

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

Present:

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

Apologies

Apologies were received from Tim Brooke and Dave Chater.

1. Minutes of the previous meeting

The minutes of the previous meeting were accepted as an accurate record with the correction of action point 35/21 as the date of completion should have been 2022.

2. Matters Arising

At the previous meeting it had been noted that 3 people entered the competition for photographs of the park. There were actually 4 people who entered. Cllr Tucker had not been available to present the prizes.

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 defibrillator had now been registered with the emergency services. Should anyone need to use a defibrillator their call to the emergency services would tell the nearest site to access equipment and the code to open the cabinet while waiting for the emergency team to arrive.

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

Action 12/21 – Anthony Godber

There was no update on the possibility of the glass fronted refrigerator being replaced. 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

There was no update on Indemnity for Trustees which 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 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. **Corporate Governance**

There were a number of issues regarding Corporate Governance to be discussed.

The broad structure of the Trustees was discussed. Although the constitution did not describe a chair as a role it was agreed that individuals were needed to undertake specific duties. As a comparison, Companies House requires a named individual for Company Secretary who is the main point of contact and advises on the legal position, ensures that reports are filed as required and that documentation required and any issues needing action are undertaken. This role ensures that all actions taken are within the legal framework. It was agreed that similar role is required for the Friends of Spencer Park and that Tim would be asked to undertake this role.

Action 38/21 - Peter

At present there were only 10 Trustees and it was agreed that 11 was the optimum number. There would also be a vacancy for a Treasurer from April 2022. It was agreed that a number of options for identifying a treasurer would be pursued including some Trustees and Committee members approaching individuals known to them, as well as asking local firms if they would be willing to carry out duties pro-bono or for a modest honorarium. This action was not attributed to an individual as there were many strands but responses, negative and positive, are to be returned to Helen Spence.

The Charities Commission requires that as all Trustees are jointly responsible for the financial management they should be able to view the bank accounts. As the Trustee who has resigned was one of three with access to the bank it was agreed that Tim would be asked to be a signatory. If Tim agreed when the bank details were updated all Trustees would be given access to view the bank accounts. Helen Spence agreed to ask Tim if he would be willing to undertake these duties.

Action 39/21 – Helen Spence

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

Action 40/21 – Pat Ryan

Other issues 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 website. It was also agreed that quarterly finance updates would be helpful. There was no resolution to this discussion.

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

Action 42/21 – Anthony Godber

4. Pavilion Sub-Committee

The card reader from Lloyds had been purchased. There was an access issue as to activate the equipment an email message was to be sent to Pat Ryan which was not received. It was agreed that the problem may be that the secure NHS email used may be rejecting the message without informing the recipient as in normal with NHS emails. Pat agreed to change her details with Lloyds Cardnet to a gmail account and then to contact Peter to work through the requirements.

Action 43/21 – Pat Ryan

To complete the system a mobile phone with a SIM card would also be necessary. It was agreed that Peter would take out the contract for the SIM in the spring 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 44/21 – Peter Elias

As previously noted 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 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 the 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 preparatory work would be completed shortly after Christmas with the discussion element of the work taking place in late 2021. Delegated authority had been passed to the Pavilion committee for the management of the ring-fenced bursary.

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

Action 4/21 – Nigel Johnson

5. Café opening

A rota for the café to be opened during November and December was available. It was noted that when possible the café would be opened between 11:00 and 15:00 at weekends,

subject to volunteers being available and Committee members being able to open and close the building.

The toilets and café would be opened before 09:00 on 14 November, Armistice Day, by Pat and Jane. Pat would be available until 13:00 when the parade will have finished.

6. Pumpkin Event

The pumpkin event had been well organised and circa 360 people had attended, with 99 entries to the pumpkin competition.

Carol was thanked for her management of the event and congratulated on her successful organisational abilities.

Requests for vegan and dairy free cakes had been made. Zilpha noted that her carrot cake was dairy free. It was agreed that cakes for special diets would be available through the café so that they were not all sold to those who did not need a special diet. If possible long-life refreshments for special diets would be purchased and made available in the cafe.

7. Future events

The next event was to be a Christmas celebration. Ken Taylor agreed to take the Santa Claus role which would be held in the open air to minimise the possibility of infection transmission. Santa would be supported by two elves who would manage the flow of children. In previous years each child had had a photograph opportunity which had resulted in time pressures so this would not be available this year. It was agreed that "I've seen Santa" sticky badges would be used,

Carol agreed to organise the plan for volunteers who would work at the event as her organisational skills had been so successful in planning the Pumpkin Event. Jane and Anthony would contact potential stall holders and arrange for refreshments such as soup and sausage batches. It was agreed that stall holders would need their own Public Liability cover.

Action 45/21 – Carol Bayliss

Action 46/21 – Jane Donovan

Committee members and volunteers who would be available for the event were to contact Carol who would be allocating roles.

8. Survey of Young People

Lynn Richie had been reviewing processes for identifying developments for the recreation ground.

Grapevine had been contacted who would help with the survey in the early spring through a number of associate organisations. Attention when information gathering would be paid to those who have physical disabilities or those with special needs of all ages.

As the park is so accessible the developments would be planned to be a centre for recreation for all people in Coventry rather than having a local focus.

Action 47/21 – Lynn Richie

9. Any Other Business

It was agreed that only two more memorial trees would be planted in the enclosed park but more could be planted in the recreation ground. The memorial tree for Stevie Crick who lived in Broadway before he sadly passed away in September, aged 18 would be one of

those approved.

Insurance for the coffee machine and consumables stored the pavilion was briefly discussed. No actions were agreed.

The LTA had recently surveyed the tennis courts. It was anticipated that funding for refurbishment would be available as follow:

CCC contribution	£15,000
FOSP contribution	£13,000
LTA agreed contribution	£36,000
LTA potential additional contribution	£8,000

No actions were identified

The Spring Housing Group had been contacted by Lynn Richie but had not yet responded
Action 37/21 – Lynn Richie

10 Date of next meeting

The next meeting will be held at 19:00 on 29 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 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
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	
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	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	
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	
42/21	1 Nov	Plan of the refurbished pavilion to be laminated and shown in the café	Anthony Godber	29 Nov	
43/21	1 Nov	Pat to change email address at Cardnet to gmail	Pat Ryan	29 Nov	
44/21	1 Nov	Peter to arrange SIM card	Peter Elias	March 2022	
45/21	1 Nov	Carol to organise the administration of the Santa event	Carol Bayliss	29 Nov	
46/21	1 Nov	Jane and Anthony to organise stall holders and hot refreshments	Jane Donovan	29 Nov	
47/21	1 Nov	Lynn to contact Grapevine to review potential developments in the recreation ground	Lynn Richie	March 2022	