

Notes of the Committee meeting of The Friends of Spencer Park held online on 7 February 2022

Present:

Karen Berry
Tim Brooke
Jane Donovan
Peter Elias
Pat Ryan
Helen Spence
Ken Taylor
Zilpha Reed
Carol Bayliss
Dal Chahal
Paul Smith
Anthony Godber

Apologies

Apologies were received from Liz Bayton, Dave Chater, Debbie Riordan, Trevor Robinson, Lynn Ritchie, Councillors Dr Kindy Sandhu and Becky Gittins

1. Minutes of the previous meeting

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

2. Matters Arising not elsewhere on the agenda

The potential use of a PA system was to be considered.

Action 12/21 – Anthony Godber

The level Indemnity for Trustees would depend on the level of cover needed and was to be reviewed when contracts were entered into.

Action 19/21 – Ken Taylor

Information on the status of CCTV was still awaited. Dave Lewis has been emailed to ask if any information was available.

Action: 26/21 - Pat Ryan

The possibility of the glass fronted refrigerator being replaced had again been discussed and it was agreed that Peter would examine the refrigerator currently in the pavilion to assess whether a drain was blocked and an outlet by pipe or tube may solve the problem when the pavilion was next open.

Action: 55/21 – Peter Elias

The Spring Housing Group were to host an open day on 19 January. It was agreed that Lynn Richie, Tim Brooke and Zilpha Reed would attend the open day. No update was given.

The calendar for 2023 was due to go be completed by the end of February for sale from the spring.

Action: 35/21 – Karen Berry

It was agreed that the café would be open from 14:00 to 16:00 on the 5 weekdays of the school half-term holidays starting on the 21 February. Jane agreed to arrange the rota now the opening times had been agreed.

Action: 54/21 – Jane Donovan

Opening dates and times for the café in 2023 were briefly discussed but no decision was made.

3. Pavilion Sub-Committee

The Pavilion Committee had met on the 11 January. A draft lease had been received from the council and was being reviewed before being presented to the main committee for further discussion

The structure of the organisation had been discussed by the Pavilion Committee with regard to the benefits of VAT registration for the Charity. The Pavilion Committee noted that there may be a charge for specialist advice but would explore pro bono options.

The report from the Daniel Connal Partnership included appendices that suggested reviewing the plan to remove the first floor. Richard Smith, the member of the Pavilion Subcommittee who had prepared the original drawing, estimated that this modification had the potential to reduce the cost by up to 30%. Paul and Richard had had discussions on the remodelling of the refurbishment plan to scale back the changes and remove the mezzanine level including stairs and toilets.

Sketches need to be prepared for the suggested modifications, then the critical steps of

- Drawings redone
- Potential scheme re-costed
- Plans for potential funders prepared

before the Trustees review the proposals. No actions were attributed to individuals.

The possibility of a funding grant from the National Lottery Community Fund was under consideration. Peter had made contact with the NL West Midlands 'Reaching Communities' team, and their further advice on a funding application was awaited. Alternative sources for bids for funding were currently being considered.

Peter had asked Jane to estimate the potential income and expenditure of the café for the business plan.

There were no further updates on the following actions, which may result in retiming them:

Nigel was to complete the Business Plan with the information available.

Action 4/21 – Nigel Johnson

The leaflet/flyer to be prepared on behalf of the Pavilion Committee, funded by the bursary from Coventry City Council, was to be prepared for later in the year. Helen Spence agreed to discuss the timing with Peter. Completion date was anticipated to be before March 2022.

Action 6/21 and 7/21– Helen Spence

The public meeting to engage the community regarding the refurbishment of the Pavilion was to be held in January. The cost of this function would be from the bursary awarded to the Pavilion Committee.

Action 8/21 – Pavilion Committee

The 3-D plan for the refurbishment of the pavilion is to be displayed on the website

Action: 41/21 – Anthony Godber

A laminated plan of the refurbished pavilion to be displayed in the café when it opens in February

Action: 42/21 – Anthony Godber

4. **New Treasurer and Corporate Governance processes from 1 April 2022**

A meeting had been held on 13 January between Helen, Ken and Pat and the overall structure was reviewed. As responsibility for the strategic direction of the organisation and any financial risk is carried by the Trustees it was agreed that a Board of Trustees should meet to authorise budgets and significant proposed changes. It was envisaged that the Trustees should meet quarterly or would be available for extraordinary meetings. The number of Trustees would be less than at present and at least two of them would represent park users and not be part of the Management Committee.

As discussed at the previous meeting HMRC have given advance notice that they will be requiring a tax return covering the period 1 April 2022 to 31 March 2023. There are requirements for the Trustees to be aware of their responsibilities as there may be a tax implication as the charity is now deemed to be trading.

It was anticipated that reporting to the Board of Trustees would be from:
Pavilion Committee
Tennis
Functions (where donations are received and excluding sales of goods)
Grants

The trading arm would cover sales, cost of sales, cleaning of the pavilion and decorating of the park. If a separate organisation they would report to whoever the governing body defined by the type of registrations is, if not separately incorporated reporting to the Board of Trustees

The discussion on Trustees resulted in resignations from 1 April 2022 of Jane Donovan, Anthony Godber and Pat Ryan. Action for the removal of the Trustees from the Charities Commission, HMRC and bank were not discussed and no actions allocated.

