

**Minutes of the Committee meeting of The Friends of Spencer Park
held on 4 October 2021 at 1 Belvedere Road.**

Present:

Carol Bayliss
Liz Bayton
Karen Berry
Peter Elias
Zilpha Reed
Debbie Riordan
Lynn Ritchie
Pat Ryan
Helen Spence
Ken Taylor

Apologies

Apologies were received from Tim Brooke, Jane Donovan, Helen Elias and Anthony Godber

1. Minutes of the previous meeting

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

2. Matters Arising

The defibrillator cabinet had been fitted with the defibrillator installed and registered with the emergency services. The location details on the cabinet were to be completed so that anyone calling the emergency services would be able to tell them the location from which they were calling and be given the code to open the cabinet. The location should match that registered by Jane and Pat and confirmed by responding to the email sent to the "Friends of Spencer Park" email address. The site had been registered as Spencer Park Pavilion and Karen agreed to check this information on the confirmation email so that the cabinet could be updated with the site description.

Action 22/21 – Karen Berry

The cleaning schedule had been prepared by Lyn and was displayed in the pavilion.

The notice regarding the wearing of masks had been completed and is displayed in the pavilion.

Pat Ryan had been informed by Dave Lewis that Coventry City Council had work on the pavilion roof in their plans. The email is to be forwarded to Peter to inform the Pavilion Committee.

Action 23/21 – Pat Ryan

There was no update available on the PA system.

Action 12/21 – Anthony Godber

Prices for the glass fronted refrigerator were discussed. It was agreed to give delegated authority to Jane to purchase the item but a decision on the amount was deferred.

Action 24/21 – to be agreed

Indemnity for Trustees would depend on the level of cover needed and needed further review.

Information on the status of the side shutters was awaited.

Action 25/21 – Pat Ryan

Information on the status of CCVT in the pavilion was awaited.

Action 26/21 – Pat Ryan

3. Pavilion Sub-Committee

The potential card readers for use in the pavilion café had been researched by Peter. It was agreed that the Lloyds solution would be best as the Zettle arrangement would need each Trustee to go through the same process as when applying for the bank account.

The Friends of Spencer Park bank at Lloyds and a card reader to enable on-line payments for refreshment sales could be purchased for £49.00. Charges would be 1.75% of each sale. A mobile phone with a SIM card would also be necessary. I was agreed that Peter would arrange to purchase the card reader immediately but not to take out the contract for the SIM as the café would not be open over the winter. When the mobile phone was in place a GiffGaff deal would cost approximately £10.00 pcm.

Action 27/21 – Peter Elias

The invoice for the bursary had been raised and the documentation required by the council was in progress. As the Pavilion Committee had delegated authority for management of the budget it was agreed that Helen Spence, as one of the Trustees on the committee would be a signatory with authorised requests for payment being sent to the treasurer. The amounts available were:

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

It was noted that Peter would pay for the cost estimate and claim reimbursement for the charges incurred.

Action 28/21 – Peter Elias

The Heads of Terms for the lease had been prepared. This would be considered by Coventry City Council and a solicitor retained by the Friends of Spencer Park. Any costs incurred by the council would be absorbed by the organisation and the costs for the Friends of Spencer Park of £1,250 inc. VAT was part of the bursary. The lease would not be signed until funding had been secured for the refurbishment of the pavilion.

The Pavilion Committee had agreed to retain the Daniel Connell Partnership to carry out the feasibility study. The terms of reference had been drawn up and a representative of the organisation was to visit on either the 5, 8 or 9 November. It was agreed that the Peter would arrange the visit for 9 November and that Tim, Richard, Nigel and Paul should be interviewed. It was also suggested that Sharon Thomas representing the Coventry City Council Community Engagement and Resilience team should be interviewed.

All Friends available should be in the park on that day and the café will be opened and staffed by Deb, Liz and Carol, to be co-ordinated by Deb

Action 29/21 – Peter Elias

Action 30/21 – Deb Riorden

The Community Engagement leaflet was briefly discussed. This was to be funded from the bursary awarded to the Pavilion Committee and the content would be agreed at their meeting.

It was still planned that the preparatory work would be completed before Christmas with the discussion element of the work taking place in October. Delegated authority had been 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

4. **3Rings booking system**

The booking system for volunteers to work in the café was discussed.

Mary Wood had been contacted by Helen Spence and had offered to set up the system which included all potential volunteers giving their email addresses and having access to the web-based system.

As the problems was a lack of people willing to do sessions in the café it was decided to delay implementation of the system until 2022. Helen Spence agreed to thank Mary and request the help be delayed until the spring of 2022.

Action 31/21 – Helen Spence

It was hoped that the Pavilion Committee Community Engagement plan supported by the Coventry City Council Community Engagement and Resilience Fund would result in an increased number of volunteers willing to give their time to working in the café.

It was noted that the system may incur a charge but no detail was available as to how the charge was triggered.

5. **Risk Assessment for the cafe**

The issues with working in the café were discussed. These included lone working.

It was agreed that an immediate action would be to order a rape alarm to be kept behind the counter. Although this would not protect staff it would alert park users should the staff have any concerns.

Action 32/21 – Ken Taylor

It was suggested and agreed that when there was a lone worker a local committee member would be available to receive a telephone/text message from the worker when they had secured the building. If a message was not received the committee member would contact the lone worker. A rota was to be drawn up with names for when there was only one person on shift.

