**Belford Community Group CIO**

**Minutes of the Meeting held on**

**Monday 29th May 2023**

**At Bell View Resource Centre, Belford**

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|  | **Present:** | Pauline Tucker (Chair), Phil Dodd (Secretary), Charlie Wadsworth (Treasurer), Amanda White, Jane Cowley, Ruth Dodd, Del Hughes, Linda Wadsworth, Karon Ives  Steve Newman | **Action** |
| **1** | **Apologies for absence:** | William McLaren, Nikki Dunn |  |
| **2** | **Declarations of interest:** | Jane Cowley and Charlie Wadsworth declared their interest in matters concerning Bell View. |  |
| **3** | **Minutes of last meeting:** | Everyone agreed the minutes were accurate. Pauline signed them. |  |
| **4** | **Matters arising:** | Pauline nominated Linda Wadsworth as a new Trustee. Amanda seconded this, and the trustees welcomed Linda and thanked her. Linda will look after the Community Shop. |  |
| **5.** | **Village Website** | A discussion took place regarding publicity and Steve presented a poster for us to look at. This will be placed on the BCG Website. Steve is also putting together some material for the newspapers regarding grants we have issued. He will use some images we have received from various parties (with permission). He will also do something similar for the gym. Steve then left the meeting.  Following a recent meeting between Jane and Tony Broom it was agreed on a change of name for the website to reflect BCG and its work. It was agreed that most people would use platforms such as Google for information these days and be directed to a specific website. We looked at what features should remain and which should go. It was decided that those of a medical nature should remain. We discussed the costs involved in using our existing website developer or starting afresh and Jane will discuss the options with Tony before a final decision is made. Jane will report back at the next meeting if she has time as it is a busy period for her | **JC** |
| **7** | **Finance Report** | April income of £3,700 tracking close to budget with the shop doing well and averaging takings of £750 per week. Nothing unusual in the costs and a surplus of £2,850. A donation of £600 was made to the Arts Festival, although this was accrued into last year’s accounts as it was agreed last year but we have been waiting for their bank account details.  They Gym were awarded a £1000 community grant.  The shop insurance remains outstanding.  Our insurance runs from 1st July.  The year-end accounts are being prepared. Pauline to write the trustee report. Next year Charlie may put the auditing of the accounts out for tender.  Due to the hiving off of the Museum, the financials will reflect a £16k write down of the reserves and this will be shown as an extraordinary item. | **CW** |
| **8** | **Action Plan:** | **Alleviate Poverty:**  Pauline met with Juliet Short from Bell View and discussed various opportunities of working together on projects that we might be able to help fund. It was agreed that Pauline would ask Juliet to attend our next meeting.  The investment to the gym has not moved forward mostly due to the shortage of members on the gym committee as the existing members are very busy at the moment. A discussion took place about new equipment to be purchased.  A disciplinary procedure for the gym needs to be developed as well as a data protection policy.  The safeguarding poster in the gym needs to be amended to reflect Karon’s details as the new safeguarding officer.  **Improve Governance:** Jane has collated the self-assessment forms we completed at the last meeting and produced a document summarising the responses. It is obvious that some of the trustees do not fully understand all the issues and we need to address policy making as a priority. Pauline to contact Martin Conway or Marc Johnson to assist us with this matter. | **JC/PT** |
| **9** | **Grant Applications** | The new website should include forms for grant applications. These should be in a more prominent place to make it easy for those making the grant requests. In the meantime Pauline will put hard copies of for grant requests and gym applications in the shop. | **PT** |
| **10** | **Charity Commission** | Amanda advised that according to the CC, some trustee details were still not up to date. She will look at it again to see what is missing. We also need to get the policies required by the CC up and running. | **AW** |
| **11** | **Shop** | Nothing new to report |  |
| **12** | **Woodlands** | Nothing new to report |  |
| **13** | **Gym sub-committee** | Apart from the extinguishers having been checked and two replaced, again nothing to report | **DH/CW** |
| **14** | **Markets** | Everything is in place for Saturday with a good selection of stalls as well as volunteers to set up the market and take it down. | **PD/RD** |
| **15** | **AOB** | Training for safeguarding - Karon was asked if she would do this and she agreed.  Jane reiterated that any posting on Facebook should be under the BCG Facebook account and sent via her. |  |
| **17** | **Date and time of next meeting** | **Next meeting: Monday 17th June at 7.00 pm at Bell View** |  |