

**Action4Acomb (A4A)
Committee Meeting via Teams
7pm Thursday 20 May 2021
Minutes**

Present:	Lorna Farr Jenny Stewart Sue Morley Vicky Ferguson Julie Foster	Secretary Committee Member Chair Committee Member Committee Member Flood Warden
Apologies:	Linda Milton Rachel Gagliano	Committee Member Treasurer

Welcome and apologies.

Sue, as Chair, welcomed everyone.

Minutes of previous meeting – 15 April 2021

The minutes were agreed, with the amendment on pp.2 amendment from *Actionlocal* to *Acomblocal* and to be signed by the Chair.

Minutes 4/21 require to be signed.

Previous Actions carried over.

Action	Named responsibility	Date By	Progress
3 sets of Christmas lights for tree at Pant to be purchased	Lorna	10/21	On-going
Annual Review Flood Plan	Lorna In conjunction with EA and Lead Warden	March 2021	Deferred for a later date when Flood Wardens can meet up post Covid.
To propose addition to A4A Constitution to A4A AGM October 2021 for approval	Sue and Lorna	20.10.2021 A4A AGM	On-going

Actions as listed.

Actions considered and contained with the projects as follows.

Flood Group promoted via EA

Julie fed back. Colin Hall arranged for videos to be captured to promote what has been achieved with the Flood Alleviation programme at the Red Burn across from the Methodist Chapel. It was a pleasant interlude meeting up with Colin, his colleague Karen, the 2 men who clear our trash screens. Residents were approached to share their views, but none were available at such short notice. Mark Douthwaite, Lead Flood Warden extended his apologies too. Keith Robson, local resident, and Flood Warden, spoke about the history relating to flooding at Morrison

Chair's Signature:

Date: 20.05.2021

Terrace, Julie as local resident and Flood Warden, spoke about the difference it will make to A6079, Lorna spoke about the Flood Group. Colin held up Acomb Flood Group as best practice.

Communications with Parish Council

Several communications via email have been received from the Parish Council. These have been responded to and shared with this committee. Much has included Acomblocal web site, and the Precept grant application made. At the last Parish Council meeting a decision was made to turn down the 5th grant application submitted on the basis that any running costs would not be considered. If any projects required equipment such as the cost of Christmas lights this would now be paid for directly by the Parish Council to reclaim VAT.

Proposal to celebrate coming out of Covid Restrictions.

Discussed a variety of options/activities. Plan towards Saturday 10 July with the Scarecrow Trail having been judged as one of the timetabled events. Need for a risk assessment linked to the Parish Council Liability insurance. Possible use of Awards for All funding and Sports England Small grant fund. Involve residents in the planning through bringing together a planning group. Booking various events. Raffle through links to local businesses donating prizes.

Action: Booking of Pavilion and Playing Fields.

Communication with NCC Highways.

Set up planning group linking with local groups and partners.

Seek raffle prizes.

Projects

Community Led Plan Questionnaire

First draft of the questionnaire was sent out to committee members. Require change to the front sheet. It was suggested that the appearance of the questionnaire might be changed from the original. Contact groups such as the Environment group to determine whether they would like to add any questions. Consider when questionnaire will be distributed.

Action: Plan further meeting to further work on the questionnaire.

Contact Ivor Knox to arrange to meet with him.

Web update

Jenny tabled a paper outlining where we are currently with Acomblocal website. No more training is planned/ Adam has provided some short training videos. The intention is to enter the next phase with reducing the cost and Adam's time. We have been pleased with progress. Adam has been flexible and has been generous with his time. Freeola requires to be addressed as currently costing us monthly. Adam was to absorb this within his costs. He will be starting to work on Action4Acomb website to update it to the same level as Acomblocal. Rothley funding will contribute towards the costs for this. A meeting is to be planned to meet with Adam to move to this change in contract.

Pressure has been put on Action4Acomb to have the Acomblocal group become a management committee diluting Action4Acomb's role as project lead. This was a project legitimately set up by Action4Acomb to provide a website for the community.

This much more formal arrangement takes away from a community led group working in partnership.

The draft minutes from the last Acomblocal meeting were shared briefly on Zoom. Concern was expressed by Lorna, Sue, and Jenny that the format of these minutes is not conducive to working together as a community group but instead more in keeping with a legal proceeding – divorce perhaps.

It was put to Action4Acomb committee as to whether they would agree with Acomblocal group becoming a management committee. A unanimous decision was taken that Acomblocal should not become a management committee for the reasons already expressed. Jenny to write to the remaining Acomblocal group members to make this clear.

Jenny shared with the group a suggested draft of a questionnaire to post on Acomblocal asking for feedback. Further suggestions were made. The redrafted questionnaire would be resent to this committee before being shared with Acomblocal Group prior to posting on Acomblocal website.

Action: Lorna to arrange a meeting with Adam to revise the contract with Action4Acomb.

Resolve issues about Freeola.

Jenny to write to Acomblocal members making it clear that Acomblocal will not become a management committee.

