



**Draft Notes of the Management Committee meeting of
The Friends of Spencer Park
held on 3 July 2023**

Charity number 1176323

Present:

Carol Bayliss, Liz Bayton , Karen Berry, Tim Brooke, Dave Chater , Zilpha Reed, Pat Ryan
Helen Spence

1. Apologies

Apologies were received from Jane Donovan, Peter Elias, John Gallagher, Anthony Godber, Lynn Richie, Deb Riorden, Trevor Robinson, Ken Taylor, and Anthony Tucker.

2. Minutes of the previous meeting

It was noted that in the last paragraph of the agenda item 5 it should have been "section 106". With this correction 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 workshop for the Floral Festival had been held

Action 15/23: Jane Donovan

The committee had been informed that the bid to the Community Fund has been approved.

Action 20/23: Peter Elias

The Room hire sign and lunch sign had been completed

Action 35/23: Karen Berry

The entry for the floral festival had been prepared and submitted

Action 38/23: Anthony Godber

The water connections for the pressure washer to be used on the volunteer day were reviewed and steps taken to make sure everything was in place for the volunteer day.

Action 40/23: Dave Chater

The Dog Show was publicised on Facebook and previous stall holders contacted

Action 41/23: Anthony Godber

A meeting of the Café Committee had been arranged and taken place

Action 42/23: Jane Donovan

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

Kits to build benches suitable for the for the Crown Green had been identified and were to be purchased and constructed.

Action 44/23: Dave Chater

4. Park Development Plan

The Park Development plan had been extended to include an Arts and Crafts section.

Following the last Management Committee meeting those involved with the Café had attended a meeting to consider long-term and short-term objectives to enhance café activities for users and volunteers.

5. Pavilion update

A second application to the Community Ownership Fund that had been submitted had been successful. The grant awarded was for £155,000 towards capital expenses and £29,137 revenue expenses. The capital element must be “match funded” meaning that an equivalent amount of funding must be guaranteed from another source before any of the grant can be accessed.

A further requirement is to demonstrate that the grant funding will be spent and accounted for within 12 months of the offer letter date of 29 June 2023.

Forms “Starting Your Grant Form” was to be completed by Tim and form SAP 7B will be completed by James for submission by the 8 July 2023.

Action 45/22 – Tim Brooke

Action 46/22 – James Holdsworth

A discussion of the capital costs of the project took place. It was understood that the capital costs in total were in the region of £320,000. Bids will be made to the Severn Trent and the Heritage Lottery Funds; either of which will need planning permission to be in place to secure “match funding”. 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.

Action 31/23 – Peter Elias

Action 32/23 – Peter Elias

The potential for accessing Section 106 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. Events

Volunteer Day had been a great success and all those that took part were congratulated. Special thanks to Dave Chater and Ken Taylor for ensuring that access to water for pressure washing was in place.

The Dog Show would be held on Sunday 13 August and had been publicised on Facebook and stallholders had been contacted.

As reported at the previous meeting 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

The “Bands in the Park” function was booked for Sunday 27 August. There would be a dance display at the event.

In September there would be a “Pass the Smile” event, the date to be confirmed. National “Pirates Day” was on Tuesday 19 September.

“National Smile Day” falls on Saturday 7 October. A workshop was planned for the 7/8 October, details to be finalised.

A volunteer day was planned for 14 October.

A workshop on “Pumpkin Art” was planned for 21/22 October, further details on age groups to follow.

The Pumpkin Event is planned for Saturday, 28 October. Further details on competitions etc to follow.

7. Café

The volunteers and Committee Members involved with the café had held a meeting on 15 July to consider the plans for the pavilion refurbishment and to discuss pressing issues for those who staff the café and customers of the café. This meeting had been felt to be urgent as volunteers are essential to the success of the existing arrangements and any future plans to offer refreshments in the pavilion

From this meeting several issues regarding premises were identified. A proposed action plan addressing these issues was presented to the management committee and the following actions were identified:

- The building needed to be wind and weatherproof. Currently a bucket is used to catch rainwater in inclement weather. It was agreed that the council would be asked to assess the severity of the problem and to quote for repair costs. It was understood that the council may suffer these costs as the building was their property and funding for repairs had been identified in their budget. Carol agreed to report back to the Trustees and the Café committee if a contribution from FOSP was required

Action 47/23: Carol Bayliss

- Hot water should be available in the café. The council had been consulted and there was a hot water system which was currently turned off. The possibility and costs of having the hot water turned on or installing a small wall hung boiler was discussed, it was noted that the fuse box had capacity for the installation of a wall hung boiler. Helen agreed to contact Dave Lewis and copy Karen into any correspondence.

Action 48/23: Helen Spence

- The door to room 1, currently used for parties was a hazard as it opened outwards and restricted movement in the café area (post meeting note, room 2 is the same). Liz agreed to ask a craftsman she knew for a quotation to rehang the doors.

Action 49/23: Liz Bayton

- The possibility of having natural light in rooms 1 & 2 had been considered. Each room had a boarded-up window which was to be assessed to see if it was in a condition to have the boards removed and a quotation for costs requested. As shutters may be needed to protect the building no actions were allocated.
- The counter is currently very short and could be extended by the removal of a “non-load bearing” partition. Discussions had taken place between Ken Taylor and Dave Lewis but no actions were allocated
- Shutter doors to the entrance to the café are heavy and unwieldy. It was noted that although the shutter on the two side windows had been serviced two years ago to enable them to be used the central shutter had received no attention and was unstable. It was agreed that the company who had attended to the side shutters, to be found in the file in the pavilion, would be contacted and asked for a quotation for electric shutters.

