

# Notes of the Management Committee meeting of The Friends of Spencer Park held on 6<sup>th</sup> February 2023

Charity number 1176323

## Present:

Carol Bayliss  
Karen Berry  
Dave Chater  
Jane Donovan  
Peter Elias  
Anthony Godber  
Zilpha Reed  
Pat Ryan  
Helen Spence  
Ken Taylor

### 1. Apologies

Apologies were received from Liz Bayton, Tim Brooke, Jamie Holdsworth, Lynn Richie, Deb Riorden, 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

Action 19/21 – information on indemnity for Trustees has been closed and will be reviewed when a lease for the pavilion is in place.

Action 67/21 – new website host to be identified. This action was no longer required and the domain name for the current arrangement extended for another 2 years.

Action 1/22 - A trading company was 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. The establishment of the trading company is to be deferred and the action closed.

#### Actions already closed that have now been removed from the list are:

47/21 – contacting Grapevine regarding potential developments in the recreation ground.

12/22 – continue to develop the risk register

14/22 – Quickbooks input to be completed

20/22, 32/22 and 33/22 – storage facility, costs, container requirements and hardstanding

21/22 – review of first aid box in the cafe

23/22 - Cost benches for crown green

25/22 – Charge for structural engineer paid from bursary

26/22 - Volunteer poster for Spring House sent

27/22 – café mobile phone number shared

15/22, 28/22, 29/22 and 30/22 - Signatories to the account were to be updated

34/22 – Addition to council bursary accepted

39/22 – Council notified of problems with edging stones around the hard standing area.

41/22 – request that shrubs around the vehicular access to the park be cut back

#### Update on actions still in progress

When the bursary for services required to develop the plan for the pavilion refurbishment was agreed it was noted that a leaflet would be prepared. Artwork would be prepared by Anthony Godber and a public meeting arranged to inform of progress towards the pavilion

refurbishment. This meeting was to be arranged to take place in the Methodist Hall in early April 2023. Restricted funding from the bursary was over-committed and it was agreed that an unspecified amount of general unrestricted funds could be used.

**Action 6/21** – Helen Spence

**Action 7/21** – Anthony Godber

**Action 8/21** – ~~Pavilion committee to nominate~~ Helen Spence

Pat Ryan needs to have her viewing access for the bank removed.

**Action 31/22** – Ken Taylor

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 were to be contacted regarding available facility for clients to collect clothes.

**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.

**Action 5/23** – Jane Donovan

#### **4. Engaging with the community**

The Pavilion Committee had prepared a chart of activities required to support applications for grants. The activities on the chart were to demonstrate support and to identify those community groups who would use the renovated facilities. The chart was as followed with priorities identified as preparing the posters and information leaflets and identifying potential partners who would use the facility.

It was suggested that the contents of the posters and leaflets would be discussed with council officers to emphasise the fact that if refurbishment were not carried out it was likely that maintenance of the pavilion would be minimal. Although it was felt that the content of the communications should push the boundaries wording would be agreed with the council to note the supportive relationship between FOSP and Coventry City Council. Anthony agreed to ask Graham for advice which he would pass to Peter on possible contacts for pro-bono support from marketing and/or copywriting experts.

**Action 6/23** – Anthony Godber

After discussion with CCC the short and long versions of the wording would be prepared by Peter for consideration by the Pavilion Committee and the Trustees – **linked to action 6/21**. Target markets were to be agreed and a form for signatures should be available in the café by 18 February when it re-opens after the winter closure.

**Action 7/23** – Peter Elias

When the artwork had been completed the number of posters and double sided leaflets to be printed was briefly discussed. It was noted that wards for a potential leaflet drop were St Michaels, Whoberley and possibly Spon End. Delivery would be outsourced for 10,000 of the leaflets while some leaflets would be made available for interested parties to pick up at functions or be distributed in other ways. The total cost had not been identified. The leaflets and posters would have a QR code linked to a website on which a petition would be available. This would enable easy access to those willing to support the proposals.

It was agreed that councillors from other wards would be contacted, with the suggestion that this could be done by Earlsdon councillors. No actions were agreed.

Letters of support for the proposals were to be sought from various people. Carol agreed to contact schools to share information on the proposals and to seek support.

**Action 8/23** – Carol Bayliss

It was noted that the new Lottery application process included help with community engagement.

The potential chart of activities with suggested responsibilities is as shown below.

Activity number	Type of activity	Details	Suggested responsibility
1.	Prepare publicity	We need A5 flyer to distribute locally, plus A3 poster of same (printed copies plus pdfs or jpgs of same)	Anthony Godber, Peter Elias
2.	Set up crowd funding platform	<a href="https://www.gofundme.com/en-gb">https://www.gofundme.com/en-gb</a> . Need to have all publicity ready beforehand	Antony Tucker
3.	Start online petition	<a href="https://www.change.org/start-a-petition?started_flow=true">https://www.change.org/start-a-petition?started_flow=true</a>  Collect names and postcodes	Antony Tucker
4.	Update website with info about plans	<a href="http://www.friendsofspencerpark.org">http://www.friendsofspencerpark.org</a> Use a QR code on leaflets	Anthony Godber and Peter Elias
5.	Leafleting local communities	Door to door leafleting, plus drop off leaflets in places where they will be picked up	
6.	Contact local media	ECHO, Cov Telegraph, BBC CWR	Peter Elias, Tim Brooke
7.	Log café users (postcodes) plus posters in café	Direct customer attention to posters and plans placed in the café area	Café volunteers, Jane
8.	Present plans to local institutions	Elsie Jones, Belvedere, Resource Centre for Blind, Spring House, etc. – gather feedback about interest. Investigate their possible use of the café and community space	
9.	Contact local community group about potential use of community space in pavilion	See lists in ECHO. Find out who might use community space (potential numbers and frequency).	Helen Spence
10.	Collate information on attendance at events in the park	All events in the park since 2019	Karen Berry
11.	Contact local faith groups and other organisations	Investigate demand for community spaces	Tim Brooke
12.	Contact local schools	KHVIII, Hearsall, Earlsdon - do they plan to use the park and, if so, would they make use of the café and community space?	

