

Minutes of the Friends of Spencer Park Committee Meeting by Zoom  
April 26<sup>th</sup> 2021

**Present:** Karen Berry, Helen Spence, Helen Elias, Ken Taylor, Debbie Riordan, Carol Bayliss, Tim Brooke, Peter Elias, Zilpha Reed, Lynn Ritchie, Anthony Godber, Jane Donovan, Pat Ryan, Liz Bayton.

Helen Spence chaired the meeting and expressed the Committee's thanks to Paul for all his years of contribution.

		Action needed
<b>1. Apologies</b>	Dave Lewis (Parks), Paul Smith, Nigel Johnston, Becky Gittens.	
<b>2. Minutes of March 29<sup>th</sup> meeting and matters arising</b>	<p>Accepted as a true record.</p> <p><b>Item 3: Nigel</b> hasn't yet circulated the updated project plan, but this will be discussed at the next pavilion subcommittee meeting on Wednesday.</p> <p><b>Item 5 Karen</b> has agreed to the Park's team quote for cutting the Flat Green.</p> <p><b>Item 8 Helen S</b> has not yet contacted Rotary, but <b>Ken</b> has contacted Lions who will contribute £500.</p> <p><b>Item 7 Lynn</b> has resubmitted the NCS bid.</p> <p><b>Item 11 Helen E</b> reported that the Rec area has been reseeded by Network Rail, but the weather has been totally dry.</p> <p><b>Lynn</b> reported on the rough sleeper. She gave him information on resources available, offered him bus fare and notified the Council who said they could not find him when they came to the park. He told <b>Zilpha</b> he was moving from the pavilion so children could play there and has pitched his tent behind the new bench. There are human faeces behind the bench and the turf is being damaged. The meeting felt strongly that this was not appropriate in a public park as it is an Environmental Health Issue as well as being unpleasant for Zilpha and others gardening and people wanting to use the table and benches which were funded personally.</p>	<b>Helen Spence</b> to detail issue to all three Earlsdon councillors to get immediate Council action.
<b>3. Accounts</b>	<b>Pat</b> presented the accounts up to the end of March (previously circulated) and gave a clear explanation of the current financial position. There were no questions.	
<b>4. Pavilion</b>	<p><b>Peter</b> referred to two documents he had previously circulated:</p> <ul style="list-style-type: none"> <li>• The audit of the skills and expertise of trustees and committee members. This is an important document as it shows where</li> </ul>	

	<p>we need outside help. Ken Taylor's contribution had not been received so Peter will include this.</p> <ul style="list-style-type: none"> <li>The report on the two surveys of Park users and their views on development. This is important not only to show demand for the pavilion, but also the wider park including the Recreation Ground.</li> </ul> <p><b>Tim</b> referred to the two above documents and the report on the meeting he and Paul had with Azim Walimia and Jon-Roy Gardner of the Council (previously circulated). The basis for a lease was agreed. <b>Nigel</b> is developing a project plan and <b>Peter</b> is preparing a tender for a feasibility study. The Pavilion Subcommittee will circulate the minutes of its meetings, when approved, to the trustees who are not on the Subcommittee and to regular invited members of the FOSP Committee. They will clearly need to be treated as confidential where they deal with items of commercial sensitivity. Subcommittee minutes have never been published on Facebook and the Web page and will not be in future. <b>Peter</b> will prepare a short document for the ECHO. <b>Pat</b> has not yet contacted the bank to find out the process for changing the bank account for new trustees.</p>	<p><b>Nigel:</b>project plan <b>Peter:</b>feasibility study tender</p> <p><b>Pat:</b>Contact bank</p>
<p><b>5. Recreation Ground</b></p>	<p><b>Helen E.</b> reported that an additional £1134 has been received from the Rowlands Trust so that with the £250 from the Heart of England Community Fund we are only £50 short of the money needed to install the higher quality backless bench near the tyre swing. As explained in the previously circulated document this is to encourage the carers/parents of older children to accompany them to the Recreation Ground and increase its usage. The location of the bench was discussed and there was a consensus that the position near the oak tree between the play equipment and Spencer Rd would be suitable. It would be close enough to the equipment, would not be in the way of further development. <b>Lynn</b> will be co-ordinating further interviews with users of both parks over the summer either through NCS or her own contacts to determine what facilities people would like to see in the park for older children, teenagers or adults.</p>	<p><b>Helen</b> to further liaise with Dave Lewis to go ahead with bench installation</p>

