

Notes of the Management Committee meeting of The Friends of Spencer Park held on 7rd November 2022

Charity number 1176323

Present:

Liz Bayton
Jane Donovan
Peter Elias
Anthony Godber
Zilpha Reed
Lynn Richie
Trevor Robinson
Pat Ryan
Helen Spence
Ken Taylor

1. Apologies

Apologies were received from Carol Bayliss, Karen Berry, Tim Brooke Dave Chater and Deb Riorden

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 is to be established. The company will be either a Community Interest Company, a Company Ltd by Shares, or a Company Limited by Guarantee. It was requested that the future use of the Pavilion be considered when the structure of the trading arm is finalised.

Action 1/22 – Helen Spence

A risk register is to be developed

Action 12/22 – Karen Berry

All transactions have been entered onto Quickbooks and reports should soon be available.

Action 14/22 – Karen Berry

The trial of a pop-up theatre has been delaying until Spring 2023

Action 18/22 – Ken Taylor

A poster for volunteers to be sent to Lynn for display at Spring House

Action 26/22 – Karen Berry

The bank mandate had not been resubmitted and Pat Ryan had again filled in and submitted the online changes to the mandate. After online submission the mandate must be printed, signed by two existing signatories and those who were to be added and posted to Lloyds for them to complete the process by using the signatures from the printed copy to action the mandate and add the signatures of the new users. As Tim had offered apologies to the meeting and Karen would be available within a week Pat agreed to get the necessary signatures.

Action 29/22 – Pat Ryan

Pat Ryan to be removed as a signatory to the bank account. Signatories have a two-stage removal process, first as a signatory then as having access therefore Pat can remove herself as signatory but a new signatory would have to remove access.

Action 30/22 – Pat Ryan

Action 31/22 – Ken Taylor

4. Pavilion progress report

Applications for 50% funding had been made to the 29th May 1961 Charitable Fund and the Community Ownership Fund but no responses have yet been received.

No response has been received from The National Lottery Community Fund (TNL). A number of other applications for funding was being considered, some of which would be dependant on matched funding.

An additional bursary of £1,080 had been awarded by Coventry City Council to fund the shortfall caused by the resubmission of some elements of the plan. The original funding included £1,000 for community engagement which has not yet been utilised. Peter agreed to respond accepting the funding and agreeing it would be used for the stated purposes.

Action 34/22 – Peter Elias

A number of building companies had been asked to bid for the pavilion project. Interest had already been shown by two of the companies and further responses were expected. These bids would be needed to inform the potential funding organisations of the cash flow requirements. Richard has completed the visual images of the interior of the café when completed which were circulated.

Richard has been considering the application for planning permission, discussing the timing and process with the planning department. Peter suggested that the pavilion application be linked to the storage facility application. The application will be made when funding for the development has been identified.

Action 35/22 – Richard Jones

Potential timescales for the work to commence were discussed. The most probable date for work to commence was autumn 2023 which meant that planning for the café and events for summer 2023 could go ahead.

5. Storage facility

A storage facility had been a priority for 5 years to enable gardening equipment and items not in regular use to be kept in a secure building.

It was agreed that it was too expensive to use a container and a sectional building was considered a good alternative option. Advice would be needed as to the optimum size and where it should be sited, either at the front or rear of the plot to avoid underground utilities. Trevor agreed to discuss the siting considerations with Dave Lewis. When a decision has been made on footprint and site Ken agreed to lead on applying for planning permission. Peter suggested that the planning permission should be made at the same time as for the pavilion.

Action 32/22 – Trevor Robinson

Action 33/22 – Ken Taylor

It would not be possible to estimate the cost of the facility until the footprint of the proposed structure is known.

6. Events for 2022

The Pumpkin event was highly successful and Carol was thanked for organising the activities. The marquee had been used for crafts and games which were very popular. The marquee would be used for the same purpose for the Santa event but would be based on the flat green as it would be less muddy. The band would have a gazebo on the grassy area that had been used by the marquee.

The Santa event will be on Sunday 11 December – Carol has produced a plan for the day which was circulated. **Could all of those available on the day please contact Carol** so that she can firm up tasks for the day. Ken had agreed to be Santa

The event will be from 11 am to 3pm, Coventry Festival Brass Band will play from 1.30 to 3 and the committee asked about the possibility to have music from 11:00 until about 16:00, including during the interval taken by the band. Karen was to be asked to apply for the music and to confirm the cost of the band.

Action 36/22 – Karen Berry

Action 37/22 – Karen Berry

A budget of £500, including the band and prize costs, was agreed for the event.