Action 33/21 – Lynn Richie

6. **Pumpkin event**

Carol circulated a comprehensive paper detailing the tasks and times for the event. Individuals were allocated tasks and Carol was congratulated on her organisation and communication for the event.

It was agreed that the café would be open on the day prior to the event and that cakes should be delivered around 14:00 to enable the tables to be set up in time.

The possibility of a PA system had been discussed at the previous meeting. Anthony had agreed so 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. Photographic competition

There had only been three individuals who entered the competition but the standard of photographs submitted was very high. Prizes for the photographic competition were to be presented at the Pumpkin Event by Cllr Tucker if he agreed to do so. Karen agreed to ask Cllr Tucker if he was willing to undertake the task at a time to be agreed.

Action 34/21 – Karen Berry

It was agreed that the photographs would be used for a 2023 calendar that would be available for sale from July 2022

Action 35/21 – Karen Berry

8. Crown bowls

The bowling season would finish on 8 October 2021.

9. Any Other Business

New food regulations have been in place from 1 October 2021 with reference to allergen labelling for food pre-packed for direct sale food (PPDS). It was agreed that those members and volunteers who make cakes for which donations are received will list their ingredients which will be noted and displayed. As the cakes may have been made in an area in which foods which cause allergies may be present it was agreed that a sign noting this detail will also be displayed.

Action 36/21 – Jane Donovan

Corporate Governance was briefly discussed. A Trustee had been removed from the Charities Commission website without formal notification to the committee so that person was still named as a Trustee at the bank, and was also one of only three people with access to the bank. It was agreed that more time was needed to discuss Corporate Governance issues including the range of the number of trustees and access for viewing bank accounts so it would be an agenda item on the next meeting.

The Spring Housing Group was based on Spencer Road. The group included individuals who were going through a difficult time in their lives and needed to interact with a community. It was agreed that Lynn Richie would contact the organisation and feedback the facts on how the organisation worked to the next meeting.

Action 37/21 – Lynn Richie

10 Date of next meeting

The next meeting will be held at 19:00 on 1 November. Venue to be agreed.

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	Completed
4/21	13 Sep	Business plan to be completed	Nigel Johnson	Jan 22	Completion date to be brought forward
5/21	13 Sep	Pavilion committee bursary transfer of ringfenced funds and management of expenditure to be completed	Helen Spence Peter Elias	Jan 22	Name change – management of delegated responsibility
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	Complete
10/21	13 Sep	Cleaning schedule for café closing	Lyn Richie	Oct 21	Complete
11/21	13 Sep	Notice advising customers face masks are advised	Anthony Godber	Oct 21	Complete
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	Complete
14/21	13 Sep	Co-ordinate Halloween event	Carol Bayliss	31 Oct	Complete
15/21	13 Sep	Jane to inform volunteers of revised opening hours	Jane Donovan	19 Sep	Complete

16/21	13 Sep	Pat to inform Dave Lewis of roof tiles stored in the pavilion	Pat Ryan	17 Sep	Complete
17/21	13 Sep	Pat to inform Dave Lewis of side shutter doors	Pat Ryan	17 Sep	Complete
18/21	13 Sep	Prices for glass fronted fridge replacement to be researched	Jane Donovan	4 Oct	Complete
19/21	13 Sep	Information on Indemnity for Trustees to be researched	Ken Taylor	4 Oct	In progress
20/21	13 Sep	Pat Ryan to ask Dave Lewis about using the CCTV equipment	Pat Ryan	4 Oct	Complete
21/21	13 Sep	Contactless payment methods to be researched	Peter Elias	4 Oct	Complete
22/21	4 Oct	Address registered with Emergency services to be checked and noted on the Defibrillator cabinet	Karen Berry	10 October	
23/21	4 Oct	Forward information on the pavilion roof to Peter	Pat Ryan	10 Oct	
24/21	4 Oct	Delegated authority for purchase of glass fronted fridge replacement to be agreed	TBA	March 2022	
25/21	4 Oct	Information on side shutter doors to be updated	Pat Ryan	Dec 2021	
26/21	4 Oct	Information on use of the CCTV equipment to be updated	Pat Ryan	Dec 2021	
27/21	4 Oct	Card reader to be purchased from Lloyds bank for on-line payments	Peter Elias	Oct 21	
28/21	4 Oct	Peter to pay for the cost estimate for the pavilion and claim reimbursement	Peter Elias	Oct 21	
29/21	4 Oct	Feasibility visit to be arranged for 9 November	Peter Elias	20 Oct	
30/21	4 Oct	Café to be opened on 9 November	Deb Riorden	31 Oct	
31/21	4 Oct	Helen Spence to thank Mary Ring and ask for her assistance in spring 2022	Helen Spence	31 October	
32/21	4 Oct	Rape alarm to be purchased for immediate security in the pavilion cafe	Ken Taylor	20 Oct	

33/21	4 Oct	Lone worker support rota to be developed	Lynn Richie	Spring 2022	
34/21	4 Oct	Cllr Tucker to be asked to present photographic competition prizes	Karen Berry	20 Oct	
35/21	4 Oct	Calendar photos to be agreed to go on sale May 2023	Karen Berry	20 Oct	
36/21	4 Oct	Food ingredient labelling for donated cakes	Jane Donovan	31 Oct	
37/21	4 Oct	Spring Housing Group to be contacted and requirements reported	Lynn Richie	1 Nov	