

Notes of the Management Committee meeting of The Friends of Spencer Park held on 5 June 2023

Charity number 1176323

Present:

Carol Bayliss
Liz Bayton
Karen Berry
Dave Chater
Jane Donovan
John Gallagher
Anthony Godber
Zilpha Reed
Deb Riorden
Pat Ryan
Helen Spence
Ken Taylor

1. Apologies

Apologies were received from, Tim Brooke, Peter Elias, Lynn Richie, 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

Access to the bank for Pat Ryan removed.

Action 31/22 - Karen Berry

Organise an ongoing plant sales/swop to financially support the FOSP gardening team.

Action 18/23 – Anthony Godber

Arrangements for the Zumba days had been completed

Action 21/23 – Carol Bayliss

The schedule of events dates for 2023 had been completed

Action 22/23 - Karen Berry

Anthony had completed the artwork on the events leaflet

Action 23/23 – Anthony Godber

Karen had arranged for the printing and distribution of leaflets for the coronation event

Action 24/23 - Karen Berry

Carol had liaised with Trudy as to what support was needed for the coronation event

Action 25/23 - Karen Berry

Notice as to restriction of use of the hardstanding to be displayed in advance of the zumba event

Action 26/23 - Karen Berry

Public liability insurance has been renewed but not the insurance for the equipment

Action 28/23 - Karen Berry

A list of cake ingredients that could be allergens had been circulated and was displayed in the cafe

Action 30/23 – Jane Donovan

Order the marquee for the coronation event

Action 33/23 – Carol Bayliss

Throne picked up from Criterion Theatre

Action 34/23 – Carol Bayliss

A sign to be used at events advising that there was a visitors' book to be signed in support of Spencer Park was to be prepared

Action 36/23 – Anthony Godber

Update on actions still in progress

Helen was having ongoing discussions regarding herb beds

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 Godber 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

The committee was informed that the bid application to the Community Fund has been submitted

Action 20/23: Peter Elias

4. Park Development Plan

At their recent meeting the Trustees had discussed the structure of the management processes in the organisation. The first stage had identified the main sub groups/affiliated groups of FOSP and their leads as:

Bowls – Dave Chater

Café – Jane Donovan

Media – Anthony Godber

Pavilion project plan – Peter Elias

Gardening – Zilpha Reed

Trustee Chair and Finance leads – Ken Taylor and Jamie Holdsworth

Management Committee Chair – Helen Spence

Tennis Club – Karen Berry

Community functions – Carol Bayliss and Karen Berry

The lead for each of these sub-groups would report to the Management Committee and would be supported by various groups of those with an interest in these areas. Both short-term and long-term plans would be discussed and a Mission Statement for FOSP would be considered.

A list of current and aspirational activities was tabled for discussion. It was agreed that a meeting with a "single item agenda" would be arranged in the late summer. It was also agreed that the first meeting of the Café group would be needed soon to consider aspirations and to make the café more user friendly. The timing of any refurbishment was briefly discussed as it was likely to be in 2025. The possibility of a new roof was considered as was the removal of the covering from the windows of the two rooms that could be available to rent.

It was agreed that due to current limitations the sale of other consumables in the café could not be considered.

The council had indicated that funding may be available for repairs to weather-proof the building. This funding could not be used for "match funding" that might be required by those organisations to whom FOSP are making refurbishment bids.

The Trading Arm was briefly discussed as with the current level of turnover there would be a liability to pay Corporation Tax.

5. Pavilion update

A second application to the Community Ownership Fund had been submitted for an amount of £142K, 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.

Bids will be made to the Severn Trent and the Heritage Lottery Funds; either of which 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. Robert suggested that two new professionals in his firm who could take on this project for a cost of £5,000 be considered. This cost 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 the plans needed for the Planning Permission application.

The Trustees will be asked at their meeting on 22 May to establish funds for this if no grant could be obtained.

Action 31/23 – Peter Elias

Action 32/23 – Peter Elias

The potential for accessing Section 16 funding had been discussed in January. Ken agreed to contact the person at Coventry city Council that will be able to inform the committee if any funding were available for either the pavilion project or for other park developments.

Action 1/23 – Changed to Ken Taylor

6. Floral Festival

The festival for creative arts with a floral theme will be held over a two-week period from 24 June to the 13 July. It was agreed that Zilpha and Jane would prepare a display based on a sunflower format with pictures of the park displayed as flower petals.

