

**Action4Acomb (A4A)
Committee Meeting via Teams
7pm Thursday 21 January 2021
Minutes**

Present:	Lorna Farr	Secretary
	Jenny Stewart	Committee Member
	Sue Morley	Chair
	Carol Boothby	Committee Member
	Julie Foster	Committee Member, Flood Warden
	Rachel Gagliano	Treasurer
	Katy Youngson	Committee Member
Apologies:	Linda Milton	Committee Member
	Vicky Ferguson	Committee Member
In Attendance:	Beverly Worhurst	Acomb Resident
	John Macdonald	Acomb Resident

Welcome and apologies.

Meeting started at 7.20pm due to difficulties with a few connecting issues.

Sue, as Chair, welcomed everyone, including Beverley and John who had requested to attend. Beverley expressed thanks on behalf of herself and John, her husband, for being invited.

Sue outlined the agenda items and explained to Beverley and John that certain items would require to be discussed 'in camera'.

Minutes of previous meeting – 17 December 2020

The section in the last minutes pertaining to the Charities was requested to be amended by Carol who had sent a belated email prior to this meeting explaining the suggested amendments. These were not viewed until into this meeting.

Carol had written in her email *".....think the minutes reflect what was said about the statement in previous minutes 14/10/20 ' the MUGA is not a charity' which was then amended but still talked about the MUGA being gifted to the charity - I raised the point that the MUGA has no legal status and suggested perhaps it was meant to read 'the playing fields.'"*

Carol had asked if the paragraph re: 'The MUGA, therefore, should be the responsibility of the Parish Council who could gift the MUGA to the Charity.' could be explained, as the MUGA had no legal status (although the playing fields did). Jenny explained that the CIO was now registered but that the transfer of the three charities – Village Hall, Pavilion and Playing Fields is unlikely to be for a further 4 years due to the arrangements relating to the Parish Council (PC) reclaiming VAT. Should the PC construct a MUGA, the PC would not be in receipt of any revenue due to the conditions relating to reclaiming VAT. The MUGA revenue would require to be made

to one of the Charities' Bank Accounts. Liability insurance will through the PC. A clear understanding of the PC role of First Stage Government and their Trustee role requires to be clearly defined by those involved.

For clarity, Carol asked if the wording as follows be added, "the Charity is the Acomb Recreational Field and that just as the tennis courts at present, the MUGA would be treated in the same way, an entity that sits on the site of the Acomb Recreational Field Charity site." Carol was happy to leave but just to be clear in the minutes, the MUGA would have no legal status.

The minutes were agreed with the amendments as discussed.

At this point, Sue asked if everyone was aware that Lorna has stepped down from the Parish Council? All were aware.

Previous Actions carried over.

Action	Named responsibility	Date By	Progress
CLP 5-Year Plan Way forward	All – Jenny lead	To be deferred to next meeting	On going
CIO Progress report	Jenny	Defer to 2021	On-going
Actions to continue to add to Acomblocal website	Katy, Lorna, Jenny, Sue, Carol	Continuous	On-going
Promote A4A website	Katy, Lorna, Jenny, Sue, Carol	Continuous	On-going

Actions as listed.

Noted. Many will be addressed in the agenda.

Projects

Community Led Plan – future direction

Jenny has updated the CLP actions, await approval. It was suggested that these be shared and celebrated with the Parish Council and Community as an historical document. There is a need to determine where we are now and ensure Parish Council responsibilities are attributed accordingly. It is recognised that we are restricted in engaging with the community presently due to Covid-19 pandemic.

Lorna suggested that we need to grow and develop the actions. She asked if there was opportunity to make some amendments to the actions before they are agreed. In progressing, perhaps there might be consideration in asking the community through a further questionnaire distributed to all households. The questionnaire would probably not be as comprehensive as the one in 2014. The questions however would be informed by the revised actions. It was agreed to set some deadlines and obtain funding to support the printing of the questionnaire. Lorna shared some provisional costs obtained from the printers to give an outline of the amount to apply for. Carol requested that any application be shared with committee members.

Action: Lorna to complete application form for Community Chest funding to support the cost – deadline tomorrow, 22 January and share with committee members.

