

Notes of the Management Committee meeting of The Friends of Spencer Park held on 6th March 2023

Charity number 1176323

Present:

Liz Bayton
Karen Berry
Jane Donovan
Peter Elias
Anthony Godber
Deb Riorden
Zilpha Reed
Helen Spence
Ken Taylor

1. Apologies

Apologies were received from Carol Bayliss, Tim Brooke, Jamie Holdsworth, Lynn Richie, Dave Chater, 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 31/22 - Remove Pat Ryan from access to bank.

Action 40/22 - The council were to be informed that the black acer near to the tennis courts was unstable.

Action 43/22 Voluntary Action Coventry AGM attended.

Action 2/23 – First Aid box checked and re stocked.

Action 3/23 Freezer defrosted and restocked.

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 on 23 March. 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 – Helen Spence

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.

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

4. Pavilion update –

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

Activity number	Type of activity	Details	Suggested responsibility	Update
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	ongoing
2.	Set up crowd funding platform	https://www.gofundme.com/en-gb . Need to have all publicity ready beforehand	Antony Tucker	
3.	Start online petition	https://www.change.org/start-a-petition?started_flow=true Collect names and postcodes		1840 Signatures
4.	Update website with info about plans	http://www.friendsofspencerpark.org Use a QR code on leaflets	Anthony Godber and Peter Elias	completed
5.	Leafleting local communities	Door to door leafleting, plus drop off leaflets in places where they will be picked up		It was decided not to door leafleting.
6.	Contact local media	ECHO, Cov Telegraph, BBC CWR	Peter Elias, Tim Brooke	CWR interview on 3.3.23
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	45 activities in area
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	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	3 contacted so far

The Petition has had 1840 signatures Peter tabled a list of comments from the petition. He had contacted the local primary schools and the petition will go in to the school newsletters. Letters of support he has contacted the Bishop of Coventry, Pauline Black who will support us, and Zarah Sultana has not replied yet. Karen suggested contacting Taiwo Owatemi as she covers Whoberley ward.

Peter has applied for Heritage Building listing for the pavilion. He has also been in contact with Robert Davis, who is a conservation architect.

Planning permission – it is proving difficult to get advice without paying for it. The meeting agreed to fund a Pre-Planning application the fee could be £60 or up to £350.

The application to the Community Ownership Fund has to be done by 11th April. Other application to Severn Trent and Heritage Lottery Fund will be made after.

Action 10/23 Peter Elias – Apply for Pre-Planning

5. Public Meeting – Save the Pavilion

The meeting will be held at Earlsdon Methodist Church on Thursday 23 March from 7.30 to 9.00pm. The committee will need to be in the church by 6.45 to set up and provide hot drinks and cafes for people attending. A meeting to discuss this will be held on Monday 20th March at 7.00pm.

The Plan for the meeting will be:

Ken Taylor to Chair meeting

7.30 – People arrive for hot drinks and cakes

8.00 – Presentation of the plans for the pavilion followed by questions – Peter Elias

8.30 – Presentation about the work of the Friends – Playground and Tennis - Karen Berry; Events (Carol Baylis to be asked to do); Café – Jane Donavan; Gardening – Zilpha Reed; Bowling (Dave Charter to be asked)

Actions needed:

Action 11/23 - Cakes to be made, Pavilion committee to sort out drinks.

Action 12/23 -Anthony Godber - Poster and flyer to be designed and printed and posted on social media.

Action 13/23 – Anthony Godbar – Template to be designed for presentations (Karen, Peter will do their own Anthony to help others with their presentations)

Action 14/23 – Ken Taylor – Purchase Visitor book.

6. Methodist Floral Festival – 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.

Action 15/23 – Jane Donavan - Workshop for Floral Festival.

7. Events – Easter Event, 11 – 1 on Friday 7th April, it was agreed that due to large numbers we would not ask Trudy to do a craft activity.

The Coronation Big Lunch on Monday 8 May, from 12 – 4. Visitors would be invited to bring their own picnic, as we will not know about our funding bid until the end of April the meeting agreed that a budget of £500 could be available for the event so music could be booked and funded if we are not successful with the bid. Trudy will be asked to do a craft activity.

8. Orchard and herb garden – Helen has been in touch with Dave Lewis , who suggested a visit could be made to Coundon Peace Orchard, the area by Albany Road would not be suitable as it is too shady for fruit trees. Planting would take place in autumn. Herb garden Helen still has to contact the person to find out more. If raised beds are to be used, who will fund them.

9. Café – Jane asked for some gaps on the rota to be filled. Toasted Tea cakes are being sold as they are low risk hygiene. It is difficult with no hot water in the pavilion to do any more things. John is interested in joining the committee, it was agreed to ask him to attend.

Action 16/23 – Jane Donovan to ask John to join committee.

10. Tennis Courts- refurbishment is taking place and an opening event will be held when completed.

11. Any other business – Anthony asked if it would be possible for another gate to be put into the flat green by the pavilion. Dave Lewis to be asked.

Plant sales/swop event – Anthony thought this was a good idea to do in the pavilion. The snow drops provided by Zilpha had gone well and had all gone.

Action 17/23 – Karen Berry - Ask Dave Lewis about gate and identify someone to do it.

Action 18/23 – Anthony Godber – to organise plant sales/swop.

12. Date of next meeting

The schedule for future next meetings are 20 March (to discuss the public meeting); 3 April and 24 April (May meeting). All meetings to start 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
6/21	13 Sep 21	A leaflet of the history and activities would be prepared	Helen Spence	Spring 22 Spring 2023	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	Funding from general

					funds to be used
8/21	13 Sep 21	Public meeting arranged to inform of progress towards the pavilion refurbishment	Helen Spence	April 2023	Meeting on 23 March 23
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	
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	
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	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,
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	Completed Screen needs to be used in the dark,
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	complete
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	
10/23	6. Mar 23	Apply for Pre-Planning	Peter Elias	June 23	
11/23	6. Mar 23	- Cakes to be made, Pavilion committee to sort out drinks.	committee	23.3.23	
12/23	6. Mar 23	Poster and flyer to be designed and printed and posted on social media.	Anthony Godbar	10.3.23	
13/23	6. Mar 23	Template to be designed for presentations	Anthony Godbar	12.3.23	
14/23	6. Mar 23	Purchase Visitor book	Ken Taylor	23.3.23	
15/23	6. Mar 23	Workshop for Floral Festival	Jane Donavan	May 23	
16/23	6. Mar 23	to ask John to join committee	Jane Donavan	March 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	to organise plant sales/swop.	Anthony Godbar	No date set	