

**Notes of the Committee meeting of The Friends of Spencer Park
held on 9 May 2022**

Charity number 1176323

Present:

Carol Bayliss
Karen Berry
Tim Brooke
Lynn Richie
Debbie Riorden
Pat Ryan
Helen Spence
Ken Taylor

1. Apologies

Apologies were received from Liz Bayton, Dave Chater, Jane Donovan, Peter Elias, Councillor Becky Gittins, Anthony Godber, Zilpha Reed, Trevor Robinson, Councillor Dr Kindy Sandhu and Paul Smith.

2. Minutes of the previous meeting

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

3. Matters Arising not elsewhere on the agenda

There would not be a mural competition in 2022 and the action 2/21 would be cancelled.

The completion date for the Business Plan for the pavilion renovation was to be moved from Jan 22 to June 22

Action 4/21 – Nigel Johnson

The Pavilion Committee were to advise on revised dates for the following actions:

Action 5/21 – Peter Elias

Action 6/21 – Helen Spence

Action 7/21 – Anthony Godber

Action 8/21 – Pavilion committee to nominate lead

The potential use of a PA system was changed to September 2022

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 with a revised action date of September 2022.

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 calendar that had been planned to be developed for sale was to be cancelled and the photographs were to be exhibited in the pavilion instead, therefore action 35/21 was cancelled.

The plans for the Pavilion refurbishment had been changed therefore actions 41/21 and 42/21 were cancelled.

The possibility of the glass fronted refrigerator being replaced had again been discussed and it had been agreed that the current equipment was adequate therefore the action was complete.

Action: 55/21 – Peter Elias

Company Limited by Guarantee to be set up

Action 1/22 – Karen Berry

At the previous meeting a budget for expenditure for events had been agreed, but the income budget had not been considered. Pat Ryan agreed to do a draft budget and circulate to the Trustees who had a responsibility for financial processes. The possibility of using Quickbooks software for preparing the accounts was considered. A meeting to discuss the process was to be attended by Karen, Helen and Ken

Action: 4/22 – Helen Spence

To use accounting software a Chart of Accounts would be required and budget holders would need to code their items of both income and expenditure for all bank transactions to their agreed budget. The items agreed for expenditure were:

Easter – Posters £30

Jubilee Event - £200 to include prizes for competition.

Dog Show - £500

Pumpkin - £200

Santa - £200

Action: 5/22 – Pat Ryan

The draft accounts in the format required by the Charity Commission for 2021/22 had been prepared. As the turnover was above the £25,000 floor an Independent Examiners report would be required which may incur a cost. The Helen Spence and Deb Riorden each agreed to contact individuals who may be able to complete this task which would need to be completed before an AGM date could be agreed. Potential assessors and their costs should be forwarded to the Trustees to be discussed at their meeting on 23 May. Tim agreed to contact Luckman Solicitors.

Action: 6/22 – Deb Riorden and Helen Spence

It was agreed that a Treasurer would be recruited but no actions were allocated. It was noted that Tracey, a volunteer, had suggested her daughter might be interested in the post and although she was not a chartered or certified accountant she would be welcomed to do the bookkeeping. As she was planning to return to work it was not clear if she was considering being a volunteer. No actions were allocated.

Karen reported that she had contacted the LTA but dates for refurbishment of the courts had not been finalised. The process for giving a grant to other organisations was briefly discussed and the LTA had been offered £13,000 of the ringfenced tennis fund,

4. Insurance

It was agreed that insurance for the defibrillator and coffee machine was needed. Karen suggested that she contact the agent who arranges Public Liability Insurance to ask for a quotation.

Action: 7/22 – Karen Berry

5. Recreation Ground

A report on the meeting held by Grapevine who host the Collaboration Station had been circulated.

There were a number of suggestions made by people who attended the meeting and a number of contacts had been received since the Grapevine hosted event, including approaches from some

The recreation ground had been a subject of discussions when Paul was the Chair when it was noted that it could be used for developments to attract a city-wide cohort of young adult and other users of all ages, including those with disabilities. The developments identified would need to be sponsored and co-ordinated by a senior officer from the council over an extended period of time after a strategy had been agreed. It was agreed that Ken should consider whom to approach as any plans would need to include education, disabilities and leisure and forward the name to Lynn and Pat.

The actions that could be completed quickly after project members had been identified and engaged were agreed to be attracting wildlife to the park and putting bird boxes at a level where they could be observed. Many of the other suggestions would need to be costed, business cases prepared and a potential time line drawn up so that the viability of each element could be assessed for support and funding

Action: 8/22 – Ken Taylor

6. Trustees Report

Ken reported that the Terms of Reference for the Trustees had been agreed and that the process for recruiting new Trustees was in place. Individuals from a variety of groups and backgrounds would be welcomed.

