

Minutes of the Committee meeting of The Friends of Spencer Park held on 13 September 2021 in Spencer Park.

Present:

Liz Bayton
Tim Brooke
Jane Donovan
Peter Elias
Anthony Godber
Debbie Riordan
Lynn Ritchie
Pat Ryan
Paul Smith
Ken Taylor

Apologies

Apologies were received from Carol Bayliss, Karen Berry, Helen Elias, Zilpha Reed and Helen Spence

1. Minutes of the previous meeting

The minutes of the previous meeting were accepted as an accurate record.

2. Matters Arising

A mural competition had been planned with the results displayed outside the pavilion. It had been suggested that permission from the council would be required for the display of the results of a mural competition. Councillor Tucker agreed to investigate the permissions required for the planned display. As the competition would not take place this year the action was cancelled. A new action for planning the competition for 2022 was agreed.

Action 1/21 – Cllr Tucker, Cancelled

Action 2/21 – Karen Berry

The coffee machine had been purchased and installed and was extremely popular with customers. The prices had been accepted as reasonable compared to other outlets and the quality was excellent. Jane was congratulated on the success of the development.

The defibrillator cabinet had been fitted but the actual defibrillator was not yet installed. The electrician had left his contact number with Debs to arrange the completion of the installation.

Action 3/21 – Deb Riordan

The NCS event had gone ahead in August.

The Logo for the Friends of Spencer Park had been agreed.

3. Pavilion Sub-Committee

The Pavilion sub-committee consists of: Tim Brooke, Aaron Denis, Peter Elias, Nigel Johnson, Richard Jones, Steve Round, Paul Smith and Helen Spence

The Pavilion sub-committee had successfully submitted a bid for a bursary to the council Community, Capacity and Resilience group. The elements of the bid had been:

Feasibility study for the pavilion refurbishment:	£2,700 plus VAT	- £3,240
Obtain a cost estimate of the refurbishment:	£400 plus VAT	- £ 480
Legal review of the proposed heads of terms	£1,250 VAT inc	- £1,250

Community engagement activities	£1,000	- £1,000
Total amount		£5,970

A discussion around the use of the community engagement activities bursary which was to fund the publicising of information about the park including activities carried out in the park. It would also be used to collect feedback from park users and for the recruitment of volunteers.

As part of the marketing of the park an A5 leaflet on the history and activities would be prepared by Helen Spence and the artwork done by Anthony Godber. This would include the plans for the pavilion which would also be displayed on the park noticeboards. The leaflet would have a link to a 3D view of the refurbished pavilion.

Information on the park would be updated on the noticeboards in the park. It was noted that Paul Smith and Karen Berry had keys to the noticeboards.

An Instagram account had been set up to engage the younger members of the community.

It was planned that the preparatory work would be completed before Christmas with the discussion element of the work taking place in October. Delegated authority would be passed to the Pavilion committee for the management of the ring-fenced bursary.

When the preparatory work had been completed a public meeting would be arranged

Nigel was to complete the business plan with the data available.

- Action 4/21** – Nigel Johnson
- Action 5/21** – Helen Spence
- Action 6/21** – Helen Spence
- Action 7/21** – Anthony Godber
- Action 8/21** – Pavilion committee

4. 3Rings

The current system for volunteers booking sessions to work is not working efficiently. It was proposed that The Friends of Spencer Park café rota be transferred to the same system used by Earlsdon library.

Mary Wood was the named lead for the library. It was suggested that Helen Spence liaise with Mary to consider how the Friends could transition to using this system which is a Microsoft programme thought to be currently on the council website. Helen will link to Jane, who is the lead on rotas, with the information.

- Action 9/21** – Helen Spence

5. Covid Security

The possibility of fitting a perspex screen in the café was discussed. As the glass screen had recently been removed and this was not supported by current guidance it was agreed that this would not be necessary.

If staff wished to use personal protective clothing this would be acceptable, and the movement of the table to block the doorway and used as a serving counter so customers did not enter the café was thought to be a good idea.

It was agreed that the use of Lateral Flow Tests before working was a good idea, as was a cleaning schedule for when closing the café. It was personal choice with regard to volunteers wearing masks but if one member of staff felt uncomfortable regarding protection it was acceptable that they mention it to their fellow volunteer/s.

It was agreed that a notice for customers noting that it was advised that they use a face mask would be displayed

Action 10/21 – Lyn Richie.

Action 11/21 – Anthony Godber

6. Dog Show review

Anthony and Jane were congratulated on the success of the dog show which had income of over £1,000. The use of the flat green had worked really well as the children's playground and tennis courts were not affected by the event.

There were two small changes planned for the 2022 dog show, the first being that recall would be done in structured "heats" rather than by individual dogs. This would make a better spectator event and would be a better use of time. The event would finish with a run off for 1st and 2nd place. An agility group was to be invited to the show to demonstrate their skills.

Tickets would be purchased in a different site for the number of events the owner wanted to enter. The owner would fill in their dog's details and hand in the ticket as they enter the event field. This would mean that only competitors were in the event field.

For 2022 it was planned to have a Spring Fete with some events for all pets and some stalls. This would not be a dog show but would draw on all the successful planning and appeal to a wider audience, to be held on the same day as the NENA street sale.

