

**Notes of the Management Committee meeting of The Friends of Spencer Park
held on 4 July 2022**

Charity number 1176323

Present:

Carol Bayliss
Karen Berry
Dave Chater
Jane Donovan
Peter Elias
Anthony Godber
Zilpha Reed
Deb Riorden
Pat Ryan
Helen Spence
Ken Taylor

1. Apologies

Apologies were received from Liz Bayton, Lynn Richie, Trevor Robinson 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

The Independent Assessment of the accounts had taken place.

Insurance arrangements for the defibrillator and the coffee machine were now in place.

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

A trading Company Limited by Guarantee to be established. Responsibility for this action as transferred to Helen Spence and the date for the action moved to later in the year.

Action 1/22 – Helen Spence

Mike Newton was to be asked to help with the grant applications for the pavilion refurbishment.

Action 11/22 – Tim Brooke

Risk register to be developed

Action 12/22 – Karen Berry

4. Finance arrangements for 2022/23

Jamie Holdsworth – james@holdsworthaccountancyservices.co.uk had agreed to act as Independent Assessor for the 2021/22 accounts. This process has now been completed and the accounts approved by the Trustees ready to be presented at the Annual General Meeting before being filed at the Charities Commission and with HMRC.

Jamie has agreed to be Treasurer for 2022/23 when duties would be limited to preparing management accounts and annual accounts from Quickbooks software. Jamie agreed to commission the software and would enter the budgets onto the system. All transactions should have a cost centre and expense code allocated to be entered onto Quickbooks by Karen Berry. It was noted that accounts would be prepared on a monthly basis.

Action 14/22 – Karen Berry

It was agreed that Ken would be the third signatory for the bank and all post would be directed to his address. As Jamie Holdsworth would only be dealing with outputs from the bank it was agreed that his access would not include being a signatory. When Ken has been given full access, the access given to Pat Ryan would be removed from the account.

Action 15/22 – Pat Ryan

5. Pavilion progress report

The Pavilion Committee reported that the Community Ownership Fund had now opened and an expression of interest had been submitted. The maximum grant would be £250,000.

Some technicalities regarding the lease break clause were being negotiated. The original offer had been for a 100-year lease with break clauses at 25, 50 and 75 years but would now have an addition break clause at 10 years.

The bursary received from Coventry City Council had been discussed with representatives of the council and it had been agreed that it may not be necessary for the £1,000 allocated for public consultation to be used to complete the feasibility study as a further application for an additional bursary would be considered to bridge the shortfall. If successful actions 6/21, 7/21 and 8/21 would be reconsidered.

The structural engineer tasks for the feasibility study were anticipated to be completed at no cost.

Draft 10 of the Business Plan for the pavilion renovation had been completed and would be circulated.

It had been anticipated that grants would need to be identified from a number of sources. Peter Elias and Tim Brooke were working on grant applications to the Community Ownership Fund, the Lottery fund and a number of other funds. Mike Newton was to be asked for help as he had experience with the Coventry Historical Trust

Action: 11/22 – Tim Brooke

It had been previously noted that Coventry City Council had put a “long stop” date of 31 December 2022 for all arrangements for the refurbishment to be in place for the lease of the property to be finalised. An aspiration for the start of the building work was summer 2023.

It had previously been noted that heating, lighting and arrangements for furniture were not in the business plan for the refurbishment.

It was agreed that four sets of patio sets - tables and four chairs in each - would be purchased for immediate use. Jane Donovan offered to purchase and collect the furniture.

Action 16/22 – Jane Donovan

It was noted that there had been problems with insects in the pop-up café. It was agreed that a professional insect repellent machine would be purchased

Action 17/22 – Jane Donovan

6. Trustees report

The Trustees had welcomed the new Treasurer and had approved an Quickbooks system with advanced capabilities which made processes much easier than on the basic system. The cost would be circa £30 per calendar month.

The budget had been previously agreed along with a “Scheme of Delegation” naming those who could authorise expenditure against their budget. The budget excluded the café activities which had been previously authorised.

There was no update on the number of Trustees. The next meeting had been arranged to take place on 26 September.

7. Events for 2022

The first “Bands in the Park” event was to take place on the 10 July. A new volunteer, John McFadden would be joining the team at this event. The next event was also a “Bands in the Park” planned for 14 August. As there would be no Management Committee meeting in August communications regarding tasks would be through email. The event would be “seaside themed” and would need as many volunteers as possible. **Could volunteers available contact Jane Donovan.**

Dave Chater noted that he would look into the possibility of using “funfair” themed stalls that had been used by a charity he was involved with.

Action: 22/22 – Dave Chater

The AGM was to take place on 17 September.

The dog show was the next event to take place on 18 September. The show would have a much wider remit than in previous years by having some stalls that were not “dog” themed in addition to all the usual attractions. Some stalls had already been booked and volunteers were asked for items for tombola. There would also be a “Dog Poet” in attendance.

It had been noted that an outside “pop up” cinema was also available and it was suggested that a trial be held before the equipment being used for events. A licence would be required for screenings but may be free of charge, more information was available from the Independent Cinema Office. If the screening was an individual event rather than as part of another event a licence from CCC would be needed at a cost of £21. Dave Chater noted that he had a contact that could advise on processes and costs. It was agreed that a trial of the “pop up” cinema would be planned for September.