The Management Committee would continue to meet on a monthly basis to discuss operational issues. HMRC had advised that a “trading arm” organisation be set up that would resolve some reporting issues on HMRC small scale trading as discussed at the previous meeting. No decision was made as to a separate organisation or the form of the organisation.

Tim asked for a Person Specification for the Treasurer recruitment including qualifications. The Consultative Council of Accountancy Bodies recognise Chartered and Certified Accountants but it was not known what minimum qualifications the Charity Commission expects.

It was suggested that the café would no longer take cash payments. This suggestion was rejected as impossible because of children making small purposes. Cash management had been discussed at the meeting on 13 January and the possibility of the person working the last shift of the weekend reconciling the cash takings to the cash register (till) receipt and banking the cash was discussed. This would depend on the till for which there was no update.

Action 49/21 – Deb Riorden

Tim reported that he had registered on a site called “Reach” to access the details of an ex-

public sector accountant based in Warwick. Tim agreed to contact the account with the draft Job Description when it was completed.

Action 51/21 – Tim Brooke

Lynn also had a contact already working in the charity sector who might be interested in the role and agreed to forward them the Job Description

Action 52/21 – Lynn Richie

The role had been re-advertised in the Echo as agreed at the January meeting

Action 53/21 – Karen Berry

There were a number of issues regarding Corporate Governance discussed at the meeting on 1 November. It had been suggested that Tim be asked if he were willing to be lead on Corporate Governance. Tim had requested more details.

Action: 38/21 – Peter Elias

It had been agreed that the new signatories to the account would include Tim Brooke. Bank details would be updated when the name of the new treasurer was available.

Action: 40/21 - Pat Ryan

Bank details to be updated when a replacement signatory has been agreed.

Action 40/21 – Pat Ryan

Other corporate governance issues that had previously been discussed included who should have access to update social media and the website, the sharing of documents and the storage of documents. As we move into an organisation where there may be audits from funding organisations it was felt that a central storage area would be necessary. The Pavilion Committee had a shared online resource that allowed them to track progress in all areas. The committee notes are published on the FOSP website. It was also agreed that quarterly finance updates would be helpful. There was no resolution or actions resulting from this discussion.

5. **Events**

Events for 2022 were discussed. These included the:

Easter function,

Earlsdon Festival 2 May

Queens Jubilee (5 or 6 June) in partnership with the Resource Centre for the Blind and NENA

GMP sports day – date tba

Bands in the Park either 7 or 14 August

Dog Show Sept date to be agreed

Halloween date tba

Christmas date tba

6. **Any Other Business**

The maintenance and use of the flat green was briefly discussed.

FOSP had taken over the maintenance of the flat green when the council decided to stop maintaining it. The council are to be consulted as to their views before the community being engaged as to suggestions for use. It was suggested that a community orchard could be established on the recreation ground.

There was no update from the Albany Bowls Club

Discussions as to the opening of the café did not reach a resolution. The cafes in the

Memorial Park were closed for refurbishment but refreshments were being service from a mobile unit.

Dave Lewis had not responded with details regarding the use of CCTV

7 Date of next meeting

The next meeting will be held at 19:00 on 7 March. 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	Peter Elias	Jan 22	
6/21	13 Sep	A leaflet of the history and activities would be prepared	Helen Spence	Spring22	
7/21	13 Sep	Artwork for the leaflet would be prepared	Anthony Godber	Spring 22	
8/21	13 Sep	Public meeting arranged to inform of progress towards the pavilion refurbishment	Pavilion committee to nominate	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	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
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	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 Riorden	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 security in the pavilion cafe	Ken Taylor	20 Oct	Complete

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	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	
39/21	1 Nov	Tim to be asked to be signatory for the bank	Helen Spence	29 Nov	Complete
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	
42/21	1 Nov	Plan of the refurbished pavilion to be laminated and shown in the café	Anthony Godber	Feb 22	
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	Complete
47/21	1 Nov	Lynn to contact Grapevine to review potential developments in the recreation ground	Lynn Richie	March 2022	
48/21	29 Nov	Job role for Treasurer to be completed	Helen Spence	Jan 22	Complete
49/21	29 Nov	Cash register details to be obtained	Deb Riordan	Feb 22	
50/21	29 Nov	Written instructions for the card reader to be prepared	Peter Elias	Dec 21	Complete
51/21	10 Jan	JD to be sent to potential treasurer	Tim Brooke	Jan 22	
52/21	10 Jan	JD to be sent to potential treasurer	Lyn Richie	Jan 22	

53/21	10 Jan	Advertisement for treasurer to be placed in the Echo	Karen Berry	Jan 22	Complete
54/21	10 Jan	Agree rota for the café for half term	Jane Donovan	21 Feb	
55/21	7 Feb	The glass fronted fridge would be examined to assess if a pipe or tube outlet would solve the condensation problem	Peter Elias	End Feb	