The possibility of a PA system was discussed. Anthony agreed to speak to a friend regarding possible loan of an amplifier and purchase of a microphone. If possible, this could be trialled at the Halloween festival.

Action 12/21 – Anthony Godber

7. Upcoming Events

The Macmillan coffee event would be on 18 September. It was agreed that £1 from each hot drink would be donated to the charity. A rota to cover until 14:00 had been agreed and Karen had advised that she would be available.

The Rockline event would be held on 25 and 26 September. The toilets would close when the café closes on these days.

The Halloween event volunteers were considering wearing fancy dress. There would be a pumpkin competition and a fancy-dress competition. Carol was the lead for the competitions – this means that she co-ordinates the event and has delegated responsibility for approving expenditure up to a limit of £150. The event would start at 15:00 until 17:00

Action 13/21 – Anthony Godber

Action 14/21 – Carol Bayliss

8. Review of opening hours

It was agreed that the opening hours would be from 11:00 until 15:00 from Sunday 19 September. Volunteers would need to start 30 minutes before the first sales to open up and approximately the same time to close down and clean.

Lone working was briefly discussed as was security. It was agreed that in the event of a robbery there should be no resistance and cash should be surrendered.

Jane would inform the volunteers of the times for opening and closing.

Action 15/21 – Jane Donovan

9. Any Other Business

The keys to tighten the tennis nets are in the drawer under the service counter. There are two sizes therefore take both keys if you are asked to adjust the nets.

There are 2 tiles off the roof that have been placed inside the shutter door of the pavilion for safety. Pat to email Dave Lewis to let him know.

Action 16/21 – Pat Ryan

The two side shutter doors are to be opened. The rangers took the action but Pat Ryan was asked to remind Dave Lewis

Action 17/21 – Pat Ryan

The hedges on the Broadway side of the park are overgrown. The committee were told that they would be trimmed at the end of September.

The prize for guessing “biscuits in the jar” at the dog show had not been collected. The name of the prize winner is Chris and the prize is the biscuits and a tub of Quality Street which are stored under the serving counter.

A new glass fronted fridge is needed. Jane Donovan agreed to look at prices and report to the next meeting.

Action 18/21 – Jane Donovan

Indemnity for Trustees was discussed. Ken agreed to discuss potential providers with Trustees of other groups and report back to the next meeting.

Action 19/21 – Ken Taylor

Security was discussed and a panic button was considered. Pat Ryan agreed to ask Dave Lewis if the CCTV equipment would be usable

Action 20/21 – Pat Ryan

Contactless payments were considered as it would reduce the possibility of thieves after cash targeting the pavilion. Different options were to be researched by Peter and reported back to the next meeting.

Action 21/21 – Peter Elias

Governance arrangements are to be discussed at the next meeting.

10 Date of next meeting

The next meeting will be held at 19:00 on 4 October at 1 Belvedere Road

Action List

Action Number	Date of meeting	Action	Person	Date for completion	Status
1/21	5 July	To investigate the permission required for the mural display	Cllr Tucker	Aug 21	Cancelled
2/21	13 Sep	To plan a mural competition for 2022	Karen Berry	Mar 22	
3/21	13 Sep	Electrician to be contacted to finish defibrillator installation	Debs Riordan	Sep 21	
4/21	13 Sep	Business plan to be completed	Nigel Johnson	Jan 22	
5/21	13 Sep	Pavilion committee bursary transfer of ringfenced funds and management of expenditure to be completed	Helen Spence	Jan 22	
6/21	13 Sep	A leaflet of the history and activities would be prepared	Helen Spence	Nov 21	
7/21	13 Sep	Artwork for the leaflet would be prepared	Anthony Godber	Nov 21	
8/21	13 Sep	Public meeting arranged to inform of progress towards the pavilion refurbishment	Pavilion committee to nominate	Dec 21	
9/21	13 Sep	Helen Spence to link with Mary Wood to consider how the café rota could transition to the 3Rings system	Helen Spence	Oct 21	
10/21	13 Sep	Cleaning schedule for café closing	Lyn Richie	Oct 21	
11/21	13 Sep	Notice advising customers face masks are advised	Anthony Godber	Oct 21	
12/21	13 Sep	Consider PA system	Anthony Godber	Oct 21	
13/21	13 Sep	Prepare £1 per hot drink donation for Macmillan notice	Anthony Godber	18 Sept	
14/21	13 Sep	Co-ordinate Halloween event	Carol Bayliss	31 Oct	
15/21	13 Sep	Jane to inform volunteers of revised opening hours	Jane Donovan	19 Sep	
16/21	13 Sep	Pat to inform Dave Lewis of roof tiles stored in the pavilion	Pat Ryan	17 Sep	
17/21	13 Sep	Pat to inform Dave Lewis of side shutter doors	Pat Ryan	17 Sep	
18/21	13 Sep	Prices for glass fronted fridge replacement to be researched	Jane Donovan	4 Oct	

19/21	13 Sep	Information on Indemnity for Trustees to be researched	Ken Taylor	4 Oct	
20/21	13 Sep	Pat Ryan to ask Dave Lewis about using the CCTV equipment	Pat Ryan	4 Oct	
21/21	13 Sep	Contactless payment methods to be researched	Peter Elias	4 Oct	