

Notes of the Committee meeting of The Friends of Spencer Park held on 4 April 2022

Present:

Liz Bayton
Karen Berry
Tim Brooke
Helen Spence
Ken Taylor
Zilpha Reed
Carol Bayliss
Jane Donovan
Anthony Godber

1. Apologies

Apologies were received from, Dave Chater, Debbie Riordan, Trevor Robinson, Lynn Ritchie, Pat Ryan, Peter Elias, Councillors Dr Kindy Sandhu and Becky Gittins, Paul Smith.

2. Minutes of the previous meeting

The minutes of the previous meeting were accepted as an accurate record. It was agreed to remove completed tasks for these minutes.

3. 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

4. 2022/23 Budget set for events under events

Easter – Posters £30

Jubilee Event - £200 to include prizes for competition.

Dog Show - £500

Pumpkin - £200

Santa - £200

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

Ken Taylor reported that a Trustee meeting had taken place. The role of the Trustee is to oversee the charity. 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.

It was decided to try to extend the scope of the Trustee Board and make it more diverse by inviting local people to join the Board. They would not join the committee. Three people were identified as potential trustees. Karen has approached one of them who is considering the idea.

Despite extensive searches, no one has been found to be Treasurer so the Trustees have decided that that we will have to pay an accountant to compile the accounts. The cost is likely to be £500 plus VAT. This will involve collecting all invoices during the year to present to the accountant.

Pat has agreed to complete the accounts for this year 2021-2022

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. The Trading arm is to be set up as a Company Limited by guarantee. Karen to do this. Karen and Jane agreed to be directors.

Company Limited by Guarantee to be set up

Action 1/22 – Karen Berry

6.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. Tombola items to Karen.

Queens Jubilee (5th June) Picnic in the park, in partnership with the Resource Centre for the Blind and NENA. Carol and Karen will be organising this and will meet with NENA.

Competition for children, Stalls to be included Jane to contact people who have had stalls before.

GMP sports day – date tba

Bands in the Park either 7 or 14 August Committee would like a Brass Band

Dog Show 11 September – lead Anthony

Halloween 29 October – lead Carol

Christmas date tba – lead Carol

Earlsdon Festival poster

Action 62/21- Anthony Godber

Queen's Jubilee with NENA

Action 63/21 – Carol Baylis

GNP Sports day- Arrange date and support them

Action 64/21 – Karen Berry

7. Flat Green – The gate has been fixed. A discussion took place as to what the green could be used for, ideas for use to be put into a survey to consult with community at the Earlsdon Festival. Carol to put together survey questions and Anthony to design it.

Karen was asked to find out what the Parks team would think us using the green.

Survey form

Action 2/22 Carol Bayliss

8. Café - A Rota for April and May has been compiled by Jane. A committee member with keys needs to open and close the pavilion. Jane to continue to co-ordinate the rota. It was agreed not to open the café on Easter Sunday. Jane to take on the Stock Control Role. Cashing up to be done by Karen, Jane and Pat asked to continue doing it. The amount of cash taken to be monitored to see how much is taken as most sales are taken by the Zettle machine. Receipts to be collected by Jane and Karen.

A training session on the café will be held by Jane at 3.00pm on Saturday 9th April.

Action 3/22– Jane Donovan

9. Albany Bowling Club – The new season starts in April.

10. Tennis - Karen reported that the new membership was open and Good Gym will be helping to clean the courts on 5th April.

11. Any Other Business

It was agreed that all applications for grants and representation of the Friends to other organisations should be approved the committee before they happen. These should reflect the priority of the group. A Code of Practice needs to be approved by the Trustees.

Zilpha reported that a Gingko tree had been planted by the tennis courts to become the new David Spencer Memorial Tree, Dave Lewis is trying to get the stone moved. This had been previous agreed the committee.

12. Date of next meeting

The next meeting will be held at 19:00 on 9th May. Venue to be agreed

Action List

Action Number	Date of meeting	Action	Person	Date for completion	Status
2/21	13 Sep	To plan a mural competition for 2022	Karen Berry	Mar 22	
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	
12/21	13 Sep	Consider PA system	Anthony Godber	Dec 21	
19/21	13 Sep	Information on Indemnity for Trustees to be researched	Ken Taylor	Jan 22	In progress
26/21	4 Oct	Information on use of the CCTV equipment to be updated	Pat Ryan	Dec 2021	
35/21	4 Oct	Calendar photos to be agreed to go on sale May 2022	Karen Berry	Feb 22	
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	
47/21	1 Nov	Lynn to contact Grapevine to review potential developments in the recreation ground	Lynn Richie	March 2022	
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	complete
59/21	7 March	Charity Commission to be updated	Tim Brooke	April	complete
60/21	7 March	Contact Shortlist of possible Treasurers	Helen Spence	End of March	complete
61/21	7 March	Easter Hunt – booking form and arrangements	Karen Berry	15 April	complete
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	complete
67/21	7 March	New website host	Peter Elias	June	
1/22	4 April	Company Limited by Guarantee to be set up	Karen Berry	June	
2/22	4 April	Survey form	Carol Bayliss	April	
3/22	4 April	A training session on the café will be held by Jane at 3.00pm on Saturday 9 th April.	Jane Donovan	April	