Web update

Katy was asked to update the group. She explained that there has not been a great deal of activity on Acomblocal over the Christmas Period. Further training sessions to be arranged with Adam.

Lorna informed the group that there had remained on going issues with Freeola in respect of the A4A website. Having been in contact with Adam and his subsequent interventions, this would seem to have now been resolved giving opportunity to update the site.

Rachel was asked if she would like to be included in the training but declined.

Action: Katy to plan further training with Adam

Christmas Events Review

Everyone thought the Christmas events had been brilliant and well received by the village. It was felt to be great that everyone joined in and that there was collaboration between ourselves, Acomb WI and the Methodist Chapel.

Katy was a star in putting the daily advent calendar sites up for families to see on Acomblocal. The WI Advent Calendar was a great success with the youngsters.

Lorna has extended thanks to Egger via email for the donated tree. A lovely response was made. It was felt that next year we should continue to invite everyone, not just the school children, in the Parish to decorate the tree as this year was such a success.

Action: Thanks to be extended for the funds from the Wreath Trail on Facebook.

A list of those involved to be published.

Three sets of Christmas lights are required to replace those that are no longer working. No LED lights available currently due to the demand over the festive season.

Flood Group/ reviewing Flood Plan/recruitment

Update provided – 4 new flood wardens volunteered. Revised flood plan to reflect these changes.

Little Free Library

Katy updated those present on the project. She explained that it was important to get as much support and help with stewarding the running of the Library. She suggested posting on Instagram.

A decision as to the location of the Library is required. It was suggested to ask on Acomblocal Facebook.

Ochiltree are to build in February 2021. Carol has managed the logo and stamp with Katy. Offers of books are coming in to stock the library.

Action: Katy to ask residents where they would like the library to be sited on Acomblocal Facebook.

Standing Items

Finance: Treasurer's report

Treasurer's Report

27/10/2020 – 21/01/2021

Previous balance (27/10/2020) £16,418.01

Which includes funds held for Acomb Tennis Club (2,233.98)

Income

11/12/2020	Rothley Trust	£700.00
Total		£700.00

Expenditure

12/01/2021	Freeola Internet Provider	£13.86
29/12/2020	Adam McKinno AcombLocal	£100.00
17/12/2020	Lorna Farr Ink cartridges	£47.15
26/11/2020	Adam McKinnon AcombLocal	£100.00
09/11/2020	Freeola Internet Provider	£10.80
Total		£271.81

Account balance as at 21/01/2021

$(£16,418.01 + £700.00 = £17,118.01 - £271.81) =$	£16,846.20
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Lorna has recently transferred the Wreath Trail donations to the sum of £12.62 into A4A Bank Account.

Annual Accounts/Annual Audit of accounts

Rachel reported that the audit was completed and signed off by Bill Grigg, Parish Clerk, file to be collected.

Grant funding update

An updated grant funding breakdown was shared over Zoom.

Parish Council Grant		In	Out	Remaining Grant £812.89
09.10.2020	Freeola	00.00	13.86	
12.10.2020	Printing paper (LFarr)	00.00	08.55	
26.10.2020	Adam McKinnon	00.00	100.00	
26.11.2020	Adam McKinnon	00.00	100.00	
17.12.2020	Printing cartridge (LFarr)	00.00	47.15	
29.12.2020	Adam McKinnon	00.00	100.00	
12.01.2021	Freeola	00.00	13.86	
Total Spend		00.00	383.42	£429.47
Rothley Trust 11.12.2020		700.00		
Total Spend			00.00	
Wreath Trail				12.62
21.01.2021	Donations		12.62	
Total Spend				12.62
Further Award from Buffs 18.12.2018		1000.00		£600.30
Total spend			0.00	
Remaining grant				£600.30
Blast from the Past event (Youth Club) 18.04.2018				£27.00
Total Spend				0.00
Remaining grant				£27.00
Acomb Tennis Club Fund				£2,233.98
Total Spend				£00.00

