

**Notes of the Management Committee meeting of The Friends of Spencer Park  
held on 3<sup>rd</sup> October 2022**

**Charity number 1176323**

**Present:**

Liz Bayton  
Carol Bayliss  
Karen Berry  
Tim Brooke  
Dave Chater  
Peter Elias  
Zilpha Reed  
Lynn Richie  
Deb Riorden

**1. Apologies**

Apologies were received from, Jane Donovan, Anthony Godber, Trevor Robinson, Pat Ryan, Helen Spence and Ken Taylor.

As Helen was not present Carol chaired the meeting.

**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 PA system has been purchased but needs rechargeable batteries for the microphones Carol to purchase.

**Action 25/22** – Carol Baylis

A trading Company Limited by Guarantee to be established. A meeting was held, and James will give us advice on doing this.

**Action 1/22** – Helen Spence

Risk register to be developed

**Action 12/22** – Karen Berry

Kare has had one meeting with James, she now has access to the Quickbooks. All transactions should have a cost centre and expense code allocated to be entered onto Quickbooks by Karen Berry.

**Action 14/22** – Karen Berry

There have been problems with the Bank again, so this has not happened. It was agreed that Ken would be the third signatory for the bank and all post would be directed to his address. As James 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. Paperwork was posted to bank, but no new information for Ken has been received.

**Action 15/22** – Change to Karen Berry from Pat Ryan

#### **4. Pavilion progress report**

##### **Funding**

Applications for 50% funding have been made to the 29<sup>th</sup> May 1961 Charitable Fund and the Community Ownership Fund. An Expression of Interest has been submitted to The National Lottery Community Fund (TNL). Peter has a meeting with Vicki Stopps from the TNL on 4<sup>th</sup> October, to hear whether we are allowed to submit a detailed bid.

##### **Next steps**

The Pavilion Committee met on the 12<sup>th</sup> September to decide on the following:

- Drafting an Invitation to Tender and seeking three competitive bids
- Peter has paid £180 for the re-costing of the plan from the structural engineers he will send the details to Karen so it can be paid
- Obtaining planning permission, Richard has been talking to the planning department

#### **5. Finance**

Tesco funding - Dave Chater reported that the cost of benches for the green could be supported by £200 from the Friends, the club would pay the rest. It was agreed to purchase a chain net for the basketball hoop from this money. A decision was not made on spending the rest of the grant, apart from the new net.

Peter has been paying for the mobile phone contract he will send information to Karen to pay **Action 25/22** – Peter Elias

#### **6. Events for 2022**

The dog show was highly successful, Carol thanked the organizers.

Pass the Smile rock line 24<sup>th</sup> and 25<sup>th</sup> September the Friends provided cakes on the Sunday. £106.15 was donated to Pass the Smile and £15 was paid on the zettle, which Sarah wanted to be for the Friends.

Pumpkin event on Saturday 29<sup>th</sup> October – Carol has produced a plan for the day. The meeting agreed to change the time of the event from 2 to 4.30, this is different to the ECHO as it went to print before the change was made. A Halloween house of fun will take place in the marquee, Trudi to do the craft activities. The meeting agreed to charge £1 for entry to this.

Santa Event on Sunday 11<sup>th</sup> December the event will be from 11 am to 3pm, Coventry Festival Brass Band will play from 1.30 to 3, we would have to pay them.

#### **7. Trustees report**

The Trustees agreed to fund up to £15,000 from the tennis income towards the cost of a new fence for the courts. No more information from the LTA.

A discussion on storage took place and the possibility of getting a garage rather than a storage container was put forward, as getting a storage container into the park would be difficult and would cost c£5,000. A garage would be cheaper. We could apply to the Heart of England Community fund for this, you can apply for up to £5,000 but any capital expenditure over £300 needs 3 quotes.

## 8. Café

The café has 3 new volunteers, a total of 9 volunteers.

## 9. Bowling club

The bowling league session has ended. Dave Chater is meeting with Tim Fox.

## 10. Any other business

Volunteer poster for Spring House to be sent to Lynn

**Action 26/22 Karen Berry**

Peter asked for the mobile phone number for the phone. Lynn to email it.

**Action 27/22 Lynn Ritchie**

## 11. Date of next meeting

The next meeting will be held on 7<sup>th</sup> November at 19:00. Karen and Carol gave their apologies.

## 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	<del>Karen Berry</del> 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	closed
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 December 22	ongoing
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	Paperwork complete.
16/22	4 July	4 sets of patio furniture to be purchased	Jane Donovan	July 2022	complete
17/22	4 July	Insect repellent machine to be purchased	Jane Donovan	July 2022	complete
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	complete
20/22	4 July	Review of container requirements and hardstanding available	Deb Riorden / John Gallagher	August 22	ongoing
21/22	4 July	Review of the contents of the "First Aid" box	Deb Riorden	August 22	complete
22/22	4 July	Explore possibility of using "funfair" themed stalls for event on 14 August	Dave Chater	July 22	complete
23/22	5 Sept	Cost benches for crown green	Dave Chater	Dec 22	complete
24/22	5 Sept	Cost for artificial surface for goal post	Karen Berry	Dec 22	
25/22	3 Oct	rechargeable batteries for the microphones	Carol Bayliss	Nov 22	
25/22	3 Oct	Invoices for mobile phone and structural engineers to Karen for payment	Peter Elias	Dec22	
26/22	3 Oct	Volunteer poster for Spring House to be sent to Lynn	Karen Berry		
27/22	3 Oct	Mobile phone number for the phone	Lynn Ritchie		

