**Belford Community Group CIO**

**Minutes of the meeting held at**

**Bell View Resource Centre, Belford**

**Wednesday 31 August 2022, 7.00 pm**

**Trustees Present:**Pauline Tucker (Chairman), Dave Ogden (Treasurer), Phil Dodd (Secretary, Amanda White, Val Barnsley, Ruth Dodd, Del Hughes, Jane Cowley, Karon Ives

Others Present: William McLaren (President), Steve White

**Apologies for absence:**Sue Husband, Nikki Dunn and Tony Broom

**Minutes of Last Meeting:**Everyone agreed they were accurate and Pauline signed them.

**Matters Arising:**Dealt with later in meeting, except that Jane asked for pictures for the new Facebook page.

**Gym:**A general discussion took place regarding the temporary closure of the gym.The risk assessment should be straightforward because the gym consists of only one room. Each piece of equipment needs to have instructions alongside it so that it is clear how operators can use the equipment. Steve advised that this could be done reasonably easily. The gym committee are trying to encourage some members to come forward to help spread the workload by doing daily assessments. The insurance company has advised us that they don’t need anyone with a formal sports qualification as long as the person is competent and understands the risk. Pauline suggested speaking to Paul at Bell View, but after a lengthy discussion Jane volunteered to contact Active Northumberland to see if they can help in providing someone who can help with inductions to new members. Steve had previously contacted Michelle from Active Northumberland and she has some spare equipment that the gym may be able to have. The insurers have also advised us that they will only insure members aged 18+.

At present the gym is closed and the reopening is urgent. The gym committee are working very hard to get the gym reopened. Val expressed her disappointment at the current situation, i.e. she is concerned by the gym closure and the lease not being signed after such a lengthy period.

**Insurance:**Currently only a small number of volunteers are covered, and in reality there are around about 100 volunteers so the insurance has been amended accordingly. We need to get a valuation for the shop to make sure it’s fully covered. For the market individual stallholders should have their own insurance, and steps should be taken to find out what is acceptable to them. The Arts Festival insurance was raised and we need to discuss this with Jodi.

**Health & Safety/Risk Assessments:**Pauline has emailed out a Statement of Intent to the trustees. Jane has taken the statement from the H&S Executive and adapted it. Each area of the BCG operations should now have a volunteer who takes on the role of an H&S inspector. A fire risk assessment now needs to be completed for each area along with other risks. The gym has recently had a fire risk assessment. Graham is to be asked if he would take on the role of Trustee with responsibility for H&S issues, insurance, compliance etc for all BCG activities. Each area should complete a risk assessment by the next trustees meeting in October.

**Sub Committees:**It was agreed that we would discuss sub committees at a later date and the trustees agreed that we needed to involve Marc at this stage.

**Transfer of Assets:** Pauline took the property file to the solicitors who will deal with the transfer of assess from Belford Community Group to Belford Community Group CIO. Once this has been completed we must contact the Charities Commission to get the old BCG taken down. A new bank account will need to be opened in due course.

**Finances:**They continue to be healthy. The two large outgoings this month were to Bell View for a generator, and for Jodi for various payments for the Arts Festival. We are hoping that Jodi will attend the next meeting to talk about Arts Festival funding.

We will need a new treasurer at the end of March 2023.

**Shop:**Going well, but more volunteers are needed.

**Market:** Successful August Bank Holiday market. The next market will take place at the end of November.

**Any other business**

Amanda mentioned that we need some new trustees and suggested we speak to the school PTA about it.

AGM Wednesday 9 November 6.00 at Bell View

Pauline expressed her wish that she would like to step down as Chairman of the BCG at the next AGM.

**Next meeting:**Wednesday 5th October at 7.00 pm at Bell View