: Pauline has agreed to try and get this completed. | **PT/JC** |
| **16** | **Date and time of next meeting** | **Next meeting: Wednesday 18th October at 7.00 pm at Bell View** |  |