Action: 18/22 – Dave Chater / Ken Taylor

An additional marquee had been offered at no cost from an address on Hartington Crescent. It was agreed that the marquee could be stored in the pavilion and would be collected as soon as possible.

Action: 19/22 – Jane Donovan / Ken Taylor

It was noted that the additional equipment would need a storage unit which had been a priority of the Management Committee since 2017. Debs agreed to ask John Gallagher to investigate the hardstanding in the park identified for a storage container, the size of container that could be acquired, and the approximate cost of hardstanding and purchase.

Action: 20/22 – Deb Riorden / John Gallagher

8. Misuse of Flat Green and Tennis Courts

A number of youths had been seen playing football on the flat green and on the tennis courts. Worryingly, young people had been seen climbing the fence to the tennis courts which is extremely dangerous.

It was agreed that any volunteers or members of the committee would check that the locks were in place on the tennis courts and flat green when in the park.

9. Cafe

It was noted that there were notices stating “first aid” shown in the windows of the café. These notices were from when the park was manned by council employees. It was agreed that these notices would be removed and “first aid box available” notices would be displayed. First aid training would not be offered to volunteers and parents would be expected to decide on the level of treatment needed.

The contents of the First Aid box was considered, including the possibility of including steri-strips. It was agreed that the contents of the box should mirror the contents of basis “First Aid” boxes sold online. Debs agreed to obtain a list of contents for comparison.

Action: 21/22 – Deb Riorden

10. Bowling club

The bowling club safeguarding officer has been re-accredited.

Club members had spent time tidying up the surroundings of the Crown green, clipping the hedge etc. If time allows club members will clip the hedge around the flat green for the FOSP. The offer was gratefully received and thanks given to bowling club members.

On 23 July an event will take place to raise funds for research into prostate cancer.

11. Any other business

Social media arrangements were considered. The FOSP website was currently managed by Anthony Godber although the Facebook account currently named Helen Elias as the manager. It was agreed that the management role for Facebook would transfer to Anthony with Helen named as one of the assistants. The committee thanked Helen for all her work which they hoped would continue.

Debs agreed to consider the implications of being the lead for Instagram and TikTok.

All of the members of the Management Committee were asked to consider optimum number on the committee and the roles and responsibilities and sub-committees that were required. How many members should be present for decisions to be Quorate and other administrative detail should be defined.

12. Date of next meeting

The next meeting will be held on 5 September at 19:00. Venue to be confirmed

Action List

Action Number	Date of meeting	Action	Person	Date for completion	Status
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	Spring 22	To be updated when funding position known
7/21	13 Sep	Artwork for the leaflet would be prepared	Anthony Godber	Spring 22	To be updated when funding position known
8/21	13 Sep	Public meeting arranged to inform of progress towards the pavilion refurbishment	Pavilion committee to nominate	Summer 22	To be updated when funding position known
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	
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
57/21	7 March	Cost estimates for building work	Peter Elias	End of June	

64/21	7 March	GGNP Sports day- Arrange date and support them	Karen Berry	May	Event cancelled by GGNP
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 Helen Spence	September	Ongoing
5/22	9 May	Budgets and Chart of Accounts to be prepared	Pat Ryan	May 22	Complete
6/22	9 May	Independent Assessors and their charges for approving the accounts to be forwarded to the Trustees	Helen Spence/Deb Riorden	23 May 22	Complete
7/22	9 May	Insurance for the defibrillator and coffee machine to be arranged	Karen Berry	June 22	Complete
8/22	9 May	Potential senior officer at the council to approach re the recreation ground	Lynn Ritchie / Pat Ryan	July 22	Ongoing
10/22	6 June	Questions from Azets to be answered	Pat Ryan	June 22	Complete
11/22	6 June	Mike Newton to be contacted and asked to help with grant applications	Tim Brooke	June 22	
12/22	6 June	Continue to develop the Risk Register	Karen Berry	July 22	
13/22	6 June	Check if the sports day Risk Assessment has been submitted to enable the public to be informed if the event is cancelled	Karen Berry	June 22	Event cancelled by GGNP
14/22	4 July	Karen to enter transactions onto Quickbooks	Karen Berry	August 22	
15/22	4 July	Ken to be named as a signatory on the account and Jamie to have viewing access. Pat Ryan to have access removed	Pat Ryan	July 2022	
16/22	4 July	4 sets of patio furniture to be purchased	Jane Donovan	July 2022	
17/22	4 July	Insect repellent machine to be purchased	Jane Donovan	July 2022	

18/22	4 July	Consider when to trial the "Pop up" cinema	Dave Chater/Ken Taylor	August 22	
19/22	4 July	Arrange for collection of the marquee	Jane Donovan/Ken Taylor	July 22	
20/22	4 July	Review of container requirements and hardstanding available	Deb Riorden / John Gallagher	August 22	
21/22	4 July	Review of the contents of the "First Aid" box	Deb Riorden	August 22	
22/22	4 July	Explore possibility of using "funfair" themed stalls for event on 14 August	Dave Chater	July 22	