Earlsdon Library was holding a Christmas Fair with stallholders in attendance on 10 December. It was agreed that stallholders who would be at the library would be asked if they would also like to take part in the Santa event. Those who would like more information to contact Anthony Godber

Action 38/22 – Helen Spence

Stallholders usually had public liability insurance, those who didn't would be asked to sign a waiver ensuring that any claims were not against the council or the Friends

7. Trustees report

There was no update from the Trustees

8. Café

The café will be closed from 11 December until the school half term in February. Schools finish on the 17 February.

9. Bowling club

No update as the bowling league season has finished.

10. Any other business

A social for volunteers and committee members had been arranged for 16 November, to be held at 1 Belvedere Road. A budget of £100 was allocated for refreshments.

The turnover for the organisation was briefly discussed. It is unlikely to be above £32,000 in 2022/23

The potential for increasing "Easy fundraising" income was discussed. It was noted that this was not trading income.

It was noted that in three places the concrete blocks surrounding the tarmac hardstanding with markings had been displaced. As the underlying material contained asbestos this was of concern. It was agreed that Trevor would inform the appropriate council department.

Action 39/22 – Trevor Robinson

IT was noted that the black acer near to the tennis courts was unstable. It was agreed that Trevor Robinson would inform the council grounds department

Action 40/22 – Trevor Robinson

It was requested that the shrubs around the gate for vehicular access to the park be cut back prior to Santa event. Trevor agreed to pass the message on.

Action 41/22 – Trevor Robinson

Ken reported that he had attended the “trees in the street” meeting. The charity was working with the council to plant trees. It was noted that pavements needed to be at least 1.5m wide before being considered but those interested should contact the charity.

Action Numbers completed and not related to other ongoing actions have been removed

12/21 consider PA system

64/21 GGNP sports day cancelled

5/22 budget and chart of accounts prepared

6/22 Independent assessor reviewed accounts

7/22 Insurance for defib and coffee machine

13/22 GGNP risk assessment form questions – event cancelled

10/22 Questions from Azets accountants to be answered

16/22 Patio furniture purchased

17/22 Insect repellent machine purchased

19/22 Marquee accepted and collected – and used!

11. Date of next meeting

The next meeting will be held on 5th December 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 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
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	
67/21	7 March	New website host	Peter Elias	June	Ongoing
1/22	4 April	A trading arm is to be set up	Helen Spence	September	Ongoing

8/22	9 May	Potential senior officer at the council to approach re the recreation ground	Lynn Ritchie / Pat Ryan	July 22	Ongoing
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	
14/22	4 July	Karen to enter transactions onto Quickbooks	Karen Berry	December 22	Complete
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. Closed and transferred to 28/22
18/22	4 July	Consider when to trial the "Pop up" cinema	Ken Taylor	May 2023	
20/22	4 July	Review of container requirements and hardstanding available	Deb Riorden	August 22	Closed see 32/22 and 33/22
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	Complete
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		Complete
28/22	3 Oct	Ken to be named as a signatory on the account and Jamie to have viewing access. Pat Ryan to have access removed	Karen Berry	Oct 22	Closed
29/22	7 Nov	The updated bank mandate including Ken and James to be	Pat Ryan	21 Nov 22	

		named as signatories on the bank account			
30/22	7 Nov	Follow up bank mandate removing Pat Ryan as a signatory	Pat Ryan	Dec 22	
31/22	7 Nov	Remove Pat Ryan from access to bank	Ken Taylor	Jan 22	
32/22	7 Nov	The site for a sectional building was to be discussed with Dave Lewis	Trevor Robinson	Jan 22	
33/22	7 Nov	Planning permission for a sectional building for storage to be considered	Ken Taylor	Feb 22	
34/22	7 Nov	Peter to respond to CCC accepting the bursary	Peter Elias	Nov 22	
35/22	7 Nov	Application for planning permission for the pavilion to be made when funding for the development has been identified	Richard Jones	May 23	
36/22	7 Nov	Music license for the Santa Event to be applied for	Karen Berry	Nov 22	
37/22	7 Nov	Cost of the Brass Band to be confirmed	Karen Berry	Nov 22	
38/22	7 Nov	Stallholders from the Earlsdon Library Christmas Fair to be invited to take part in the Santa event	Helen Spence	Nov 22	
39/22	7 Nov	The council to be notified that in 3 areas the concrete edging stones had been displaced from the tarmac area	Trevor Robinson	Nov 22	
40/22	7 Nov	The council were to be informed that the black acer near to the tennis courts was unstable	Trevor Robinson	Nov 22	
41/22	7 Nov	The request that shrubs around the vehicular access to the park be cut back was to be passed to the grounds team	Trevor Robinson	Nov 22	