

Notes of the Management Committee meeting of The Friends of Spencer Park held on 24 April 2023

Charity number 1176323

Present:

Carol Bayliss
Karen Berry
Jane Donovan
John Gallagher
Peter Elias
Zilpha Reed
Deb Riorden
Helen Spence
Ken Taylor

1. Apologies

Apologies were received from Liz Bayton, Tim Brooke, Lynn Richie, Pat Ryan, Dave Chater, Anthony Godber, Jamie Holdsworth, Trevor Robinson and Anthony Tucker.

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

Actions closed and removed from list

Action 26/21 -CCTV equipment – closed

Action 5/23 – Screen has to be used in the dark – closed

Action 6/23 - closed

Action 8/23 – schools contacted – closed

Action 9/23 - Income and expenditure to be done for all events - closed

Action29/23 – easel collected - closed

Update on actions still in progress

Access to the bank for Pat Ryan needed to be removed if she were required to carry out an independent examination of the accounts as required when turnover exceeds £25,000 per annum.

Action 31/22 reinstated– Karen Berry

Helen to contact chef to inform him that herbs are already grown in the park. The possibility of having more herbs on raised beds was to be considered. First contact made.

Action 44/22 – Helen Spence

Clothing Coventry have been contacted and could place a rack in the pavilion to be contacted regarding available facility for clients to collect clothes. Helen would contact them during late spring when there was no prospect of damp for items in storage.

Action 4/23 – Helen Spence

Anthony asked if it would be possible for another gate to be put into the flat green by the pavilion. Karen agreed to ask Dave Lewis.

Action 17/23: Karen Berry

4. Pavilion update –

A second application to the Community Ownership Fund has been submitted for £142K, this will be the last time we can apply to this fund. The Community Engagement Report has been included in this application. We will not hear if we are successful until November.

The next steps will be to apply to Severn Trent and the Heritage Lottery Fund both of these bids will need planning permission to be in place.

Peter has had a meeting with Robert Davis, who has informed us that the Heritage Lottery Fund will need a conservation architect to produce plans and a RIBA Design Access Statement for the application. This will be needed for our application to the Heritage Lottery, without this work a bid would not be considered. Robert suggested that two new professionals who in his firm, could take on this project for a cost of £5,000, which is less than the market rate.

The committee members present supported that this plan would be necessary, and Peter was contacting Heritage Lottery to see if a development grant was available to pay for this. The Trustees will be asked at their meeting on 22 May to establish funds for this if no grant could be obtained.

Contact National Lottery about a development grant.

Action 31/23 – Peter Elias

Contact new Conservation Officer about the project.

Action 32/23 – Peter Elias

The application to the Community Ownership Fund has been submitted by 11 April 2023.

Applications to Severn Trent and the Heritage Lottery Fund will be made in the future.

Action 20/23 – Peter Elias

The meeting thanked Peter for all of his work on the project.

5. Floral Festival

The festival for creative arts with a floral theme will be held over a two-week period. Where fresh flowers are used entrants will be able to refresh their displays during the period. In addition to plants and blooms entrants can use textiles, artwork and other medium in their entries.

Jane suggested a workshop in the park and she has asked Trudy to do it. A small group of Carol, Zilpha, Liz and Debs to work with Trudy and Jane. The gardening team are to be invited to the workshop

Action 15/23 – Jane Donovan

6. Events

The Coronation Big Lunch planning is ongoing. The leaflets have been printed and will be distributed this week and next. The meeting agreed to purchase a marquee from the Community Lottery Grant, this was one of the of the identified expenditures from the grant. This will be used on the day for Trudy's craft activity. Existing Marquee will be used for the throne on the flat green.

Catering on the day - Jane will provide picnic lunches for 150 people, it was agreed lunches will be available from 1.30pm. Karen will give out tickets for the lunch from 1pm. Sign to be made.

Cakes will be supplied, and donations will be asked for them. The café will be open.

More volunteers are needed on the day.

Order the marquee

Action 33/23 - Carol Baylis

Throne picked up from Criterion Theatre

Action 34/23 – Carol Baylis and Ken Taylor

There would also be an outdoor yoga session with all profits donated to FOSP and two Zumba session, one on 15th May with donations to BLISS charity and one in August with donations to Macmillan. It was noted that the Zumba sessions would be held on the area of hardstanding that children may use and notification would be given on the notice boards that

access would be restricted for the dates/times unless for participants of the Zumba function. Carol agreed to liaise with the Zumba organiser to finalise dates.

Action 21/23: Carol Bayliss

Volunteer Day 10th June – Free bacon batches provided it was suggested that the pavilion and the playground markings could be washed, details to be confirmed at next meeting.

7. Café

The café rota had some gaps 30 and 31 April to be filled. Karen will do a poster to put on the door of the party room giving details of when it can be hired from 11 to 3 on Saturdays and Sundays, and for booking to email friendsofspencerpatk@gmail.com . There are a few bookings already.

Sign for door

Action 35/23 – Karen Berry

8. Tennis Courts

The refurbishment of the tennis courts is nearing the end of the process. Work on the resurfacing is complete, after which the surface cannot be used for 3 weeks. It will then need to be painted and the new gate fitted. Realistically courts to reopen in June.