Jenny to recirculate redrafted questionnaire to Action4Acomb Committee prior to it being shared with the Acomblocal group before posting on the website.

Vicky to help with the website following sharing training videos.

Jenny to lend Vicky a laptop computer.

Great British Spring Clean 2021

The date for this event is Saturday 5 June between 10 and 12 md. Posters have been put out around the village. Sue has posted on Facebook and Jenny on the Acomblocal web.

Lorna has signed into the National website with the date and time.

Contact has been made with NCC to order equipment and plan bin collection points.

Action: Lorna to share with the school and nursery who will cascade to parents and carers.

Flower bed

Action: Jenny and Lorna to arrange a time to weed the bed across from the Chapel.

Plan activities in Village Hall to resume in June.

It was noted that the Parish Council met in the village Hall at their meeting last night. Lorna said that Julie Finch coordinator of Let's Sing Again Group had been enquiring about starting up again. Perhaps plans to restart the Film club in the autumn might be considered along with other activities using Awards for All funding as intended.

Action: Lorna to meet with Julie Finch to plan towards the start-up of the Let's Sing Again group.

Standing Items

Finance: Treasurer's report

Rachel has stepped down both as Treasurer but also as a member of Action4Acomb due to changed family circumstances and need to provide a higher level of support. It was with regret that Rachel as one of the founding members is stepping down. We acknowledge her contribution over the years. It was decided to extend thanks by signing a Thank you card and dropping off some flowers as a token of our appreciation.

Action: Lorna to get a card and flowers on behalf of the committee.

14/04/21 – 20/05/2021

Previous balance (14.04.2021) £16,534.16

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

Income

28.04.2021	Arnold Clark Grant Funding	£500.00
Total		£500.00

Expenditure

26/04/2021	Adam McKinnon Acomblocal	£100.00
10/05/2021	Freeola Internet Provider	£10.80
Total		£110.80

Account balance as at 20/05/2021

$(£16,534.16 + £500 - £110.80) =$	£ 16,923.36
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Treasurer Role

All were asked whether they would be willing to take on the treasurer role.

Vicky is willing to take on the role.

Vicky was proposed by Jenny and seconded by Julie.

Action: Lorna to download relevant forms and get relevant members to sign.

To liaise with Rachel and obtain the Accounts File to transfer to Vicky.

To ask that Rachel might undertake a handover with Vicky.

Grant Funding

Arnold Clark grant funding application has been received – see accounts. Funding to go towards Parish Questionnaire and publicity following findings.

Chair's Signature:

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The Parish Council have refused to provide a precept grant fund to Action4Acomb despite numerous submissions. The running costs are no longer going to be made by the Parish Council despite this having been provided in the past and not excluded in the August 2020 Parish Council Grant Application policy. However though not shared at the Parish Council meeting, it was agreed that changes to the Parish Council Grant Application be agreed. The Youth club fortunately will be provided with funding to cover the cost of a youth worker as has been the agreement over several years, but this has been conveniently put into another category other than grant funding. As for requests such as Christmas Lights this will be paid for by the Parish Council to reduce the VAT bill.

Any savings made on VAT was suggested to go towards buying each child a book. Whether this is realistic given the age range of children. Usborne books already currently sponsor Acomb First School up to 60% towards books for the school. There will also be the Little Library where exchanges of books including children's books will be made available.

A request was made to revisit the Action4Acomb Grant funding breakdown at the next Action4Acomb meeting.

Action: Lorna to prepare grant funding break down in readiness for next meeting.

Feedback from Acomb Parish/Trustee Meeting – May 2021

See previous feedback.

Two new Parish Councilors have put themselves forward to join the Parish Council – John McDonald and Lynn Crozier and were officially appointed at the May meeting.

The new council made a public commitment to draw a line under all its' previous dealings and, in effect, resolved to have a fresh start in how it works and deals with the community and organisations within the community. A4A welcomes this position and will also seek to establish a more positive and productive relationship with the Parish Council.

Julie as Action4Acomb Trustee representative explained that there were questions that had been raised by the Trustees at the last meeting to gain a view from each of the groups represented and feedback at the next Trustee meeting.

- *To consider the Village Hall Plans and in view of climate change identify what modifications might be considered?*

Response:

There will be environment grants available to be applied for. Jenny Gillatt would be an asset in her capacity as a conservation architect. However, there is a limited lease on the land – approx. 31 years – what is the life span of the village hall. Consideration of double glazing might be an option though this was not in the original costings.

- *The possibilities to re-site the Post Office in the Village Hall*

Response:

Again, there is likely to be grant funding available to enable this to be supported.

If the kitchen were to be moved as on the original plans, the old kitchen would become vacated. The re-sited Post Office could be housed there with an external entrance made accessible in compliance with DDA. The Trustees, however, would not be able to progress this unless the kitchen has been moved to its new site.

Village Hall funding was discussed.

