**Belford Community Group CIO**

**Minutes of the Meeting held on**

**Monday 28th April 2025**

**Bell View Resource Centre, Belford**

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|  | **Present:** | Jane Cowley (Acting Chair), Pauline Tucker (Acting Secretary) Charlie Wadsworth (Treasurer), Linda Wadsworth, Amanda White, Del Hughes  Brian Rogers, Richard | **Action** |
| **1** | **Apologies for absence:** | None |  |
| **2** | **Declarations of interest:** | Jane Cowley and Charlie Wadsworth  Bell View |  |
| **3** | **Minutes of last meeting:** | The Minutes of the meeting dated 26th February were not available for Pauline to sign, and will be signed at the next meeting. | **PT** |
| **4.** | **Matters arising:** | None that were not covered under the Agenda | **All** |
| **5.** | **Policies** | Richard discussed the policies he is looking at for us and said the Health and Safety policy needed some minor changes. Once these have been agreed, the name of each leader for each group will need to be minuted at a trustees meeting. The Expenses policy was updated and it was agreed to go ahead with the Whistle Blowing Policy. There was a general discussion about data protection, especially for the gym. Only essential date is required and should be destroyed as soon as possible. He will meet with individual groups to make sure each group conforms. He requires some information regarding the markets.  The Trustees would like to thank Richard for his work on developing the policies for the group. We would also like to thank Brian for his work on the Woodlands policy and the work he and his team do to keep our green spaces looking so lovely. This is greatly appreciated.  The policy for the Woodland Group was briefly discussed with Brian clarifying that there were some amendments that needed to be made. Brian and Richard will discuss this matter and finalise the policy for approval. |  |
| **5.** | **Treasurer’s Report** | Charlie had previously circulated his report and commented that grants of c£12,500 had been given this year. He said the gym has still not been developed and he will put something into the coming budget for this.  The budget for the coming year was discussed with more money for grant requests being included. The gym development for last year was £15k and this year will be £10k. Questionnaires were sent out to gym members regarding equipment, and the feedback is that most members are happy with what is available but some machines need repair and maintenance. A couple of new pieces of equipment were identified. Members seemed happy for the side room to be used for floor exercising, relaxation etc.  Charlie also produced a set of figures for the gym and it made a slight profit with funds coming from membership fees and grants. The average membership for the year is 65 people.  The budget was proposed by Pauline, and seconded by Amanda. | **CW** |
| **6.** | **Action Plan** | **Policies:** Jane raised the subject of how policies are stored and kept up to date. As we now have fewer trustees, no one wanted to take this on at present. It was suggested we ask Richard if this is something he is willing to do. We need the policies filed on Google Drive and a calendar of when they are to be reviewed.  Amanda suggested we ask Bell View if their technical person is able to help trustees get to grips with Google Drive. Charlie will ask Juliet to see if this can be arranged.  **Website:** A date has been arranged for Jane and Tony to meet up later this week. Jane confirmed the text is on the site and they will look at more photos. Again, Jane raised the question of who will look after this when she steps down at the AGM, and Tony will be approached to see if he is willing to do this.  **Facebook:** Jane also looks after the group Facebook page and Linda has agreed to take this on in November. | **JC**  **CW**  **JC** |
| **10.** | **Grant Applications:** | Grant application received from The Friends of Belford Primary School for the sum of £1200 for a polytunnel to help the children get hands on experience of growing plants and seeds. This was approved.  Grant application received from Belford Arts Festival in the sum of £1500 go help with running costs for the festival. This would go towards insurance and licences, brochure, band hire etc. This was approved. |  |
| **11** | **Gym** | Del reported that the fire prevention company had come in and advised that although the fire extinguishers currently in the shop are legal, they would recommend removing the powder type ones and replacing with two water ones and one CO2. A quote of £460 was given. We will consider this. It was also suggested that someone from Alnwick is now doing this type of work and Del will contact him to see what he says about what needs doing. The emergency lighting needs looking at so she will get Alan the electrician back. The side room needs to be sorted. She confirmed that Phil Duncan has started repairs to the roof. | **DH** |
| **12** | **Shop Report** | Linda reported that everything was running smoothly in the shop. She is waiting for Derek and Johnnie to give her dates for the work to be carried out. |  |
| **13** | **Woodlands** | Brian updated us regarding dog fouling in the woodlands. He is in touch with the dog warden. It is still an issue but he has seen a slight reduction in the amount of fouling. The Parish Council had put up notices about cameras, but NCC confirmed this is not legal and they were taken down. The dog warden will visit regularly, but this situation is not ideal. |  |
| **13** | **Markets** | No report |  |
| **13** | **AOB** | Amanda has looked into various courses for Safeguarding. She is keen to do the course online due to work commitments. She is waiting to hear back from different organisations.  Brian had emailed his thanks for the Trail leaflets.  Karon thanked the trustees for their gift and card.  Pauline requested that the AGM date be moved from Wednesday 13th November to Wednesday 20th November at 6pm. Everyone agreed. Pauline to notify Bell View. | **AW**  **PT** |
| **14** | **Date & time of next meeting** | **Next meeting will be held on Monday 19th May 2025 at 7pm at Bell View** |  |