Minutes of the Friends of Spencer Park Committee Meeting by Zoom

March 29th. 2021

**Present:** Paul Smith, Karen Berry, Helen Spence. Helen Elias, Ken Taylor, Debbie Riordan, Carol Bayliss, Tim Brooke, Peter Elias, Zilpha Reed, Nigel Johnston, Lynn Ritchie, Anthony Godber, Jane Donovan, Pat Ryan, Liz Bayton, Richard Jones, Dave Chater (Albany Bowls) joined late.

1. Apologies: Dave Lewis (Parks), Dal Singh

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|  |  | Action needed |
| 2**.Minutes** of March 1st meeting and matters arising | Accepted as a true record.  Item 6: **Paul** reported that **Helen S** has undertaken a risk assessment on covid re-opening and Aaron had made changes to it. |  |
| 3**.Pavilion** – status of business plan and renovation progress | **Richard** showed a 3D animation of the current pavilion plans showing the interior and exterior from all views. Downstairs can be divided with shutters. If the bowls equipment went in an outside container the kitchen could be bigger. Chairs could also be stored in a container. The plans can be adjusted according to our requirements. The stairs to the upstairs room will go up from the side door on the left (now toilets) so are separate from the downstairs and approved by the Fire Officer. There will be a limit on numbers upstairs for safety. Disabled access will necessitate a stair lift. The upstairs room serves as a community room. It cannot be divided as there is only one exit. **Paul** reported that he, Tim and Stephen Round (lawyer) met with Azim Walimia and Jon Roy-Gardner of the Council to explore the pathway that would lead to agreement in principle for a lease, so that our funding proposals can then be submitted to potential funders. The meeting was very positive.  **Peter** said that we need to fill in an inventory of skills and expertise within the committee so that we know what our skills are and what we need from outside.  **Nigel** has prepared and updated a project plan . | **Paul** to send out a report on the meeting on Wednesday March 31st.  **Peter** to send out form. **Committee members** to return.  **Nigel** to circulate this. |
| 4. **Pavilion:** Questions on Governance | **Tim** said that as we will be asking for up to £200,000 of funding for the pavilion restructuring, the trustees should understand their role clearly. He had circulated booklets before the meeting. **Pat** suggested we should have a declaration of any conflict of interest at each committee meeting. This was accepted. She questioned whether we need to update the list of trustees, but **Karen** felt that in view of the long time the last revision took it would not be practical but they would check with the bank. **Helen S** suggested that as the membership of the committee was not synonymous with the trustee membership, a meeting of trustees should be held half an hour before the main committee meeting or on a separate occasion. No decision was made. **Ken** said that the trustees’ responsibilities are considerable. They need to be aware of them and the consequences of not following rules. **Tim** said trustees do not have financial liability unless they had infringed rules. The trustee booklet will be circulated to non-trustee committee members. | **Pat** to contact ban  **Karen** to circulate the trustee information to the rest of the committee |
| 5. **Flat Green** – discussion and vote about the continuing support of the flat green. | Several documents had been circulated to the committee prior to the meeting by **Paul, Pat** and **Karen** about the future of the flat green and the costs of maintaining it. **Paul** stated that there appeared to be agreement that the green should not continue as a fully maintained bowling green but could be kept closed and used for a variety of activities. This would necessitate more grass cutting than that provided by the Council for the rest of the park. A heated discussion followed about the validity of this consensus, particularly in relation to costs and the amount of care the grass needs. **Karen** said that the Centre for the Blind had paid us a contribution for the use of the Flat Green supported by Albany Bowls, but it will not be available till June 21st. when covid regulations relax. She said that based on twelve weeks of use, the Greens team (not the regular Council grass cutters) had given a quote for weekly cutting. Questions were then asked about the costs of any additional grass treatment that might be needed. These figures were not available. **Helen S** said we need to ask the Greens team what needs doing to get the Green up to a reasonable fine lawn state (Not full bowling standards) and get a price. **Zilpha** seconded this. No vote was taken. **Karen** undertook to do this and will report her findings prior to the next meeting so that we can then decide whether or not to go ahead with the above plan and make plans for the future use of the Flat Green. | **Karen** to approach greens team for quote and inform **committee members** who will bring proposals for the use of the flat green for discussion at the next meeting. |
| 6. **Establishment of Park Working groups** | **Karen** said that we need to set up groups to progress the work in the park e.g., catering, events, gardening and tennis. **Peter** said that the skills audit can be expanded to include the whole park not just the pavilion so will clarify the skills we have. |  |
| 7. **National Citizen’s Service (NCS)** | **Lynn** referred to the paper she had circulated prior to the meeting about the use of NCS volunteers. The need for park equipment for young people and adults in the Recreation ground has long been recognised and progress towards this was endorsed by the last meeting. **Helen E** was unsuccesful in getting funding from the police for young people to interview this age group of actual and potential park users and due to covid these plans had to be shelved. The NCS young people could do this work as well as design an electronic survey. **Lynn** proposed the park based consultation could be conducted around a Fun Day in the park with activities for youth run by the NCS. **Karen** felt it would be difficult to organise a Fun Day with the short notice connected with the covid relaxation dates and no activites were planned till September. The meeting agreed not to have a Fun Day. **Lynn** after discussion with **Helen E** will continue the application without the Fun Day component. **Peter** could assist with a survey form. | **Lynn** and **Helen** to liaise and submit NCS application |
| 8. **Defibrillator** | **Helen E** had circulated a paper about her findings since the last meeting. The costs of a defibrillator are £1,920 plus installation costs. It would have to be installed at the pavilion as it requires an electrical connection. The metal case is weather and vandal proof. Ongoing costs are low. The access code is given on calling 999 and the user requires no training. An alternative is rental at £1 to £2 a day for five years which doesn’t seem good value. **Ken** questioned its security in the park. It was agreed to pursue obtaining funding. | **Helen S** will contact Rotary. **Ken** to contact Lions **Helen E** to continue contact with British Heart Foundation and look into Magic Little Grants application. **Debbie** to investigate Gofundme |
| 9. **Tennis** | **Karen** reported that the courts opened today. There are already 50 members. She feels that as we move towards refurbishing the courts and apply for funding, the tennis courts need a clearer status. The pavilion lease only refers to the actual pavilion building, but it was felt that the lawyer, Stephen could draw up a similar lease for the tennis courts. | Action to be taken after the lease is obtained on the pavilion. |
| 10. **Spencer Park logo** | **Helen S** said that we need to include the charity number and the name of Friends of Spencer Park on the logo. | **Helen S** to bring plan to next meeting |
| 11. **Any other business** | **Helen E** asked when the Recreation field would be regrassed by Network Rail.  **Peter** reported on the process of installing Broadband in the pavilion. The Council are keen. It could be linked to closed circuit TV. Meeting supportive.  **Lynn** reported seeing a rough sleeper in the park**. Ken** suggested she contact the Council as they have resources. | **Helen E** to ask Kindy to ask Council  **Peter** to pursue getting the required postcode  **Lynn** to contact Council |
| 11, **Date of next zoom meeting** | Monday April 26th. 7.30 pm. **Paul** confirmed that he would not be continuing as Chair. After he left the meeting the committee agreed to rotate the task of chairing the meetings until the A.G.M. **Helen S** to chair the next meeting. |  |

Helen Elias 5.4.21