13.	Obtain letters of support	Suggested names are: Bishop of Coventry, Dave Moorcroft Jeremy Vine, Pauline Black Head of Sikh community in Coventry Roger Harrabin, Zarah Sultana Guz Kahn	Peter Elias
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### 5. Budget for 2023/24

The draft budget for 2022/23 had been circulated, followed by the final income and expenditure approved by the Trustees for 2022/23. The café business plan had been approved separately as it was required to be part of the Pavilion Business Plan and would need to be used for reporting sales.

Budgets for income and expenditure were briefly discussed and reports were requested for the next meeting. The Pavilion Committee requested funding to support the community development plan and it was agreed in principle that profits from sales could be used for this purpose as they were unrestricted. With turnover of circa £7,500 in 2022/23 profit available would be a minimum of £3,500 in year after additional café costs of furniture and insect management equipment. It was not specified in which financial year funding requirements would fall.

Helen requested £300 expenditure budget for the Easter event. Annual income and expenditure budgets would be presented for approval at a later date.

It was noted that a bid for £3,000 funding had been made to support the coronation event. It would not be known until 26 April if the bid had been successful.

### 6. Any other business

The coronation event had been planned for Sunday 7 May but there was a street party planned in Earlsdon Street with local roads closed. As the FOSP event had been planned for this day it was agreed to change the date to the 8 May which was the national volunteer's day. Visitors would be invited to bring their own picnic and schools were to be invited. It was noted that as teachers would not be available it was unlikely schools would be represented.

The rota for the café had been circulated. Jane and some of the volunteers would be at the café on Monday 13 February at 10:00 to ensure that the café was prepared for the opening.

The Albany Bowls Club would start matches from late March/early April.

There was a suggestion that the land on the recreation ground near Albany Road be used for a community orchard.

### 7. Date of next meeting

The schedule for future next meetings are 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 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
6/21	13 Sep 21	A leaflet of the history and activities would be prepared	Helen Spence	Spring 22 Spring 2023	To be updated when funding position known Funding from general funds to be used
7/21	13 Sep 21	Artwork for the leaflet would be prepared	Anthony Godber	Spring 22 Spring 2023	To be updated when funding position known Funding from general funds to be used
8/21	13 Sep 21	Public meeting arranged to inform of progress towards the pavilion refurbishment	<del>Pavilion committee to</del> nominate Helen Spence	Summer 22 April 2023	To be updated when funding position known Funding from general funds to be used
19/21	13 Sep 21	Information on Indemnity for Trustees to be researched	Ken Taylor	Sep 22	Closed Feb 23 to be reviewed when lease is in place
26/21	4 Oct 21	Information on use of the CCTV equipment to be updated	Pat Ryan	Dec 2021	
57/21	7 March 22	Cost estimates for building work	Peter Elias	End of June	
67/21	7 March 22	New website host	Peter Elias	June	Closed Feb 23 as no

					longer required
1/22	4 April 22	A trading arm is to be set up	Helen Spence	September	Closed Feb 23 to be reviewed
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	Jan 23	
35/22	7 Nov 22	Application for planning permission for the pavilion to be made when funding for the development has been identified	Richard Jones	<del>May 23</del> Aug 23	
40/22	7 Nov 22	The council were to be informed that the black acer near to the tennis courts was unstable	Trevor Robinson	Nov 22	Complete Feb 23
42/22	5 Dec 22	Contact Jo Cox Foundation	Helen Spence	Jan 23	Complete
43/22	5 Dec 22	Voluntary Action Coventry AGM	Karen Berry	Dec 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	
2/23	9 Jan 23	First Aid box to be checked	Jane Donovan	Feb 23	
3/23	9 Jan 23	Freezer to be defrosted and restocked	Jane Donovan	Feb 23	
4/23	9 Jan 23	Clothing Coventry to be contacted regarding available facility for clients to collect clothes	Helen Spence	Feb 23	
5/23	6 Feb 23	Jane agreed to contact John regarding the possible use of the pop-up theatre for the coronation event	Jane Donovan	Mat 23	
6/23	6 Feb 23	Anthony to share possible contacts for	Anthony Godber	Mar 23	

		pro-bono marketing or copywriting with Peter			
7/23	6 Feb 23	Peter to agree wording for publicity with the Pavilion Committee and the trustees. For the café the signature page should be ready by 18 Feb.	Peter Elias	18 Feb 23	
8/23	6 Feb 23	Support from schools to be sought	Carol Bayliss	May 23	
9/23	6 Feb 23	Reports on both income and expenditure were requested	Karen Berry	Mar 23	