

**Minutes of the Committee meeting of The Friends of Spencer Park
held on 29 November 2021 at 1 Belvedere Road.**

Present:

Carol Bayliss
Liz Bayton
Karen Berry
Peter Elias
Debbie Riordan
Helen Spence
Ken Taylor

Apologies

Apologies were received from Jane Donovan, Anthony Godber, Zilpha Reed, Lynn Ritchie, Pat Ryan, Cllr Beckie Gittins and Dave Chater.

1. Minutes of the previous meeting

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

2. Matters Arising

The shutters were serviced on 9th November.

The potential use of a PA system was to be considered for the Christmas function.

Action 12/21 – Anthony Godber

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

Action 26/21 – Pat Ryan

No update on if Tim will undertake corporate responsibilities

Action 38/21 – Peter Elias

Helen had contacted Tim Brooke to ask him to be the signatory for the bank but had not had a reply.

Action 39/21 Helen Spence

Helen had to send the 3 D plan of the pavilion to Anthony, so it is not on website, change date to Dec 21

Action 41/21 – Helen Spence

Plan of the refurbished pavilion to be laminated and shown in the café.

Action 42/21 - Helen Spence

Pat has changed the email address for cardnet.

There would also be a vacancy for a Treasurer from April 2022 Helen Spence had received 3 suggestions from the committee it was agreed the Helen, Pat and Ken would work on a job role in the new year.

Action 48/21 – Helen Spence

It was agreed that a cash register was needed Debbie said she could ask a friend if he had a spare one, if not we could put a request on Facebook.

Action 49/21 – Debbie Riordan

3. Pavilion Sub-Committee

The card reader from Lloyds had been purchased. Peter has donated a phone and has got a £5 a month sim deal with Lebara, requirements. He agreed to put some instructions together to be laminated for the pavilion. It was agreed to trial it before 19 December

Action 50/21 – Peter Elias

Robert Dale from the Daniel Connell Partnership visited on 9th November and spoke to several committee members and his report is expect in the beginning of December.

A discussion took place about not putting a first floor into the building, as this would not need the roof to be removed and a steel frame put into the pavilion. Steels would only need to be put in where walls are removed. The Council had committed to replacing the roof before the building was transferred to the friends. Robert felt that the café space could be rented out.

He will also recommend that a café manager be employed.

Ken had been speaking to a minister about applying to HLF he was given some pointers.

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

Action 4/21 – Nigel Johnson

4. Christmas event

Carol handed out a plan for the day and a layout of the park for Santa and the stalls. There have been 5 applications for stalls, payment has been received for 3 of them.

It was agreed to arrive at 11.30 on 19 December to set up the park. Santa will be placed under the tree on the playground, the gazebo will be decorated with battery lights.

5. Mural

The committee agreed to work with Cllr Gittens and Katie O'Sullivan. Peter suggested using the City of Culture website to promote this.

Action 2/21 – Karen Berry

6. Spring Housing Group

Lynn, Carol and Helen Elia had visited last Thursday, currently there are 4 residents, but this will increase as there are 26 rooms, some rooms can house couples. Residents are allocated to Spring House by the Council. Carol reported that they would be keen on working with the Friends as this could help build their confidence, we could interview residents to volunteer in the park. They work with a mentor and staff will be onsite all of the time.

Action 37/21 – Lynn Richie

7. Any other business

VAC AGM will be held on 8th December Karen will attend to represent the Friends.

NENA AGM is on 7th December at the Royal Oak.

10 Date of next meeting

The next meeting will be held at 19:00 on 10 January.

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 Spring 22 | |
| 7/21 | 13 Sep | Artwork for the leaflet would be prepared | Anthony Godber | Nov 21 Spring 22 | |
| 8/21 | 13 Sep | Public meeting arranged to inform of progress towards the pavilion refurbishment | Pavilion committee to nominate | Dec 21 Jan 22 | |
| 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 Dec 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 |

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| 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 Jan 22 | 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 | Complete |
| 23/21 | 4 Oct | Forward information on the pavilion roof to Peter | Pat Ryan | 10 Oct | Complete |
| 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 | Complete |
| 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 | Complete |
| 28/21 | 4 Oct | Peter to pay for the cost estimate for the pavilion and claim reimbursement | Peter Elias | Oct 21 | Complete |
| 29/21 | 4 Oct | Feasibility visit to be arranged for 9 November | Peter Elias | 20 Oct | Complete |
| 30/21 | 4 Oct | Café to be opened on 9 November | Deb Riordan | 31 Oct | Complete |
| 31/21 | 4 Oct | Helen Spence to thank Mary Ring and ask for her assistance in spring 2022 | Helen Spence | 31 October | Complete |
| 32/21 | 4 Oct | Rape alarm to be purchased for immediate | Ken Taylor | 20 Oct | Complete |

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| | | security in the pavilion cafe | | | |
| 33/21 | 4 Oct | Lone worker support rota to be developed | Lynn Richie | Spring 2022 | Complete |
| 34/21 | 4 Oct | Cllr Tucker to be asked to present photographic competition prizes | Karen Berry | 20 Oct | Complete |
| 35/21 | 4 Oct | Calendar photos to be agreed to go on sale May 2022 | Karen Berry | 20 Oct Feb 22 | |
| 36/21 | 4 Oct | Food ingredient labelling for donated cakes | Jane Donovan | 31 Oct | Complete |
| 37/21 | 4 Oct | Spring Housing Group to be contacted and requirements reported | Lynn Richie | 1 Nov | Complete |
| 38/21 | 1 Nov | Tim to be asked to undertake corporate responsibilities | Peter Elias | 29 Nov Dec 21 | |
| 39/21 | 1 Nov | Tim to be asked to be signatory for the bank | Helen Spence | 29 Nov | |
| 40/21 | 1 Nov | Pat to update bank details when 39/21 agreed | Pat Ryan | Dec 21 | |
| 41/21 | 1 Nov | 3-D plan for refurbished pavilion to be displayed on the website | Anthony Godber | 29 Nov Dec 21 | |
| 42/21 | 1 Nov | Plan of the refurbished pavilion to be laminated and shown in the café | Anthony Godber Helen Spence | 29 Nov Dec 21 | |
| 43/21 | 1 Nov | Pat to change email address at Cardnet to Gmail | Pat Ryan | 29 Nov | Complete |
| 44/21 | 1 Nov | Peter to arrange SIM card | Peter Elias | March 2022 | Complete |
| 45/21 | 1 Nov | Carol to organise the administration of the Santa event | Carol Bayliss | 29 Nov | Complete |
| 46/21 | 1 Nov | Jane and Anthony to organise stall holders and hot refreshments | Jane Donovan | 29 Nov 19 Dec | ongoing |
| 47/21 | 1 Nov | Lynn to contact Grapevine to review potential developments in the recreation ground | Lynn Richie | March 2022 | |
| 48/21 | 29 Nov | Helen, Pat and Ken to work on a job role for a new Treasurer | Helen Spence | Feb 2022 | |
| 49/21 | 29 Nov | Debbie to try and get a cash register | Debbie Riordan | Feb 2022 | |
| 50/21 | 29 Nov | Instructions for using the card reader | Peter Elias | Dec 21 | |