The LTA visited the park on 11 April it was successful with local radio and Midlands Today There was also information on the big screen at the Billie Jean Cup event, with an interview with Karen about the courts.

The total cost of the refurbishment is circa £120,000. The quote for the gate has not been received but the FOSP restricted tennis club funding will be used to pay for 2 access paths to the court.

A Grand Opening ceremony will take place when the work has been signed off as complete.

9. Any other business

Zilpha raised the fact that the visitors book was not very visible at events it was suggested that a sign to be made encouraging people to sign the book, if enough volunteers are available someone will get people to sign the book with their postal codes at the coronation event.

Anthony to be asked to do a sign.

Action 36/23 – Anthony Godbar

Helen suggested that the grass area by the tennis courts could be left long.

We have been contacted on facebook about holding a roller disco on the playground markings. It would be for families and would be organised by the inquirer. Karen said that the event would have to be booked by the organisers at www.coventry.gov.uk/bookapark . As there would be lots of things need to be in place.

Debbie asked about our Instagram account as permission are needed for her to add items.

Action 36/23 – Anthony Godbar

10. Date of next meeting

The next meeting will be held on 5 June and 3 July at 7.00pm

Action List

Action Number	Date of meeting	Action	Person	Date for completion	Status
5/21	13 Sep 21	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
57/21	7 March 22	Cost estimates for building work	Peter Elias	End of June	
8/22	9 May 22	Potential senior officer at the council to approach re the recreation ground	Lynn Ritchie / Pat Ryan	July 22	Ongoing
18/22	4 July 22	Consider when to trial the "Pop up" cinema	Ken Taylor	May 2023	
24/22	5 Sept 22	Cost for artificial surface for goal post	Karen Berry	Dec 22	
31/22	7 Nov 22	Remove Pat Ryan from access to bank	Ken Taylor Karen Berry	Jan 23 Jun 23	
35/22	7 Nov 22	Application for planning permission for the pavilion to be made grant agreed	Richard Jones	May 23 Aug 23	
44/22	5 Dec 22	Helen to contact chef to inform him that herbs are already grown in the park	Helen Spence	Jan 23	First contact made.
1/23	9 Jan 23	Potential Section 106 funding to be investigated	Anthony Tucker	Feb 23	
4/23	9 Jan 23	Clothing Coventry to be contacted regarding available facility for clients to collect clothes	Helen Spence	Feb 23	First contact made,
10/23	6 Mar 23	Apply for a Pre-Planning review of the proposed pavilion refurbishment	Peter Elias	June 23	
15/23	6 Mar 23	Workshop for the Floral Festival to be held in the Methodist Hall	Jane Donovan	May 23	
17/23	6 Mar 23	Ask Dave Lewis about gate and identify someone to do it.	Karen Berry	June 23	
18/23	6 Mar 23	Organise an ongoing plant sales/swop to	Anthony Godber	Mar 23	Started March 2023,

		financially support the FOSP gardening team.			ongoing on a seasonal basis
19/23	3 Apr 23	Update on application for Historic Building status	Peter Elias	Jul 23	
20/23	3 Apr 23	Committee to be informed when further bids have been submitted	Peter Elias	Aug 23	
21/23	3 Apr 23	Arrangements for the Zumba days to be agreed	Carol Bayliss	May 23	complete
22/23	3 Apr 23	Dates for functions throughout the year to be co-ordinated	Karen Berry	April 23	complete
23/23	3 Apr 23	Anthony to be requested to manage the artwork on the functions leaflet	Anthony Godber	April 23	complete
24/23	3 Apr 23	Karen to arrange for the printing and distribution of leaflets	Karen Berry	End April 23	complete
25/23	3 Apr 23	Carol to liaise with Trudy as to what support is needed for the function	Carol Bayliss	April 23	complete
26/23	3 Apr 23	Notice as to restriction of use of the hardstanding to be displayed	Karen Berry	End April 23	complete
27/23	3 Apr 23	Council to be asked to repair the pavilion roof to stop the leaks	Karen Berry	May 23	ongoing
28/23	3 Apr 23	Renew public liability insurance	Karen Berry	1 May 23	completed
30/23	3 Apr 23	List of cake ingredients that could be allergens to be circulated	Jane Donovan	Apr 23	completed
31/23	24 Apr 23	National Lottery about a development grant.	Peter Elias	May 23	
32/23	24 Apr 23	Contact new Conservation Officer about the project.	Peter Elias	June 23	
33/23	24 Apr 23	Order the marquee	Carol Baylis	Apr 23	
34/23	24 Apr 23	Throne picked up from Criterion Theatre	Carol Baylis Ken Taylor	May 23	
35/23	24 Apr 23	Room hire sign and Lunch sign.	Karen Berry	Apr 23	
36/23	24 April 23	Sign for visitor's book to be used at events	Anthony Godbar	By 8 th May 23	
37/23	24 April 23	Permissions for Instagram	Anthony Godbar	May 23	