**Belford Community Group CIO**

**Minutes of the Meeting held on**

**Monday 19th June 2023 at 7 pm**

**Bell View Resource Centre, Belford**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present:** | Pauline Tucker (Chair), Phil Dodd (Secretary), Charlie Wadsworth (Treasurer), Amanda White, Jane Cowley, Ruth Dodd, Susan Husband, Nikki Dunn, Karon IvesGuest: Brian Rogers | **Action** |
| **1** | **Apologies for absence:** | William McLaren, Del Hughes |  |
| **2** | **Declarations of interest:** | None |  |
| **3** | **Minutes of last meeting:** | The Trustees agreed that Pauline should amend the Minutes to include the investment of £25,000 over a 3-year period for the gym. Pauline will then sign the Minutes. | **PT** |
| **4** | **Matters arising:** | Nothing that will not be dealt with later in the meeting |  |
| **5** | **Action Plan Progress:** | **Alleviate Poverty:** Pauline has tried to make contact with Claire at the Swinhoe Riding Stables following her email to BCG to assist children less well off in the area. Unfortunately she has not received any response to her emails or telephone call.**Improve Governance:** To keep check that Trustees have read the documents in relation to governance (links sent by Jane), and other relevant information, Pauline will produce a sheet for Trustees to sign to indicate that they have read the documents.Jane, Pauline and Charlie formed a Governance Working Group. They looked at the various skills required and used a scoring system to rate the needs of the group. It materialised that the group’s values were the weakest area. The working group will make this a priority. Another area to work on is routines and protocol, i.e. regularly reviewing Health and Safety, Insurance etc so that in future these matters are put into a calendar and will come up for automatic renewal. Induction of new trustees and communication are also areas that need to be addressed. | **JC/PT/CW** |
| **6** | **Financial Report:** | Charlie produced detail statements for the shop and gym. The income for the shop in the last quarter was £10,444 and expenditure £9,323. The income for the gym was £2,380 and expenditure £2,992. Overall, the group’s funds remain healthy. |  |
| **7** | **Preparation for****Insurance Renewal:** | Our insurance is due for renewal on 30th June. Charlie has found a much better quote from a company called Marsh that has a charity division. The quote for approximately £2040 is less than half of what we normally pay, and has coverage for £5m. Charlie was given authority to go ahead with this and advise our existing broker that we would not be renewing with them this year. | **CW** |
| **8** | **Museum:** | Karon reported that progress has been made with the lease for the Museum and Reading Room. The Trustees have now given all the downstairs space to the Museum and it is hoped that the Museum will soon become a separate entity and a company in its own right. Marc Johnson is being consulted on this.Once legal entity has been granted then hopefully everything else will fall into place over the next few months. A realistic date is October.The Trustees agreed that the Museum could detach itself from BCG CIO, and also agreed that the Museum account can be transferred into a new Museum account. | **KI** |
| **9** | **Shop** | Sue had already sent in Minutes of the Shop Committee meeting. She mentioned a couple of other issues. The first one is the need to get a fire risk assessment and Karon agreed to text Michael Curry to see if he is willing to do this. The Risk Assessment report has still not been received from Michelle Muxworthy and Pauline agreed to chase this. Also the new shelves have been fitted. | **KI/SH/PT** |
| **10** | **Health & Safety:** | A general discussion took place and Pauline confirmed that Michelle Muxworthy declined to become a trustee but she might be able to assist the group along the way. She was impressed with the work done so far, particularly by Sue for the shop.Nikki agreed to be the overall Trustee for Health and Safety and Sue is happy to offer support and work alongside her. The Trustees are very grateful to them both for taking this on board and understand it is a new role and are willing to help where they can. | **ND/SH** |
| **11** | **Woodlands** | Brian reported that plant growth is prolific especially in the wild flower garden. NCC has given the group money to buy ten tonnes of stone for paths but NCC will not allow the delivery to be made to a private address, so this issue has to be resolved. Brian asked if the group would provide funds for weed mats and the Trustees agreed to this and suggested the Woodlands Group have access to £200 for small items they need and pass on receipts to Charlie. |  |
| **12** | **Gym sub-committee** | Del was absent from the meeting, but following her recent email on 11th June saying that the indemnity insurance demand from NCC was not an issue following a conversation with a solicitor, it was agreed by the Trustees that the gym lease should be signed. | **DH/CW** |
| **13** | **Markets** | The last market was the biggest event. A What’s App group has been set up for stallholders and the same is to be done for helpers. | **PD/RD** |
| **14** | **Grant Request:** | A request from Belford Primary School was received for £2,000 to help alleviate poverty in the village with particular emphasis on supporting a breakfast club. This was unanimously agreed. | **PT** |
| **15** | **AOB** | Ruth and Phil signalled their intention to resign as Trustees at the AGM in November 2024, but will continue to run the markets and send a report to the meeting. They will have been Trustees for over 14 years, and have been valued members of the team and will be greatly missed, but we are grateful that they will continue their work with the markets.Jane has had no success following her meeting with Lynda to find a person with some legal expertise to become a trustee. Pauline will ask William if he has any contacts. We will all think about ways of recruiting additional trustees.Nikki had arrived early at the meeting to help anyone struggling with Google Drive, but the communication seemed to have been missed. She is happy to help anyone with this if they contact her. |  |
| **16** | **Date and time of next meeting** | **Next meeting: Monday 17th July at 7.00 pm at Bell View** |  |