Remaining Grant				£2,233.98
NCDN (Village Hall Activities) awarded 26.04.2018 remaining		In	Out	£00.42
Total Spend				0.00
Remaining grant				£00.42
Lottery MUGA Small Grant awarded 10.05.2019		In	Out	£9,558.00
Total Spend				0.00
Remaining grant				£9,558.00
Awards for All (Village Hall Activities) awarded 07.09.2018 £4,330.00		In	Out	Remaining £3,302.91
Total Spend				0.00
Remaining grant				£3,302.91
Total Amount Grant Funding remaining				To be completed in preparation for 2021 AGM
Total in bank account 12.10.2021				To be completed in preparation for 2021 AGM

It was agreed that Keda Norman be contacted about the funding remaining for Acomb Youth Club.

John Mcdonald asked about the Grant Funding allocated from Sports England Small Grant funding and its use.

Action: Email Keda Norman re: grant funding for Acomb Youth Club **LF**

Feedback from Parish Council/Trustee Meetings

Carol fed back that the tendering process is currently in progress to appoint an architect to take forward the feasibility survey. There was no further update since the last meeting. No MUGA Management Meeting (MMC) was planned for January.

Lorna asked who was conducting the tendering invitation and what process was being adopted. Carol was unsure but thought that Tony Nicholson, retired architect on the MMC was involved.

Planned communications/Publicity

Action: Katy to put out on Acomblocal Facebook residents preference for the Little Library.

AOB

Great British Spring Clean is due to take place in March. However due to the Covid-19 Pandemic, this will require to be confirmed as to whether this can go ahead this year. Normally we access NCC equipment to aid the clearing up.

Action: Lorna to check GB Spring Clean website as to whether this can proceed in March this year.

Electric Car Scheme initiative is being proposed by resident, Nick Morphet who has been in contact with Lorna as A4A secretary requesting our support. This includes requesting the Parish Council to installing charging terminals at the Village Hall but also a car sharing initiative. John McDonald who is involved stated that insurance is the main difficult with costs prohibitive when taking up a car sharing scheme such as proposed. No action was felt necessary as the Parish Council are taking this matter forward.

At this point, Sue explained to our visitors that we would be continuing the rest of the meeting in Camera.

John Mcdonald requested that it be added to the minutes that he and Beverly extended thanks for being given the opportunity to attend. He also requested that they both attend next months meeting. It was arranged that they would confirm prior to the next meeting via email.

Date of next meeting

Thursday 18 February at 7pm via Zoom

Dates for 2021 planned – Thursdays at 7pm, except *

18 March 2021	15 April 2021
20 May 2021	17 June 2021
15 July 2021	19 August 2021
16 September 2021	20 October 2021 (AGM) * Wednesday
18 November 2021	16 December 2021

Actions carried over to next meeting.

Action	Named responsibility	Date By	Completed
Community Chest Grant funding submission	Lorna	22.01.2021	Submitted and copied to A4A Committee
Contact businesses to advertise on the site.	Jenny	February 2021	On-going

Extension of contract	A4A Committee	21.01.2021	On-going
Web Training with Adam	Katy	18.02.2021	Further sessions
Review Christmas Event	A4A Committee	21.01.2021	Completed
List of those involved to be published	Joint communication with other partners	Parish Newsletter	Awaited
3 sets of Christmas lights for tree at Pant to be purchased	Lorna	10.2021	On-going
Annual Review Flood Plan	Lorna and partners	March 2021	On-going
Rothley Trust Grant Invoice submit	Lorna/Rachel	March 2021	On-going
A4A accounts to be audited	Rachel	21.01.2021	Completed
Grant funding for steps for reconsideration	A4A Committee	Continuous	On-going
Flower bed tidy	Lorna and other willing members/volunteers	03.2021	On-going
Little Library – post on Facebook to ask residents their preference for the library	Katy	February 2021	Undertaken
Contact to be made to Hexham Youth Initiative re: grant funding remaining for Acomb Youth Club	Lorna Cc:Rachel	18.02.2021	Completed
Great British Spring Clean 2021 – to check dates on website	Lorna	18.02.2021	Postponed until weeks - 28 May to 13 June 2021
Mediation	Sue	To progress	Response to email communication