**Belford Community Group CIO**

**Minutes of the Meeting held on**

**Monday 19th May 2025 at 7pm**

**Bell View Resource Centre, Belford**

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|  | **Present:** | Amanda White (Acting Chair), Pauline Tucker (Acting Secretary) Linda Wadswroth (Acting Treasurer), Jane Cowley, Del Hughes  In attendance:  Christine Chapman, Richard Bourne, Tony Broom  Christine was welcome to the meeting as a potential trustee. | **Action** |
| **1** | **Apologies for absence:** | Charlie Wadsworth |  |
| **2** | **Declarations of interest:** | Charlie & Jane - Bell View |  |
| **3** | **Minutes of last meeting:** | Everyone agreed that the Minutes dated 22nd March & 28th April 2025 were accurate and were signed by Pauline. | **PT** |
| **4.** | **Policies:** | Richard attended the meeting for the first part and explained the amendments to the policies for the Woodland Group that he and Brian have agreed between them. There were some amendments to the previous policy, i.e. the Purposes and Procedures policy. Brian hadn’t been aware that this policy had already been endorsed at a previous meeting without his full approval, so the policy has been amended slightly, with everyone’s agreement. Charlie will be asked to check that the Public Liability cover is adequate.  Richard had attended a meeting held by the Gym Committee and has been working on a policy for Harassment & Improper Behaviour, which he has drafted for the whole BCG group. He will wait for the Gym Committee to get back to him before going any further.  One point he raised is that of referring matters that aren’t resolved at individual committee level, to that of trustee level. All trustees agreed that this is the correct course of action, and is therefore Minuted accordingly.  Richard also pointed out that in all policies *volunteers* should be amended to read *volunteers and other members* to cover those with gym membership. This was agreed and adopted by the Trustees.  He is also working on a policy for data handling which can be cast out to the whole group, including trustees. He will meet with individual committees to work with them on this.  The Induction Policy for the Shop and Gym is also required by our insurance. We need to verify with members that they have been inducted.  Richard was thanked for his hard work on the policies, which has been invaluable. He left the meeting. | **CW** |
| **5.** | **Website** | Tony has been working primarily with Jane and in part with Amanda to develop the website, which Tony confirmed is now almost there.  Tony took us through what they have done so far and it is generally thought that some better quality photographs are needed. Del made some suggestions and will try and get hold of a photograph of the High Street, and Linda may also take some photographs.  Tony asked for a passport size photograph of all the Trustees to go onto the website.  More shop information is required i.e. opening times and specify the criteria for donations. Linda will respond to this.  Jane asked all those present to read the content on the overhead screen, particularly for the gym. A discussion took place and Del will amend and send Jane an update. Reece will be asked to take new photographs of the gym now that it has been newly decorated. Amanda will ask Steve to do a new Membership Form.  A list of grants given out for the last year is needed. Linda to ask Charlie to do this.  More photographs of the Breakfast Club also required. Pauline to contact Nikki Dunn for this.  A blurb on the Community Markets also required, alongside photographs.  Tony informed the trustees that the domain: Belford Community Group.Com has been secured.  A discussion regarding Belford Village Website is needed further down the line.  Jane asked if the trustees can have access to the new website to look at in their own time, as currently only Jane and Amanda have this. Tony will look to see if it’s possible for everyone to gain access.  Tony, Jane and Amanda were thanked for their hard work on the website and Tony left the meeting. | **TB AW JC**  **ALL** |
| **6.** | **Matters Arising** | None that weren’t covered on the Agenda. |  |
| **7.** | **Finance** | Charlie had circulated his report prior to the meeting. In his absence Linda reiterated that the finances are doing well. Payments to both the Arts Festival and Friends of the School for the poly tunnel were made last month. |  |
| **8.** | **Grant Applications:** | None Received. |  |
| **9.** | **Gym** | Del advised that the Gym Committee had met and she felt there is a new energy to getting things moving. Reece and Richard have been very helpful.  The side room is all set for the work to be carried out which should cost about £1500 including an electrical heater and lighting, and she had three quotes for CCTV. It was decided to go with the middle quote of £1800, which replaces the old CCTV and gives the option of having it outside if it is ever required.  There are two pieces of equipment required to update the gym costing £3000 each. One will be purchased in this financial year. The Gym has a budget of c£10,000 for this year.  There are some shop items that need clearing out. If the shop does not need the notice boards, the gym can repurpose them. |  |
| **9** | **Shop Report** | Linda has met with the Shop Committee and it was agreed that they would leave the existing fire extinguisher in place for this year, and discuss the matter again later in the year to see if they need to change to another sort. Training may be needed for new extinguishers if they are changed.  Linda reported that all is going well in the shop and decorating and other work will commence following the next Bank Holiday.  A new smart meter will be installed saving a possible £150 on bills. A PAT testing machine is to be purchased by Chris Husband who does the PAT testing for the shop, replacing the old one |  |
| **10** | **Woodlands** | Brian has requested a metal hed to house the tools for both the Woodland Group and the Snow Patrol Group. He will liaise with Juliet and get back to us once they have agreed a space. |  |
| **11** | **Markets** | The first market of 2025 was held on Saturday 3rd May at the Market Cross. The group of volunteer helpers assembled about 7.45 am at the lockup to transfer the marquees, tables and chairs to the Market Cross. The weather was dry, sunny and warm (very different from this time last year!) and the marquees etc were erected without problems. We had 13 stallholders there including representatives from local Belford charities. The fine weather helped to bring people out and it was a successful and enjoyable event. Many, many thanks to our helpers who put up and took down the marquees and to our stallholder who regularly and reliably bring their goods for sale. The next market will be held on Saturday 31st May. |  |
| **12** | **AOB** | **Poverty Shop:** A general discussion took place following Juliet’s email about a poverty shop. All trustees agreed that the Community Shop isn’t large enough to house this project. Pauline had suggested that Juliet contact the Doctor’s Surgery and the local public houses to see if they could assist. The trustees wondered if there is a cupboard space at Bell View to support this, as it would be helpful to have it alongside the Community Store, and might save time transporting the goods around the village. Pauline will email Juliet.  Linda asked if we had heard anything from the Church Playgroup regarding additional funding. As we have not, Christine will ask when she is next there to see if we can support it in any way, and also to ask if we can assist with the Holiday at Home club.  Amanda advised that she would be doing her Safeguarding Course next week online.  Google Drive: We will ask Richard if he can help with this. | **PT** |
| **14** | **Date & time of next meeting** | **Next meeting will be held on Monday 23rd June at 7pm at Bell View** |  |