

# Notes of the Management Committee meeting of The Friends of Spencer Park held on 9<sup>th</sup> January 2023

Charity number 1176323

## Present:

Carol Bayliss  
Liz Bayton  
Karen Berry  
Tim Brooke  
Jane Donovan  
Peter Elias  
Jamie Holdsworth  
Zilpha Reed  
Pat Ryan  
Helen Spence  
Ken Taylor  
Anthony Tucker

### 1. Apologies

Apologies were received from Dave Chater, Anthony Godber, Lynn Richie, Deb Riorden and Trevor Robinson.

### 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 would need rechargeable batteries to be used on an ongoing basis which Carol had agreed to manage.

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

The risk register had been developed but would need to be reviewed and updated on a periodic basis.

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

**Action 18/22** – Ken Taylor

Bank signatories have a two-stage removal process so Pat Ryan needs to have her viewing access removed access.

**Action 31/22** – Ken Taylor

Helen Spence had contacted the Jo Cox foundation informing them that as the café will not be open until the 18 February FOSP would not be able to join in their events.

Completed actions removed from the action list relating to the previous events were 22/22 36/22 37/22 and 38/22.

### 4. Pavilion progress report

Responses had been received from two of the organisations to whom applications had been made for funding notifying the Pavilion Committee that they had not been successful but identifying that evidence of community engagement that may influence funding organisations

There had been no response received from the 29<sup>th</sup> May 1961 Charitable Fund which indicates that this bid was unsuccessful.

Feedback from the applications were positive, noting that evidence of community engagement and support were essential to demonstrate the value of the park to users. It was agreed that a detailed plan with sponsors and volunteers would be necessary to collect the details required. It was suggested that partnership organisations such as local businesses, care homes, Spring House etc could be contacted personally to gain very local support. As the park is used by a much wider community suggestions on how to collect details were discussed including contacting council managers and those involved with the park.

Communications would be vital to engage the wider community and it was suggested that a variety of social media be used including the FOSP website, Facebook, Instagram, NENA, SENA etc. All organisations who use meeting space could be informed that they would be able to use the facilities at subsidised rates to demonstrate the community use of facilities;

The leaflet should be completed as soon as possible giving details of how to contact the FOSP so that it can be distributed before the open meeting so that the maximum number of potential attendees are aware of the proposals. Plans should also be displayed in the pavilion and on the website.

It was suggested that visitors to the café should be invited to put names and postcodes onto a form to show support. There is already evidence of this in place but is not comprehensive enough to support funding bids.

It was suggested that a petition could be started for individuals to register support and that when funding requirements are identified either Give as You Like or Crowdfunding be used to for supporters to donate. It was requested that individuals be advised that if the pavilion was not refurbished it is likely that it will not be maintained in future.

The committee members were asked to consider which of these activities they would be willing to lead on be a team volunteer. Actions were not identified but would need to be clarified in the near future as the community support details were now urgent.

There would be a comprehensive report to FOSP Trustees as required by the internal controls.

The Council had agreed to extend the long stop date on the lease to 1<sup>st</sup> August 2023.

#### Community links already established

It was noted that there were a number of joint working and community links already in place but it would be difficult to quantify the numbers of individuals involved and where they lived. These links included:

The Albany Bowls club whose members are close associates of FOSP and use the pavilion a number of times a week, including matches with teams from all over Coventry and

bowling sessions with the visually challenged team

It was noted that family and corporate membership of the tennis club was substantial but had slightly reduced since lockdown had finished. An analysis of the post codes of the named person joining would be available but this would not reflect the totality of family and corporate members involved in the park.

The Macmillan fundraising day is hosted and supported by FOSP

The Asian games have been hosted by FOSP in recent years, with one of the leaders being a committee member.

Representatives of "Pass the Smile" who raise funds for Children's Cancer Research are associates of FOSP and hold an annual event in the park.

Representatives of the Collaboration Station to plan for use of the recreation ground, which lead to a visit from a special school who were very keen to work on the potential facilities in an outside space for those individuals or communities with physical or mental health problems across Coventry.

#### **5. Storage facility**

Ken reported that he had estimates for the work needed for a storage facility. If carried out in the near future the cost of the hardstanding would be circa £2,700. The estimate for the sectional concrete structure was for between £4,000 and £4,500 depending on the specifications. The estimate for planning permission will be several hundred pounds depending on the complexity of the planning request.

Before any work was planned the ground to need to be checked to ensure that there were no service underneath the planned development. No action was raised until an approximate start date was agreed.

It was agreed to delay any decision on commissioning the storage facilities until there is clarity about the Pavilion refurbishment. No actions have been agreed but would be considered at a later date.

It was agreed that the possibility of Section 106 funding would be investigated. The new buildings on Albany Road would be making a contribution in either cash or services which may not yet be fully committed.

**Action 1/23:** Anthony Tucker

#### **6. Review of internal financial controls required by the Charities Commission**

As part of the Trustee declaration that sufficient internal financial controls were in place Tim was required to gain assurance that checks were in place. Tim as assured that there were segregation of duties, expenditure and income budgets were set at the start of year and budget holders identified. Only budget holders could approve expenditure against their budget. Any expenditure not previously anticipated and included in the budget was considered by the management committee e.g., funds for cafe furniture, insect repellent machine.

