

Notes of the Management Committee meeting of The Friends of Spencer Park held on 3 April 2023

Charity number 1176323

Present:

Carol Bayliss
Liz Bayton
Karen Berry
Tim Brooke
Jane Donovan
John Gallagher
Zilpha Reed
Lynn Richie
Deb Riorden
Pat Ryan
Helen Spence
Ken Taylor

1. Apologies

Apologies were received from Dave Chater, Peter Elias, 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

The public meeting had been held on 23 March and the following actions which were connected to the event were:

Action 6/21 – Helen Spence, leaflet on activities and history - cancelled

Action 7/21 – Anthony Godber, artwork for the activities and history leaflet - cancelled

Action 8/21 – Helen Spence, Public meeting arranged - completed

Action 11/23 – not allocated, cakes for the meeting - completed

Action 12/23 – Anthony Godber, posters and flyers for the public meeting to be prepared – completed

Action 13/23 – Anthony Godber, template for the presentations for the public meeting to be prepared – completed

Action 5/23 – Pop up theatre cannot be used for the coronation as it needs to be used in the dark. Action closed

Action 7/23 – Peter to agree wording for publicity with the Pavilion Committee and the Trustees. Action completed

Action 14/23 – Ken Taylor, visitors book purchased and used in the café. Action completed.

Action 16/23 – Jane Donovan, to ask John Gallagher to join the management committee. Action completed

Update on actions still in progress

It had been agreed that management of the bursary received from Coventry City Council in autumn 2021 with an additional amount in Autumn 2022 would be the responsibility of the Pavilion Committee. At the February meeting it was noted that the bursary would not cover

all costs and that access to the unrestricted reserves held by the charity would be needed.

Action 5/21 – Peter Elias

It had been suggested that the CCTV already in the park could be used when the café was open. The council were asked for information on use of the CCTV equipment which was not monitored and unavailable to use because there was no wi-fi available in the park. The action was completed.

Action 26/21 – Pat Ryan

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.

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

The trial of a pop-up theatre has been delayed until Spring 2023. It was suggested that it might be possible for the equipment to be used to show coronation events. Jane agreed to contact John Gallagher to establish if this would be possible. Equipment can only be used in the dark.

Action 5/23 – Jane Donovan

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

At the February meeting Zilpha had requested that information on expenditure as well as income be circulated after functions.

Action 09/23: Karen Berry

4. Pavilion update –

The meeting to inform the public of the proposals held on 23 March 2023 had been great success and had been reported in the Echo. The public attending the meeting were given tea and cakes before the presentations. Thanks were given to all of those who helped with the event.

The Petition now has over 2500 signatures. Peter had contacted the local primary schools and the petition will go in to the school newsletters

The business plan for the pavilion project was being updated with recent sales figures for submission with future funding bids.

There was no update on the application for Heritage Building listing for the pavilion that Peter had made. Peter had also been in contact with Robert Davis, who is a conservation architect.

Action 19/23 – Peter Elias

It had been agreed to fund a Pre-Planning application at a cost of between £60 to £350 which had now been submitted.

Action 10/23 - Peter Elias

The application to the Community Ownership Fund has to be submitted by 11 April 2023. Applications to Severn Trent and the Heritage Lottery Fund will be made in the near future.

Action 20/23 – Peter Elias

Two estimates for the cost of the work had now been received. The amounts were commercially sensitive and would not be discussed but this information would inform potential funders.

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 will ask 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 Easter Event will be held on Good Friday starting at 11:00 and finishing at 13:00. Helpers are those making cakes are requested to be there by 10:30. In the café there will be John, Lynn and Pat. The Egg hunt will be led by Karen while Carol will be the lead for the decorating and painting of eggs. Liz and Debs will be “floating” to help where most needed at the time!

A bid that Karen had submitted had resulted in a grant of £2,700 to fund invitation leaflets and 8 events. The funding was allocated as follow:

£1,000 for food at the coronation lunch

£1,000 for the cost of producing and distributing a leaflet about the events

£300 for a band at the coronation event

£400 not yet allocated.

The bid noted that funding would be for the coronation event and for 7 more events which were identified as:

- i Floral festival
- ii Dog Show
- iii & iv Volunteer days x 2 (to titivate the park with refreshments for volunteers)
- v event with band
- vi Pumpkin event
- vii Santa event

There would also be an outdoor yoga session with all profits donated to FOSP and two Zumba session, one in April/May with donations to a named 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

It was agreed that when the dates for the events were finalised an information leaflet as to the park attractions and timetable, showing the lottery logo, would be produced and circulated through a professional distribution service to selected areas of St Michaels and Spon End wards. A poster showing the same information would also be produced. The leaflet and poster would note that function dates may be changed due to inclement weather and to keep in touch on Facebook and the website for any changes. This communication would help demonstrate engagement with the community outside Earlsdon. Karen agreed to co-ordinate the function dates and the distribution arrangements and Anthony was to be asked to do the artwork. The leaflet would include information on the “lunch box” arrangements for the coronation big lunch.

