**Belford Community Group CIO**

**Minutes of the Meeting held on**

**Tuesday 16th January 2024**

**Bell View Resource Centre, Belford**

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|  | **Present:** | Pauline Tucker (Chair), Phil Dodd (Secretary), Ruth Dodd, Karon Ives, Del Hughes, Nikki Dunn | **Action** |
|  | **Others Present** | Steve Newman |  |
| **1** | **Apologies for absence:** | William McLaren, Jane Cowley, Charlie Wadsworth, Amanda White |  |
| **2** | **Declarations of interest:** | None |  |
| **3** | **Minutes of last meeting:** | Everyone agreed that the Minutes dated 22nd November 2023 were accurate, and were signed by Pauline. | **PT** |
| **4** | **Matters arising:** | None that weren’t covered later in the meeting. |  |
| **5** | **Additional Agenda Item** | A new role for Steve Newman, who was present, was discussed. A conversation took place as to how best Steve can help with the promotion of the website and BCG in general. It was agreed that he would make contact with the various groups in the village and interview them and write this up. He will circulate to Pauline and the trustees and the content will be agreed before it is forwarded to Tony Broom to be put onto the website.  Steve is also enthusiastic about promoting the group and linking up on the various social media platforms. As Jane was not present, it was suggested that he come along to the next meeting to see if there are ways he can help her with what she is already doing. |  |
| **6** | **Treasurer’s Report:** | Charlie produced a detailed spreadsheet. Finances remain strong. Due to the shop closure the actual shop income was £8,723 compared to that budgeted of £12,283. However, in Quarter 3, there was a net surplus after costs of £2,392 against a budget deficit of £6,154. | **CW** |
| **7** | **Grant Applications Reviews** | Pauline had asked Karon to look at the possible purchase of an interactive screen to be put into the shop to provide information on the work of BCG and grants given out. Karon said it would cost in the region of £1000 and the operating programme would cost approximately £500. Also it is not easy to alter the programme once it is set up. It was agreed that this is not a priority but we may come back to it at a later date.  Pauline confirmed that everyone who received a grant for the year 2021-22 has completed the monitoring forms. Pauline suggested that ask Steve if he can look at them and write up a summary for the website, and ways of promoting this.  Clare Wilford has given an interview on the Cinema to Glendale Magazine and mentioned the grant received from BCG. | **PT** |
| **8** | **Grant Making Policy** | Jane circulated a revised grant making policy, which everyone had read. She felt there were three strands to look at more closely:  What is good practice  What the law says we have to do  What to do if we have too many financial requests.  Everyone needed to go back and re-read the document before next month’s meeting, and this will be a priority on the agenda to get it ticked off. | **JC** |
| **7** | **Action Plan Progress:** | It was agreed that we would like to continue for another year with trying to alleviate poverty in the village and encourage further grant requests in this area.  It was also agreed to make investment in the gym a priority.  To continue with developing good governance and identify any areas of training required for trustees. | **JC/PT/CW** |
| **8** | **Charity Commission** | Amanda was absent and will therefore give an update at our next meeting. | **AW** |
| **9** | **Shop** | Many of us have been going in on an almost daily basis and continue to do this in order to get the shop ready for opening next week Tuesday 23rd January. We have achieved a lot over the last two weeks following the festive period. The five new shelving units are now fitted and shoe display boxes have been purchased and awaiting delivery. Trips to the gym have been made with window display items, table and various other seasonal donations. Every item in the shop has individually been sorted and numerous trips made to the tip as well as Judith’s barn Books, dvd’s and cd’s have all been catalogued and new signs are being laminated. Space has been organised in the kitchen and its cupboard for surplus donations waiting to go out on shelves, we are doing laminated signs for these also. The storeroom has had a complete sort out and stationary reorganised. We are still in the process of completing a deep clean throughout the premises. The pat testing machine has been sent away for calibration. We are on target for the reopening next week. None of this would have been possible without the help and support of the volunteers. The committee taking into consideration the work that was needed prior to reopening carefully thought out the length of closure time. January is the best time to have a thorough clear out, clean, reorganisation, and any alterations, improvements made. The length of time needed for doing this will vary year on year depending on what is needed to be done and the availability of the volunteers to help. The new banking system seems to be working well so far. We require a light fitted in the cupboard under the stairs. Hopefully the work to the front door will be completed very soon as would be nice if it was done before we reopen | **SH** |
| **10** | **Woodlands** | A report not relevant at this time of year. |  |
| **11** | **Gym sub-committee** | Del is working on finalising lease details, emailing solicitors in Berwick to complete re-registration, although there appears to be an 18-month waiting list.  An email has been sent to activate the insurance. An application has been put in for rate relief, but this may take awhile too, and there has been no acknowledgement from NCC that they have received the application.  The water bill from April-October has been received for £383, which seems a lot for the amount of water that is being used.  Del has sent photographs of the non- functioning electric meters to the appropriate people.  There are still only three people on the gym sub-committee and more are definitely needed. | **DH/CW** |
| **12** | **Markets** | Outdoor markets will take place on **4th May, 1st June, 13th July (Arts Festival) and 24th August**.  A discussion took place as to whether we should move the date of the Christmas Market to avoid clashes with other Christmas events, and perhaps have a joint market with Bell View, with any funds raised going to Bell View. Ruth will discuss this with Juliet and we also need more discussion about whether to try once more to attract visitors to see Santa. | **PD/RD** |
| **13** | **AOB** | Karon asked about payment auditing for the Museum accounts. It was agreed that BCG would pay for the auditing up to November 2023 but after that date the Museum would fund them. |  |
| **14** | **Date and time of next meeting** | **Next meeting will be held on Monday 19th February 2024 at 7pm at Bell View** |  |