Karen reported that two individuals she had approached wished to join the committee but not to join the Trustees. It was suggested that people should act as volunteers before being invited to join the committee.

The next Trustee meeting is to be held on 23 May. It was proposed that an Independent Examiner be identified at the meeting. When the Independent Examiner report has been received an AGM date can be agreed.

Further recruitment processed for a Treasurer were to be undertaken.

An expenditure budget for some functions had been identified at the previous meeting. Pat Ryan agreed to develop a "Chart of Accounts" with budgets for the Trustees. This would identify which codes each budget holder would use to sign off expenditure which they had authority to spend.

The café budget had been agreed in February

7. Events for 2022

A celebration of the 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. There would be free tennis, a painting competition for children and stalls selling various goods would be available. Jane agreed to contact people who have had previously hired a pitch for their stall and had their own Public Indemnity cover.

Helen offered to help Carol decorate the park.

NEMA had donated £95.00 for general competition prizes

Volunteers available on the day would be:

Carol
Fran
Gill
Helen
Karen
Ken
Liz
Sue
Pat

The date for the GGNP sports day had been agreed as 2 July. Karen was to manage the day and there would be 4 toilets open. The café would be open as usual.

The Bands in the Park was to be on 14 August when there would be a brass band

The date for the Dog Show had been provisionally set for 18 September. Anthony was the lead and the date may be changed due to other activities being held.

There may be a function to support the MacMillan charity in September.

The Halloween function was to be held on 29 October with Carol as the lead

The date for the Christmas function is to be agreed. Carol will be the lead

8. Flat Green

A survey of over 60 people on the use of the flat green had taken place at the Earlsdon Festival. It was agreed that the survey would continue until the end of May and the Helen and Carol would collate the results.

9. Café

A new rota for the café had been circulated. It was agreed that room bookings would only be available for times when the café was open and had volunteers in place.

10. Report from Albany Bowling Club

Bowling had now started for the 2022 season

11. Date of next meeting

The next meeting will be held on 6 June at 19:00. Venue to be confirmed

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	Cancelled
4/21	13 Sep	Business plan to be completed	Nigel Johnson	Jun 22	Completion date to be brought forward to June
5/21	13 Sep	Pavilion committee bursary transfer of ringfenced funds and management of expenditure to be completed	Peter Elias	Jan 22	Completion date to be advised from Pavilion Committee
6/21	13 Sep	A leaflet of the history and activities would be prepared	Helen Spence	Spring22	Completion date to be advised from Pavilion Committee
7/21	13 Sep	Artwork for the leaflet would be prepared	Anthony Godber	Spring 22	Completion date to be advised from Pavilion Committee
8/21	13 Sep	Public meeting arranged to inform of progress towards the pavilion refurbishment	Pavilion committee to nominate	Jan 22	Completion date to be advised from Pavilion Committee
12/21	13 Sep	Consider PA system	Anthony Godber	Sep 22	Completion date changed
19/21	13 Sep	Information on Indemnity for Trustees to be researched	Ken Taylor	Sep 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	Cancelled
41/21	1 Nov	3-D plan for refurbished pavilion to be displayed on the website	Anthony Godber	29 Nov	Cancelled
42/21	1 Nov	Plan of the refurbished pavilion to be laminated and shown in the café	Anthony Godber	Feb 22	Cancelled

47/21	1 Nov	Lynn to contact Grapevine to review potential developments in the recreation ground	Lynn Richie	March 2022	Complete
55/21	7 Feb	The glass fronted fridge would be examined to assess how to solve the condensation problem	Peter Elias	End Feb	Complete
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	GGNP Sports day- Arrange date and support them	Karen Berry	May	Date confirmed
65/21	7 March	Ideas for green use	All	4 April	See action 2/22 Ongoing
66/21	7 March	Purchase new adaptor	Carol Bayliss	4 April	complete
67/21	7 March	New website host	Peter Elias	June	Ongoing
1/22	4 April	Company Limited by Guarantee to be set up	Karen Berry	June	Ongoing
2/22	4 April	Survey form to be developed	Carol Bayliss	April	Completed
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	Complete
4/22	9 May	Meeting to be arranged to consider accounting software	Helen Spence	May 22	
5/22	9 May	Budgets and Chart of Accounts to be prepared	Pat Ryan	May 22	
6/22	9 May	Independent Assessors and their charges for approving the accounts	Helen Spence/Deb Riorden	23 May 22	

		to be forwarded to the Trustees			
7/22	9 May	Insurance for the defibrillator and coffee machine to be arranged	Karen Berry	June 22	
8/22	9 May	Potential senior officer at the council to approach re the recreation ground	Ken Taylor	July 22	