Cash was necessary to the function of the café income as prices were set as low as possible and Zettle would not accept payments of less than £1. All cash and card transactions for sales were recorded on Zettle, donations and monies for some parts of events were in cash. Reports from Zettle were used to reconcile the sales.

The external review of the accounts found that all systems were adequate, with expenditure invoices recorded and cross referenced on an internal number system. There were no cash expenditure items, every transaction is supported by documentation.

### **7. Café and Events for 2023**

The Santa event had been a success but there were issues with dismantling and storage of the large marquee. It was proposed that in future 3 small marquees with drop down sides would be used. No actions were allocated.

The Easter event would be held on Good Friday as usual. Actions would be agreed at a later date.

There would not be a stall at the Earlsdon Festival but volunteers would be asked to attend to help publicise the events and aspirations of FOSP. Actions would be agreed at a later date.

It was agreed that an event would be held to celebrate the Coronation, either on 7 or 8 May, with the date, times and content to be confirmed.

It was noted that the first aid box contents would need to be checked.

**Action 2/23:** Jane Donovan

It was noted that the freezer needed defrosting before being refilled for the next café opening.

**Action 3/23:** Jane Donovan

### **8. Any Other Business**

The organisers of Clothing Coventry had enquired whether it would be possible to offer free clothing in Spencer Park. It was agreed that it could be hosted but would only be available when the café was open. Clothing Coventry would supply both the clothes and a rack to display them on which would be displayed in the redecorated room in the pavilion which had an area that could be used as a private changing facility

**Action 4/23:** Helen Spence

Jane asked if any decisions had been made about £500 grant from Tesco, none has been made yet, the bowlers would like £200 towards the cost of a bench for the bowling green as it would be useful when the Resource Centre bowl. No actions were allocated

There had been no feedback on the request to have the hedges trimmed. It was noted that the Street Pride team who managed the trees were not responsible for the hedges.

The council had been informed that the flowering cherry tree outside the pavilion needed urgent attention.

Jane had asked if the moss on the playground could be sprayed along with the tennis courts, Karen said she would ask but this cannot be done until it is dry and the as moss would then need sweeping off, it will not before the Spring. No action allocated

### **9. Date of next meeting**

The schedule for future next meetings is 6 February, 6 March and 3 April. There may be another meeting in late April as the first two Mondays in May are bank holidays. Meetings will commence 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                                              |
| 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                                               |
| 12/22         | 6 June          | Continue to develop the Risk Register                                                                 | Karen Berry                    | July 22             | Complete                                              |

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|-------|--------|-----------------------------------------------------------------------------------------------------------------|-----------------|----------------|-----------------------------------------------------|
| 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                                            |
| 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  | Invoices for mobile phone and structural engineers to Karen for payment                                         | Peter Elias     | Dec 22         | Complete                                            |
| 26/22 | 3 Oct  | Volunteer poster for Spring House to be sent to Lynn                                                            | Jane Donovan    |                | Complete                                            |
| 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 named as signatories on the bank account                 | Pat Ryan        | 21 Nov 22      | Complete                                            |
| 30/22 | 7 Nov  | Follow up bank mandate removing Pat Ryan as a signatory                                                         | Pat Ryan        | Dec 22         | Complete                                            |
| 31/22 | 7 Nov  | Remove Pat Ryan from access to bank                                                                             | Ken Taylor      | Jan 23         |                                                     |
| 32/22 | 7 Nov  | The site for a sectional building was to be discussed with Dave Lewis                                           | Trevor Robinson | Jan 23         | Complete                                            |
| 33/22 | 7 Nov  | Estimate for the costs of planning permission and erection of a sectional building for storage                  | Ken Taylor      | Feb 23         | Complete                                            |

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| 34/22 | 7 Nov | Peter to respond to CCC accepting the bursary                                                                        | Peter Elias     | Nov 22           | Complete |
| 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<br>Aug 23 |          |
| 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           | Complete |
| 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           | Complete |
| 42/22 | 5 Dec | Contact Jo Cox Foundation                                                                                            | Helen Spence    | Jan 23           | Complete |
| 43/22 | 5 Dec | Voluntary Action Coventry AGM                                                                                        | Karen Berry     | Dec 23           |          |
| 44/22 | 5 Dec | Helen to contact chef to inform him that herbs are already grown in the park                                         | Helen Spence    | Jan 23           |          |
| 1/23  | 9 Jan | Potential Section 106 funding to be investigated                                                                     | Anthony Tucker  | Feb 23           |          |
| 2/23  | 9 Jan | First Aid box to be checked                                                                                          | Jane Donovan    | Feb 23           |          |
| 3/23  | 9 Jan | Freezer to be defrosted and restocked                                                                                | Jane Donovan    | Feb 23           |          |
| 4/23  | 9 Jan | Clothing Coventry to be contacted regarding available facility for clients to collect clothes                        | Helen Spence    | Feb 23           |          |
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