- The Village Hall are in receipt of £20,000 Catherine Cookson grant funding made out to the Village Hall Charity and held in that bank account.
- Acomb WI have pledged £1000 towards the kitchen. This is in writing.
- Parish Council Precept was allocated to the Village Hall – £20,000 in year 2019/20 and £10,000 in year 2020/21, making a total of £30,000

Pavilion – suggestions that Mainwaring are planning to commence work on the Pavilion in July.

- *Feedback is requested as to whether the toilets will become a public toilet – accessible – or not? Should they only be linked to the use of the MUGA only? There are implications for the cleaning and maintaining of the toilets.*

A caretaker job description was agreed by the Trustees though the hourly rate and the number of hours were not agreed. There is a temporary caretaker in place currently not working to a job description who no longer lives in the village. Considerations in the past to recruit a more permanent post holder or job share has been raised in the past but has never been progressed.

Response:

- Perhaps consideration might be made about use of a timer to open the toilets at certain times.
- Use of a coin e.g., 20p to gain access or a token.
- Revisit caretaker role, hours, hourly rate and responsibilities.
- *MUGA – requested to feedback what we want?*

Response:

- Has any of the consultation been considered – throughout, the consultation indicates that residents are in favour of flood lighting to extend hours of play.
- The Sport England Community Asset fund criteria for funding is a MUGA with flood lighting.
- Planning permission awarded for flood lighting in August 2020.
- Why are the Trustees progressing this when the Parish Council have applied for planning permission and grant funding?
- The advisory group is not a representative group of the village residents.
- The MUGA is not a Charity therefore why is this matter progressed by the Trustees?

Action: Julie to feedback to the Trustee Advisory Group at their next meeting.

Planned communications/publicity.

- Continue to use Acomblocal calendar to promote events.
- Great British Spring Clean publicised through Acomblocal, Facebook, posters, Village Notes and through the school and nursery.

AOB

Northumberland County Council Communities Together have requested a photo of volunteers to be submitted by 25 May, next Tuesday.

Action: Lorna will communicate with all volunteers and invite them to come together for a photo shoot.

Meeting closed at 10.00pm

Date of next meeting

Thursday 17 June at 7pm via Zoom

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

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
Celebration event Booking of Pavilion and Playing Fields. Communication with NCC Highways. Set up planning group linking with local groups and partners.	Lorna and A4A Committee	17 June 2021	16.06.2021
Web sites Lorna to arrange a meeting with Adam to revise the contract with Action4Acomb. Resolve issues about Freeola. Jenny to write to Acomblocal members making it clear that Acomblocal will not become a management committee. Jenny to recirculate redrafted questionnaire to	Lorna Lorna, Sue and Jenny Jenny Jenny	Early June 2021 Early June 2021 Early June 2021 End of May 2021	On-going Completed Completed Completed

Action4Acomb Committee prior to it being shared with the Acomblocal group before posting on the website. Vicky to help out with the website following sharing training videos. Jenny to lend Vicky a laptop computer.	Vicky	June 2021	To be completed
	Jenny	June 2021	To be completed
Recommence Village Hall activities – meet with lead for Let's Sing Again	Lorna	June 2021	Met on 14.06.2021 - feedback
Change of Treasurer – extend thanks. Download relevant forms and get relevant members to sign. To liaise with Rachel and obtain the Accounts File to transfer to Vicky. To ask that Rachel might undertake a handover with Vicky.	Lorna	Early June 2021	Completed
	Lorna	Immediately	Completed
	Lorna Lorna	Immediately Immediately	Completed On-going
	Lorna	Immediately	Agreed
Grant funding break down in preparation for next A4A meeting	Lorna	17.06.2021	Prepared for 17.06.2021
CLP questionnaire - preliminary work to be undertaken by those wishing to be involved	Jenny, Sue, and Lorna	20 May 2021	Meeting 20 May 2021
To link with Ivor Knox to arrange a meeting to progress early draft	Lorna	17 June 2021	Planned meeting 16.06.21- feedback
Feedback to the Trustee Advisory Group at their next meeting.	Julie Foster	June 2021 meeting of Trustee Advisory group	Await confirmation and feedback
Acomb Volunteers Support Network – NCC requested photo for	Lorna	23.05.2021	Completed and sent to NCC Communities Together

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Volunteer Week 1-7 June 2021 to be arranged			
PC Grant Funding	A4A Committee	19.05.2021	Submitted and turned down
Sports England Small Grant Funding	Lorna	2021	To be submitted
Flower bed tidy	Lorna and other willing members/volunteers	03.2021	On-going
Timetable future events	A4A Committee	Further dates	On-going
Contact to be made with Hexham Youth Initiative re: grant funding remaining for Acomb Youth Club	Lorna Cc: Rachel	18.02.2021	Invoice sent by HYI. Payment made 15.06.2021
Great British Spring Clean 2021 Cascade information through school and nursery	A4A Committee Lorna	5.06.2021 End of May prior to half term week	Event Saturday 5 June 2021 Completed

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