

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

Present:

Liz Bayton
Karen Berry
Tim Brooke
Peter Elias
Helen Spence
Ken Taylor
Zilpha Reed
Carol Bayliss
Paul Smith

Apologies

Apologies were received from, Dave Chater, Jane Donovan, Anthony Godber, Debbie Riordan, Trevor Robinson, Lynn Ritchie, Pat Ryan, 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 pipe was blocked.

Action: 55/21 – Peter Elias

The calendar for 2023 was due to go be completed by the end of February for sale from the spring. This project is running late as Karen has not yet done it. Peter would supply winter photos to Karen.

Action: 35/21 – Karen Berry, Peter Elias

Tim Brooke asked if completed actions could be removed from the minutes. Karen said that it could happen in the new financial year if agreed.

3. Pavilion Sub-Committee

The Pavilion Committee had not met since last meeting. A draft lease and a draft lease agreement to lease had been received from the council. This has been forwarded to our solicitor to look at, before being presented to the main committee for further discussion. The cost of the Solicitor will be £1,500 plus VAT.

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

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

Insurance and Utilities Bill information is needed from the City Council.

A Business Plan for the pop-up café has been done by Pat Ryan.

A café manager will be needed.

Draw new plans of the pavilion

Action 56/21 Richard Jones

Cost estimates for building work

Action 57/21 – Peter Elias

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. Peter indicated that the increased legal fees may now mean there will be less funding available from the bursary for this activity

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. This will now take place later in the year. 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. **2022/23 Budget** to be deferred to next meeting as Pat was not present.

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

Ken Taylor was appointed to the Board of Trustees of the Friends of Spencer Park which he also agreed to chair. The Board currently consists of 7 members: Ken Taylor, Carol Bayliss, Helen Spence, Karen Berry, Paul Smith, Tim Brooke and Zilpha Reed. It plans to hold its first meeting separate from the Management Committee before the Committee next meets. The Board will be particularly responsible for the strategic direction of the organisation including the mitigation of risk and the approval of budgets. It is envisaged that

it will normally meet quarterly and hold extraordinary meetings when necessary. Tim to update the Charity Commission with the changes to the trustees - the appointment of Ken Taylor and the resignations of Anthony Godber, Jane Donovan, Liz Bayton and Pat Ryan.

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. Ken to talk to the Treasurer of Coventry Resource Centre for the Blind to ask his advice on the VAT issue and setting up a trading arm. We might have to pay for VAT advice as it is necessary that we comply.

Board of Trustees meeting to be arranged

Action 58/21 – Ken Taylor

Charity Commission to be updated

Action 59/21 – Tim Brooke

A meeting was held to discuss a new Treasurer, several people had been identified from the REACH site. Helen Spence had contacted one person and will contact the others identified by the group. (The group were Helen, Pat, Ken and Karen)

It is possible that two roles are needed

Contact Shortlist of possible Treasurers

Action 60/21 – Helen Spence

5. Events

Events for 2022 were discussed. These included the:

Easter Hunt on 15th April,

Earlsdon Festival 2nd May – stall allocated to us, Albany Bowling Club not taking part with us.

There will be a tombola. Zilpha suggested that we had a poster to promote what we have achieved and our plans. Anthony to be asked to do that.

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

Carol and Karen will be organising this and will meet with NENA. Carol suggested a Zumba display, she will ask about this.

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

Easter Hunt – booking form and arrangements

Action 61/21 – Karen Berry

Earlsdon Festival poster

Action 62/21- Anthony Godber

Queen's Jubilee met with NENA

Action 63/21 – Carol Baylis

GNP Sports day- Arrange date and support them

Action 64/21 – Karen Berry

6. **Flat Green** – The gate has been broken Paul to ask Andy if can fix it. A discussion took place as to what the green could be used for, it was agreed to have ideas for the next meeting, we could consult with community at the Earlsdon Festival. Karen was asked to find out what the Parks team would think us using the green.

Ideas for green use

Action 65/21 All

7. **Café** – A Rota was passed around and there were not many volunteers. It was agreed to use the card reader for all sales, so we have a record of usage. Carol to purchase an adapter so that both phone and card reader can be on charge at the same time.

Purchase charger

Action 66/21 – Carol Bayliss

8. **Albany Bowling Club** – The new season starts in April.

9. **Tennis** - Karen and Peter had meet with the LTA and the courts will resurfaced this year but not before April. A new gate and fence will be installed as well. It was agreed that we would do Tennis Open Day after the courts have been resurfaced. As part of this the Friends and the Council will contribute to the cost and agree to maintain the courts.

10. **Any Other Business**

Peter reported that we would need to pay for the hosting of our website it should be c£60 a year. He will transfer the site to a new hosting service.

New website host

Action 66/22 – Peter Elias

Peter reported that Helen Elias has got a funding bid from Tesco's Community Grant Fund, This will run in Tesco stores between April 1st and June 30th we can get either £500, £1000 and £1500. The stores are Cannon Park, Balsall Common, Kenilworth and Holyhead Road. Helen has also applied to the Jubilee Platinum fund for £10,000 for equipment for the recreation ground.

12. **Date of next meeting**

The next meeting will be held at 19:00 on 4th April. 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	Complete
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	On hold as card reader will do this
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	Complete
52/21	10 Jan	JD to be sent to potential treasurer	Lyn Richie	Jan 22	Complete

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	Complete
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	
56/21	7 March	Draw new plans of pavilion	Richard Jones	End of April	
57/21	7 March	Cost estimates for building work	Peter Elias	End of June	
58/21	7 March	Board of Trustees meeting to be arranged	Ken Taylor	End of March	
59/21	7 March	Charity Commission to be updated	Tim Brooke	April	
60/21	7 March	Contact Shortlist of possible Treasurers	Helen Spence	End of March	
61/21	7 March	Easter Hunt – booking form and arrangements	Karen Berry	15 April	
62/21	7 March	Earlsdon Festival poster	Anthony Godber	April	
63/21	7 March	Queen's Jubilee met with NENA	Carol Baylis	End of May	
64/21	7 March	GNP Sports day- Arrange date and support them	Karen Berry	May	
65/21	7 March	Ideas for green use	All	4 April	
66/21	7 March	Purchase new adaptor	Carol Bayliss	4 April	
67/21	7 March	New website hoist	Peter Elias	June	