**Minutes of Friends of Spencer Park Management Committee**

**Monday July 2nd. 2018**

1. **Present:** Karen Berry (Secretary), Tim Brooke, Carol Bayliss, Zilpha Reed, Helen Elias, Pat Ryan, Liz Bayton, Helen Spence,(committee members) Ken Taylor (In the absence of Paul, the meeting was chaired by Karen.)
2. **Apologies**: Paul Smith, Anthony Godber, Jane Donovan, Trevor Robinson (Ranger),

and John Plunkett (Albany Bowls), Kindy Sandhu (Councillor)

1. **Minutes** of the meeting on June 4th. 2018 accepted as a true record. **Matters arising:** Earlsdon Library: Helen Spence reported that she is one of the new group of six who are replacing the previous community group that was helping to run the library. The new group has expertise in business, advertising and the law. They will be applying for charitable status.
2. **Dog Show**: Although Anthony was unable to attend the meeting he sent a very detailed plan for the day and the preparation necessary. The group established that **Liz, Zilpha, Carol, Karen, Jane, Anthony, Pat and Ken** will be available on the day. Graham Tait and Alexandra will also be helping. Carol will take photos and report back to Helen E. for the ECHO as well as helping with refreshments with Zilpha. **Paul** will be asked to do the loud hailer. The meeting approved the use of the Flat Green for presenting dogs. Dogs will need to be on leads to get Council approval. We need prizes for the tombola. Cathy (Misty Flip) will fund guess the biscuits in the jar. Anthony and one other will do the registration. The stalls will be round the pavilion and along the path towards the bowling greens. We will need a lot of cakes – Liz will contact Debbie Riordan and Miriam Wood. We also need about 50 items for the tombola. Karen will ask about grass cutting but is not optimistic due to Michael the garden foreman leaving. The meeting expressed their thanks for his support. Karen needs ice-cream tubs for water for the dogs.
3. **Events**: **Bands in the Park** – cakes will be made. Photos need taking and sent to Helen with a brief report for the ECHO. NENA Fun Day 19th August – Jane is doing the pop up café. NENA are having a meeting to plan the day.
4. **Using pavilion for parties and events:** This will go ahead. Somebody will need to be there all the time and clean the toilets. Karen is meeting about Health and Safety issues with Debbie Shanley of the Council and will circulate the results of the meeting. Karen will find out if the Council wants any of the hire income. A charge of £10 an hour, including set up and closing up time. Groups would just have access to water, tea making, tables and chairs and toilets. Users will need to provide table cloths. Karen will prepare an information pack for users stressing that the facilities in the pavilion are basic- the main attraction is the park and play facilities. A temporary events license for playing music costs £21. The room could be used for instrumental practice, but probably not big enough for yoga groups. Alcohol also needs a license. For Winter use the room would need heating.
5. **Groundwork Community Awards:** Helen E. reported that the award for winners was a trophy and no money attached. The meeting decided not to bother to apply.
6. **Crown Green:**. As John Plunkett could not be present there was no report. They are starting to paint the toilets.
7. **Finances:** Pat presented a comprehensive draft budget for 2018/19 for which she was thanked. The priorities for expenditure are the hedge for the Flat Green and a container. Fund raising will be needed. There needs to be more use of the Flat Green by bowlers. The budget was adjusted to reduce the potential income from £1500 to £1000. Carol will approach the sports co-ordinator at Earlsdon Village to drum up more support. Those interested can ask for a bench to be installed as there is one base installed. The hedges would cost around £600 and should be planted in the Autumn. Committee members felt that they could do the planting to save money. Albany Bowls offered to install the gulleys which were lost during the fence installation if they can get grant funding for it..
8. **City of Culture grants:** There are two levels of grants available - £2000 and £10,000 for preparation for the City of Culture. The requirement is an Arts focus which fits in perfectly with future plans for the pavilion. Helen and Karen have circulated this information to the sub-committee. There is urgency in applying as the grants are available on a roiling programme till the money runs out. The sub committee could apply for both levels of grant. A business plan and building costs will be needed for the application. The form is available online. The meeting felt it essential that the sub committee act and come up with a proposal for their next meeting on July 18th. Karen will contact the sub committee and bring the urgency of applying for this grant to their attention.
9. **Toilet opening:** The Council has approved the use of digital locks for the toilets for the bowlers, tennis club, Earlsdon School and Council workers. Karen suggested and associate membership for those who wanted access to the toilets. We need a rota for cleaning so that Karen is not doing it all the time. We also need a better broom, dustpan and brush and hoover to keep the pavilion clean.
10. **Gardening**: Zilpha cancelled this Saturday session due to the hardness of the soil, but will carry on, on Thursday evening with trimming bushes.
11. **Any Other Business:** SENA street sale – the meeting felt that participation in this in September would be useful, but we would need a location in the SENA area. Helen E. will contact the secretary, Sandra Shipton to facilitate this and will liaise with Zilpha.
12. **Next meetings:** Monday September 3rd.

Helen Elias 4.7.18