Action 50/23: Liz Bayton

- Room 2 be made into a more usable space, including upgrading the lighting. To do this the storage facility that had been planned for a number of years would be needed. It was agreed that tidying up the room and re-organising the kitchen area would help. Advise on the lighting would be sought from Rory by Carol.

Action 51/23: Carol Bayliss

- The old CCC advertising boards covering the lower half of the windows covered by shutters were to be removed and new boards fitted. These boards advertised facilities that were no longer available and were of historical interest, therefore they would be stored in Room 2 until they were used as decoration.

Action 52/23: Carol Bayliss

- Baby changing and toilet areas for disabled people was currently accessed by room 1, currently used for parties. It was noted that these facilities must be accessible for those who are require to use them. It was agreed that Anthony would be asked by Jane to design signs advising customers of these facilities.

Action 53/23: Jane Donovan

Other discussions included having volunteers identified by badges. Everyone agreed badges would be a good idea but thoughts split on having names on badges. Karen noted that badges were available in the pavilion. Actions to be agreed at the next meeting.

All volunteers agreed that more team members were needed and having a “rough guide” outlining duties would be a good recruitment tool. It was suggested that a strategy to promote and publicise volunteer opportunities was needed which resulted in a discussion on VAC and other tools available. No actions were identified.

It was suggested that a more formal process of operating a rota be considered. It was noted that Earlsdon Library used a system called “3 rings” operated by the Samaritans. No actions were identified.

It was also suggested that a notice board outside the pavilion be used to give potential volunteers information as to how to express an interest in joining. No actions were identified.

8. Tennis Courts Launch

The refurbishment of the tennis had been celebrated by a function at which the Lord Mayor opened the courts on the 29 June. Children from Earlsdon School had been invited to opening as were members of the Lawn Tennis Association.

There are now 80 members of the newly launched tennis club and players who want a single game can register and pay on the Spencer Park section on the Lawn Tennis Association website.

9. Picnic table

Replacement for the picnic table that had been burned was discussed. It was noted that if replaced a metal bench should be used. The possibility of using crowdfunding was considered but as financial support from the public may be needed for “match funding” any decision was postponed.

10. Herb plot and community orchard

Helen had requested a contribution of £100 towards the cost of soil for the raised herb bed which had been agreed. Helen was to meet the gardener of Earlsdon School to estimate the amount of soil needed. It was noted that costs of the bed may not all be met by FOSP.

Action 54/23: Helen Spence

The watering of a possible community orchard was discussed. All other known community orchards were situated near waterways, ponds of lakes. Helen agreed to contact the Groundwork Trust to get advice.

Action 55/23: Helen Spence

11. Any other business

The Floral Festival for creative arts had started on 24 June and would be open until 13 July. Trudy, Anthony, Jane, Zilpha, and others involved were congratulated in the quality and vision of the FOSP entry. The entry would be used for decoration of other functions in the park when the festival closes.

Tesco had requested the receipts from the grant made in 2022. Documentation was to be checked as to the uses of the grant. Original bids against the grant were for benches for the bowling green which were being considered by

Action 43/23 – Debs Riorden

Action 44/23 – Dave Chater

The resetting of the Instagram account was being considered. It was noted that a park user had volunteered to manage the account.

Action 37/23 – Anthony Godber

It was noted that sales amounting to £4,500 had been recorded on the Zettle system from April 2023 until end June 2023. Although sales turnover had increased the profit would not have increased as sales prices had been held as low as possible. If the charities total income is below £32,000 Corporation Tax will be due when trading turnover is above £8,000. When the total income of the Charity is above £32,000 level the calculation is based on 25% of the sum. The Trustees were aware of the situation.

12. Date of next meeting

The next meeting will be held on 4 September 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	
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	
27/23	3 Apr 23	Council to be asked to repair the pavilion roof to stop the leaks	Karen Berry	May 23	
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	
37/23	24 April 23	Permissions for Instagram	Anthony Godber	May 23	
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	
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	
45/23	3 July 23	Grant form SYGF to be completed and submitted	Tim Brooke	8 July 23	
46/23	3 July 23	Grant form SAP 7B to be completed and submitted	James Holdsworth	8 July 23	
47/23	3 July 23	Essential repairs to make the café building wind and weatherproof	Carol Bayliss	Aug 23	
48/23	3 July 23	Hot water to be available for the cafe	Helen Spence	Aug 23	
49/23	3 July 23	Contact to be made for a quote on rehangng doors in the cafe	Liz Bayton	Jul 23	
50/23	3 July 23	Liz to contact contractors who previously serviced the shutters	Liz Bayton	Jul 23	
51/23	3 July 23	Rory to be asked to consider improving lighting to Room 2	Carol Bayliss	Jul 23	
52/23	3 July 23	Old facilities information boards to be removed from doors and new fitted	Carol Bayliss	Aug 23	
53/23	3 July 23	Anthony to be asked to prepare information on toilets for disabled people and baby changing facilities	Jane Donovan	Aug 23	
54/23	3 July 23	Meeting with Earlsdon School gardener to estimate the	Helen Spence	Jul 23	

		amount of soil needed for raised beds			
55/23	3 July 23	Seek advice on water requirements for the community orchard with the Groundworks Trust	Helen Spence	Aug 23	