Action 22/23: Karen Berry

Action 23/23: Anthony Godber

Action 24/23: Karen Berry

It was agreed that the Coronation Big Lunch would be held on Monday 8 May, starting at 12:00 for collection of the lunch boxes with the café open from 12:00 until 16:00 for the sale of drinks, ice cream and snacks. A poster would invite visitors to the function with the offer that the first 100 couples would be offered a free “lunch box” for two on a “first come” basis. The poster would note that special diets would not be catered for and all would be invited to bring their own picnic if they preferred to do so. The poster would also note that the hardstanding would not be available for other uses as it was part of the function.

The Festival Band would be performing and there would be a competition for the best royal outfit. There would be a pageant around the park starting at Buckingham Palace (the hardstanding area) where there would be craft opportunities, [parading around the park and finishing at Westminster Abbey (the flat green) where there would be a throne for photo opportunities. The pageant would require three volunteers as a minimum- one for the starter, one to ensure progress around the route and one to organise the photo opportunities at Westminster Abbey. It was agreed that all costs of materials would be funded either through the grant or from general funds. Carol agreed to identify the resources necessary to make the day memorable. Access to the paths in the park currently restricted by work to the tennis courts should be completed by 8 May would be confirmed by Karen

Action 25/23: Carol Bayliss

Action 26/23: Karen Berry

Potential events connected to Eid and Diwali were suggested by John to ensure that all residents are engaged. It was agreed that these events would increase the attraction of the park to all users but no firm arrangements were agreed.

Post meeting note: Diwali (Hindu festival of lights) falls on Sunday 12 November 2023

Eid al-Fitr (Muslim end of Ramadan) finishes on 21 April 2023

Hannukah (Jewish Festival of Light) finishes on 15 December 2023

7. Planning Permission for storage

The base for the storage facility was discussed. The council would be responsible for scanning for groundworks before the base is laid. The planning permission will not be part of the pavilion programme and will be subject to separate planning permission. It was

agreed that planning permission would be sought when the timetable for the pavilion bids for grant funding were known.

Moving the equipment into the storage area when it is available would free up the second room which could be decorated and rented out for functions. The possibility of purchasing a heater, opening up the existing windows (currently covered with hardboard) and having electronic rather than manual shutters was briefly discussed.

As the pavilion roof is leaking badly and needs buckets in place to catch the rain it was agreed that the council would be requested to carry out repairs to keep the building weatherproof.

Action 27/23: Karen Berry

8. Café

The café rota had some gaps for after Easter to be filled. It was possible that the café would open on Easter Sunday as some volunteers would be available.

9. Tennis Courts

The refurbishment of the tennis courts is nearing the end of the process. Work on the resurfacing is currently taking place, after which the surface cannot be used for 3 weeks.

The LTA will be visiting the park on 11 April at approximately 09:45 for a photo opportunity with professional tennis players. The café will be open.

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.

10. Any other business

Karen asked the Trustees to approve the public liability insurance quote which was significantly higher than in previous years due to the café and additional functions taking place. The quote was approved. It was noted that the defibrillator and coffee machine were not included.

Action 28/23: Karen Berry

An easel had been offered to the friends. It was agreed to accept the kind offer.

Action 29/23: Helen Spence

It was noted that a number of the paths around the flat green and the tennis courts were cracked.

The listing of cake ingredients was discussed. Only allergens needed to be listed and Jane agreed to circulate the list that needed to be declared.

Action 30/23: Jane Donovan

11. Date of next meeting

The next meeting will be held on 24 April (May meeting) 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	
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,
6/23	6 Feb 23	Anthony to share possible contacts for pro-bono marketing or copywriting with Peter	Anthony Godber	Mar 23	
8/23	6 Feb 23	Support from schools to be sought for the use of the facilities	Carol Bayliss	May 23	Completed April 23
9/23	6 Feb 23	Reports on both income and expenditure were requested for functions	Karen Berry	Mar 23	
10/23	6 Mar 23	Apply for a Pre-Planning review of the	Peter Elias	June 23	

		proposed pavilion refurbishment			
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 financially support the FOSP gardening team.	Anthony Godber	Mar 23	Started March 2023, 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	
22/23	3 Apr 23	Dates for functions throughout the year to be co-ordinated	Karen Berry	April 23	
23/23	3 Apr 23	Anthony to be requested to manage the artwork on the functions leaflet	Anthony Godber	April 23	
24/23	3 Apr 23	Karen to arrange for the printing and distribution of leaflets	Karen Berry	End April 23	
25/23	3 Apr 23	Carol to liaise with Trudy as to what support is needed for the function	Carol Bayliss	April 23	
26/23	3 Apr 23	Notice as to restriction of use of the hardstanding to be displayed	Karen Berry	End April 23	
27/23	3 Apr 23	Council to be asked to repair the pavilion roof to stop the leaks	Karen Berry	May 23	
28/23	3 Apr 23	Renew public liability insurance	Karen Berry	1 May 23	
29/23	3 Apr 23	Accept offer of easel for the café	Helen Spence	Apr 23	
30/23	3 Apr 23	List of cake ingredients that could be allergens to be circulated	Jane Donovan	Apr 23	