<p><b>6. Flat Green</b></p>	<p><b>Karen</b> reported that the Flat Green would be maintained at a good standard over the summer. She believes that the Parks team agree it can be used for other purposes, but a Risk Assessment needs to be done to satisfy the Events Team, particularly if it is used in conjunction with the pavilion. As there is no ventilation in the room, it cannot yet be used. We could use the new gazebo on the Flat Green and maybe purchase another one, but this would not be big enough for yoga groups etc if it rained. <b>Jane</b> suggested the availability to groups of the inside room for storage and use of disabled toilet, but <b>Debbie</b> said that at present it would need deep cleaning before and after the session, so September is the likely date for it to be in use. At present we cannot advertise the availability of the Flat Green or the pavilion for events.</p>	
<p><b>6. Crown Green</b></p>	<p>Bowling starts up in May and Albany Bowls have agreed to clean the toilets and areas they use.</p>	
<p><b>7. Establishment of Park Working groups</b></p>	<p><b>Karen</b> referred to the list of subgroups of Friends of Spencer Park which she had previously circulated. All present agreed to this. Issuing these groups with budgets had been mentioned at the last meeting but <b>Pat</b> felt that would be difficult to organise. She said that allowances cannot be given out without income. <b>Helen E</b> felt that there was no need to change our current system so that working groups would continue to apply for any needed funds on an ad hoc basis. She felt that having individual budgets and cost centres would be very cumbersome and unnecessary. <b>Helen S</b> felt that a more formal system is needed.</p>	
<p><b>8. Catering</b></p>	<p><b>Helen S</b> has met with <b>Jane</b> and <b>Aaron Dennis</b>, Catering Manager at Warwick University who lives locally and is interested in the Park. He believes that a pop-up cafe is feasible which would be a crucial element in demonstrating a need for the Pavilion. However, a lot of cleaning and redecorating is needed including replacing floor tiles. <b>Aaron</b> advised contacting Environmental Health to find out what we need to do. We can then look at any contacts we have and what work can be done internally. <b>Ken</b> said Holdens assist charities. <b>Karen</b> said we have been offered a new freezer and <b>Aaron</b> has recommended a bean to cup machine which would provide real coffee but</p>	<p><b>Jane</b> to set up working party to clean pavilion and help with decorating once needs are clear. <b>Helen S</b> to contact Environmental Health.</p>

	wouldn't necessitate barista training. <b>Anthony</b> said we need to look out for free materials and sponsorship. There is a lot to do before September. <b>Jane</b> agreed to co-ordinate the work. Committee members willing to help should contact Jane. <b>Helen S</b> said we need to add up all the costs and present them to the Trustees.	
<b>9. Defibrillator</b>	<b>Helen E</b> reported that she and Karen had met the electrician in the park and agreed on a location for the defibrillator. The committee discussed ongoing costs and Helen agreed to investigate further and incorporate these in the bid for funding. The committee agreed to be responsible for ongoing costs. <b>Lynn</b> suggested Medisol. Once we have a clearer idea about the ongoing costs and the installation costs we can proceed to apply for funding, probably through GoFundMe as the defibrillator should be installed as soon as possible. <b>Pat</b> questioned what would happen when the pavilion is restored. <b>Peter</b> said it was likely to be closed for a year during which time the defibrillator would not be available. A vote by trustees was held on whether we should go ahead now and commit to future financial outlays. Nine trustees voted in favour, so it was passed.	<b>Helen E</b> to contact British Heart Foundation about funding. To contact Dave Lewis about installation costs. To further investigate future maintenance costs. <b>Debbie</b> to set up GoFundMe once costs are established.
<b>10. Tennis</b>	<b>Karen</b> reported that membership is increasing. She and <b>Helen E</b> met with Matt, a tennis player from the Memorial Park. He has had a negative response about having club events at the Memorial Park – this involves use of several courts and access to a cafe type area. He is looking for that at Spencer Park. He looked at the courts and pavilion and will get back to us.	.
<b>11. Spencer Park logo</b>	<b>Helen S</b> will leave this until the next meeting.	
<b>12. Any other business</b>	There was no other business	
<b>13. Date of next meeting</b>	<b>Helen S</b> to chair the next meeting which will be in the park at 7pm Monday June 7 <sup>th</sup> .	