

**Notes of the Management Committee meeting of The Friends of Spencer Park
held on 5th September 2022**

Charity number 1176323

Present:

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

1. Apologies

Apologies were received from, Peter Elias, Lynn Richie, Deb Riorden, Trevor Robinson, Pat Ryan 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 meeting agreed to purchase a PA system, Carol and Kevin to research this a budget of £300 was set.

Action 12/21 – Anthony Godber changed to Carol Baylis

Information on the status of CCTV was still awaited. Dave Lewis has arranged for this to be repaired awaiting date for this.

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. A meeting will be set up by Helen to include Ken and James.

Action 1/22 – Helen Spence

Mike Newton was to be asked to help with the grant applications for the pavilion refurbishment. Tim had not been given contact details closed.

Action 11/22 – Tim Brooke

Risk register to be developed

Action 12/22 – Karen Berry

Helen to ask Jamie if Quickbooks software has been purchased. 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. This has 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. Paperwork was posted to bank, but no new information for Ken has been received.

Action 15/22 – Pat Ryan

Outside “pop up” cinema was also available and it was suggested that a trial be held before the equipment being used for events. 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. Helen to ask John from Earlsdon Film club for advice.

Action: 18/22 – Dave Chater / Ken Taylor / Helen Spence

It was noted that the additional equipment would need a storage unit which had been a priority of the Management Committee since 2017. John Gallagher has 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 – John Gallagher

4. Pavilion progress report

Legal

The Agreement for Lease and the Lease have now been signed by the trustees and we are awaiting signatures from the council before registration of the agreement. Note that the lease will not activated until we have secured funding. The Agreement for Lease will expire on December 31st 2022 unless extended.

Funding

Applications for 50% funding have been made to the 29th May 1961 Charitable Fund and the Community Ownership Fund. An Expression of Interest has been submitted to The National Lottery Community Fund (TNL). We will hear in 12 weeks whether we are allowed to submit a detailed bid to TNL.

Next steps

The Pavilion Committee will meet on the 12th September to decide on the following:

- Drafting an Invitation to Tender and seeking three competitive bids
- Obtaining planning permission

5. Tesco Funding

Suggestions were put forward by the meeting, Dave suggested benches for the bowling green to be used by Resource Centre for the Blind; a table tennis table; artificial surface under goal post; basketball hoop were also suggested.

Dave Chater to cost benches

Action 23/22 – Dave Chater

Karen to get costs for artificial surface

Action 24/22 – Karen Berry

6. Events for 2022

The AGM was to take place on 17 September at 3pm. Signed Annual accounts to be made available. Helen said she had a copy.

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. Anthony agreed to cut the hedge around the green, as it is our responsibility as the Friends planted it.

Pass the Smile rock line 24th and 25th September the Friends will provide cakes on the Sunday.

Pumpkin event on Saturday 29th October – Carol to organize

Santa Event Coventry Festival Brass Band had offered to play for this event, we would have to pay them, the committee thought this was a god idea. Karen to check band availability. The band can not do Sunday 18th December.

7. Café

Jane asked for volunteers for Sunday 11th September as she only had volunteer and no key holders. Helen to open up and Karen to do the afternoon session. and said she would put the October rota out after the Dog Show.

8. Bowling club

The bowling league session ends in September. Kings Cross club from Halifax had been down to play and they were impressed with the green. There is a bowls match with the Alvis for Pass the Smile.

9. Any other business

Pat had suggested a formula set agenda, the meeting did not consider this at this meeting 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.

Paul Smith has stepped down as a Trustee, he will still be part of the pavilion committee.

10. Date of next meeting

The next meeting will be held on 3rd October at 19:00.

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	Peter Elias	Jan 22	Completion date to be advised

		management of expenditure to be completed			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	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	
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	
24/22	5 Sept	Cost for artificial surface foe goal post	Karen Berry	Dec 22	