

**Draft Notes of the Management Committee meeting of  
The Friends of Spencer Park  
held on 4 September 2023**

**Charity number 1176323**

**Present:**

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

**1. Apologies**

Apologies were received from Karen Berry, Tim Brooke, Lynn Richie, and Deb Riorden.

It was agreed to send best wishes for a speedy recovery to Karen from the committee with a card and flowers.

**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

Helen had received an approximate cost of £400 for the raised herb beds and had informed the chef. Both this action and that of meeting the Earlsdon School gardener are closed.

**Action 44/22** – Helen Spence

**Action 54/23** – Helen Spence

Put notice on the hardstanding area that it will be reserved for the August Zumba session

**Action 39/23: Karen Berry**

Check if any used benches are available for the bowling green

**Action 43/23: Debs Riorden**

A bench kit had been obtained and constructed for Crown Green at a cost of £80.

**Action 44/23: Dave Chater**

The building needed to be wind and weatherproof. Closed and new action for Ken Taylor

**Action 47/23:** Carol Bayliss

Hot water should be available in the café. Action 61/23 for Ken to contact Dave Lewis and action cancelled

**Action 48/23:** Carol Bayliss

The door to rooms 1 and 2 now hung to open inwards

**Action 49/23:** Liz Bayton

Shutter doors to the entrance to the café are heavy and unwieldy and Liz had completed her action to get quotations for electric shutters which were circa £3,000 to £4,000

**Action 50/23:** Liz Bayton

#### Update on actions still in progress

Clothing Coventry were hosted by the Salvation Army and Dave Chater agreed to get an update on the possibility of hosting one of their donation racks.

**Action 4/23** – ~~Helen Spence~~ Changed to Dave Chater

Ken had contacted the person at Coventry City Council regarding section 106 funding. There is no funding available and the action will be closed.

**Action 1/23** – Ken Taylor

Liz Bayton had obtained a price for the gate into the flat green. It was agreed that Dave Lewis would be contacted for confirmation that the change could be made. The action 17/23 was closed and Action 56/23: Ken Taylor was opened

~~**Action 17/23: Karen Berry**~~ **56/23: Ken Taylor**

#### **4. 2023 AGM**

A formal AGM was required to adopt the accounts and to appoint Directors. It was agreed that the meeting would be held in October immediately before the Management Committee meeting but not open to the public. No actions were allocated. The agenda was agreed to be

1. Apologies
2. Minutes of the previous meeting
3. Presentation of accounts
4. Appointment of Directors

#### **5. Geocache location**

Helen had met with the Geocache organisers and had agreed that a cache would be in the Bug Hotel. The location is not live and Helen is awaiting more information from the organiser.

#### **6. Nature Makers**

The private company Nature Makers West Midlands had requested to run sessions in Spencer Park which had been approved by Coventry City Council. The sessions will be held on a Monday and the company will need the toilets to be opened and closed on the days their sessions are taking place, initially Mondays in October.

This target market is pre-school children, home-schooled children, and adults. There will be two sessions held on each day. The company will also offer sessions in Allesley Park.

#### **7. Policies**

Friend of Spencer Park were holding a review of policies and procedures and the committee were asked to approve the policy on Equality, Diversity and Inclusion and that on Grievance procedures. It was agreed that the Health and Safety policy and that of Risk Management (Risk Register) would also be reviewed as the organisation moved towards taking responsibility for asset management.

The policy on Matters Reserved to the Trustees and that on Delegated Responsibilities to Committees would also be reviewed.

When reviewed all policies and procedures would be available on the website. No actions were allocated.

#### **8. Recent events**

The Dog Show had been a great success. The only activity that was not busy was the “bobbing for sausages” as some owners thought that their dog’s digestion might be compromised by all the excitement of the event. It was agreed that next year the registration desk for competitions would be neared to the competition area.:

**Action 57/23: Anthony Godber**

Overall takings on the day were:

Bacon butties and hot dogs	£335.50
Café sales	£552.30
Cake donations	£223.50
Room bookings (stall charges)	£30.00
Donations	£14.15
Competition entries	£325.80
History booklet	£2.50
Guess the puppy’s name	£116.00
Guess the biscuit numbers	£12.50
Sausage bobbing	£22.00
<b>TOTAL</b>	<b>£1634.25</b>

This final total would be higher as some income for stalls had been paid directly into the bank. Total costs had not been calculated.

The “Bands in the Park” event was also well attended and supported. A tennis tournament went on throughout the day and there was a dance display immediately before the band started playing. Takings for the weekend, including café sales on Saturday were:

Pavilion donations	£44.68
Café	£555.05
Cake	£259.39
Donations (Zettle)	£29.45
<b>TOTAL</b>	<b>£888.57</b>

On both events there was a queue for the café which included people who wanted to pay by card for goods other than those sold at the café. Jane had spoken to James regarding more payment machines which would help customers who wanted to pay by card for other goods. John noted that if we had 4G or 5G multi-media machines could be used.

## **9. Future Events**

A document showing events to be held in October had previously been circulated. It was noted that the children’s half term holiday was from Monday 30 October until Friday 3 November.

It was confirmed that on 23 September there would be a “Pass the Smile” event and on 24 September there would be an art craft workshop with income passed to the charity set up to celebrate the life of Ben Crowther. Cakes would be sold to support the charity. Carol agreed to email Anthony with the details to be publicised on Facebook

**Action 58/23: Carol Bayliss**

The Zumba session that had been planned for the summer has been delayed.