Anthony would help with the production of the festival entry when he received the photographic content. The amount of room space available was to be established before the display was made.

Action 15/23 – Jane Donovan

Action 38/23 – Anthony Godber

7. Events

A Zumba session in August with donations to the Macmillan Charity had been arranged. It was noted that the Zumba sessions would be held on the area of hardstanding that children may use and notification would need to be given on the notice boards that access would be restricted for the dates/times unless for participants of the Zumba function.

Action 39/23: Karen Berry

Volunteer Day is to be on 10 June between 10:30 and 12:30. The café would not be open during the time the volunteers were sprucing up the park. The event would include cleaning of the park including a picking up litter, washing the pavilion and hardstanding and cleaning of benches. Free bacon batches would be provided. The use of pressure washers was discussed and it was agreed that Dave Chater would establish if the taps would be suitable for pressure washers.

Action 40/23: Dave Chater

It was agreed that the Dog Show would be held on Sunday 13 August. Anthony was asked to put the event on Facebook and to contact those who had booked stalls at previous shows. It was noted that the War Memorial Park Dog Show would be held on 20 August.

Action 41/23: Anthony Godber

8. Café

It was agreed that those involved with the café would be invited to a meeting to update them on the pavilion refurbishment progress and to discuss pressing issues, part of which will be “Plan B” from the FOSP structure. This meeting was felt to be urgent as volunteers are essential to the success of the existing café and any future plans to offer refreshments in the pavilion.

Action 42/23 – Jane Donovan

9. Tennis Courts Launch

The refurbishment of the tennis is now complete and a celebration of the launch has been planned for 24 June 2023 but the date is to be confirmed. Coventry City Council sports development officers will be managing the launch process. Invited guests include Council representatives and Lawn Tennis Association representatives together with some of the local media, with FOSP volunteers opening the café and offering refreshments to the guests. Volunteers who donate cakes are requested to bake cakes for the event. The council communications office is the contact point for the event.

The Tennis club currently has 39 members registered with the LTA in advance of the launch. As there has been some teething troubles with the LTA court booking code software the process of registering members has been a managed process

10. Any other business

Helen requested a contribution of £100 towards the cost of soil for the raised herb bed. The contribution was agreed.

As the £500 grant received from Tesco in 2022 had not yet been allocated it was agreed that the £200 requested towards benches in the crown bowling green would be approved. Debs informed the meeting that she may have access to donated benches and was asked to investigate before purchases were made. Dave Chater agreed to lead on the process of commissioning the benches.

Action 43/23 – Debs Riorden

Action 44/23 – Dave Chater

Debs had previously asked about access to the Instagram account. The access was complicated due to the password to the account having been misplaced by previous organisers and Anthony was currently using his personal access. It was agreed that further discussion would be necessary and it may be that the account should be closed and a new one opened with details saved in the procedures folder.

Action 37/23 – Anthony Godber

A group of dancers had offered to dance to the Bands in The Park on the 27 August.

11. Date of next meeting

The next meeting will be held on 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	
35/22	7 Nov 22	Application for planning permission for the pavilion to be made after the grant has been 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 Ken Taylor	Feb 23 Aug 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	
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 bid application to the Community Fund has been submitted	Peter Elias	Aug 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
31/23	24 Apr 23	National Lottery application meeting regarding funding for a development plan.	Peter Elias	May 23	
32/23	24 Apr 23	Contact new Conservation Officer about the plan needed for grant applications.	Peter Elias	June 23	
35/23	24 Apr 23	Room hire sign and Lunch sign.	Karen Berry	Apr 23	
37/23	24 April 23	Permissions for Instagram	Anthony Godber	May 23	
38/23	5 June 23	Prepare entry for the floral festival when the photographs are received	Anthony Godber	24 June 2023	
39/23	5 June 23	Put notice on the hardstanding area that it will be reserved for the August Zumba session	Karen Berry	Aug 23	
40/23	5 June 23	Establish if the water connection points in the park could be used for pressure washers	Dave Chater	10 June 23	
41/23	5 June 23	Publicise the Dog Show on Facebook and contact previous stall holders	Anthony Godber	July 23	
42/23	5 June 23	Meeting of those involved with the café to be organised	Jane Donovan	June 23	
43/34	5 June 23	Check if any used benches are available for the bowling green	Debs Riorden	June 23	
44/23	5 June 23	Commission 2 benches for the bowling green – contribution of £200 from the Tesco fund	Dave Chater	June 23	