“National Smile Day” falls on Saturday 7 October. A workshop is planned for the weekend 7/8 October and smiley face painting will be available at a cost of £2 per child. Cakes will be

offered at no cost subject to availability and patrons of the café will be encouraged to “pay for an extra cup” which will be recorded and the drink offered to others. No actions were allocated.

A volunteer day was planned for 14 October where paths will be weeded, tennis courts swept and the pavilion cleaned tidied and jet-washed. No actions were allocated.

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

The Pumpkin Event is planned for Saturday, 28 October.

There will be a pumpkin competition with the usual 4 age categories, entry cost £1 per pumpkin. Councillor Anthony Tucker was to be invited by Carol to judge the event

**Action 59 /23: Carol Bayliss**

There will also be a Bat Hunt, hot dogs for sale, a Thriller masterclass to join and a Halloween House of Fun which will cost £2 to enter. Details will be confirmed at the October meeting.

## 10. Cafe

The volunteers and Committee Members involved with the café had held a meeting on 15 July. The actions identified included:

- The building needed to be wind and weatherproof. It was noted that when it rained recently the bucket was not needed so the council may have made repairs. The action for Carol was closed and a new action opened for Ken to contact Dave Lewis to ascertain the current position.  
**Action 60/23: Ken Taylor**
- 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. At the last meeting the possibility and costs of installing a small wall hung boiler was discussed, with an action taken by Helen Spence. This action was cancelled and it was agreed that Ken would discuss training of the use of the existing boiler with Dave Lewis.  
**Action 48/23: Helen Spence cancelled**  
**Action 61/23: Ken Taylor**
- The doors to rooms 1 and 2 have been realigned to open inwards.
- **Action 49/23: Liz Bayton completed**
- There was no update to the possibility of having natural light in rooms 1 & 2.
- There was no update to the potential changes to the counter.
- Shutter doors to the entrance to the café are heavy and unwieldy and Liz had completed her action to get quotations for electric shutters which were circa £3,000 to £4,000. Ken suggested that as the shutters were a Health and Safety issue the council should be asked for their help with the work, with a possible contribution to the cost from FOSP. Action completed and new one opened  
**Action 62/23: Ken Taylor**
- 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**
- There was no update on the old CCC advertising boards covering the lower half of the windows covered by shutters which 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

- There was no update to the Baby changing and toilet areas for disabled people signage. 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

Volunteer badges were now being used.

There had been concerns raised about the noise made by the glass-fronted fridge. Jane that requested that volunteers only partially fill the fridge to see if that solved the problem.

The use of a more formal process of operating a rota would be considered at the next volunteer meeting. It was noted that Earlsdon Library used a system called "3 rings" operated by the Samaritans. No actions were identified.

There was no update to the suggestion 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.

It was noted that most supermarkets had a Community Manager who could arrange substantial discounts for charities purchasing goods. Jane agreed to investigate.

**Action 63/23:** Jane Donovan.

Replacement for the picnic table that had been burned was discussed. Kan agreed to discuss possible costs for a replacement metal bench with Dave Lewis

**Action 63/23:** Ken Taylor.

## **11. Funding**

It was noted that funding had been approved for several maintenance and Health and Safety projects

## **12. Pavilion update**

There was no update given regarding the pavilion project.

## **13. Any Other Business**

The Crown green had not been kept in the pristine condition the bowlers were accustomed to. The Bowls Committee were congratulated on their successful season supporting visually impaired players. The bowling season would finish at the end of September.

Helen had responded to the request from Tesco for the usage of the £500 grant. Helen had sent pictures of the patio furniture and the sound system.

The date for the MacMillan event was to be arranged to take place later in the year.

## **14. Date of next meeting**

The next meeting will be held on 2 October 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	<del>May 23</del> Aug 23	
1/23	9 Jan 23	Potential Section 106 funding to be investigated	<del>Anthony Tucker</del> Ken Taylor	<del>Feb 23</del> Aug 23	Closed 4 Sep
4/23	9 Jan 23	Clothing Coventry to be contacted regarding available facility for clients to collect clothes	<del>Helen Spence</del> Dave Chater	<del>Feb 23</del> Dec 23	
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	Karen Berry	June 23	Closed 4 Sep see 56/23

		identify someone to do it.			
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	
45/23	3 July 23	Grant form SYGF to be completed and submitted	Tim Brooke	8 July 23	Complete
46/23	3 July 23	Grant form SAP 7B to be completed and submitted	James Holdsworth	8 July 23	Complete
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	
55/23	3 July 23	Seek advice on water requirements for the community orchard with the	Helen Spence	Aug 23	

		Groundworks Trust			
56/23	4 Sep 23	Check with Dave Lewis if permission needed for double gate and handstanding path suitable for wheelchairs	Ken Taylor		
57/23	4 Sep 23	Consider siting of Competition Entry Desk for Dog Show	Anthony Godber	Jul 24	
58/23	4 Sep 23	Carol to pass details of "Pass the Smile" to Anthony for Facebook	Carol Bayliss	Sep 23	
59/23	4 Sep 23	Anthony Tucker to be invited to judge the pumpkin competition	Carol Bayliss	Sep 23	
60/23	4 Sep 23	Ken to check with Dave Lewis on repairs to pavilion roof	Ken Taylor	Sep 23	
61/23	4 Sep 23	Ken to check with Dave Lewis on hot water system training	Ken Taylor	Sep 23	
62/23	4 Sep 23	Ken to check with Dave Lewis on Health and Safety of shutters	Ken Taylor	Sep 23	
63/23	4 Sep 23	Contact supermarket Community Managers re discounts	Jane Donovan	Sep 23	
64/23	4 Sep 23	Ken to check with Dave Lewis potential costs for metal picnic table and chairs	Ken Taylor	Sep 23	