

Notes of the Management Committee meeting of The Friends of Spencer Park held on 6 June 2022

Charity number 1176323

Present:

Carol Bayliss
Liz Bayton
Karen Berry
Tim Brooke
Dave Chater
Peter Elias
Zilpha Reed
Lynn Richie
Deb Riorden
Pat Ryan
Helen Spence
Ken Taylor

1. Apologies

Apologies were received from Jane Donovan and Anthony Godber.

2. Minutes of the previous meeting

The minutes of the previous meeting were accepted as an accurate record with the correction of in Item 7 to "NENA had donated £95.00 for competition prizes".

3. Matters Arising not elsewhere on the agenda

The potential use of a PA system was changed to September 2022

Action 12/21 – Anthony Godber

The level Indemnity for Trustees would depend on the level of cover needed and was to be reviewed when contracts were entered into with a revised action date of September 2022.

Action 19/21 – Ken Taylor

Information on the status of CCTV was still awaited. Dave Lewis has been emailed to ask if any information was available.

Action: 26/21 - Pat Ryan

The possibility of the glass fronted refrigerator being replaced had again been discussed and it had been agreed that the current equipment was adequate therefore the action was complete.

Action: 55/21 – Peter Elias

A trading Company Limited by Guarantee to be established. Responsibility for this action as transferred to Helen Spence and the date for the action moved to later in the year.

Action 1/22 – Helen Spence

It had been agreed that insurance for the defibrillator and coffee machine was necessary. Karen suggested that she contact the agent who arranges Public Liability Insurance to ask for a quotation for which the response was awaited

Action: 7/22 – Karen Berry

4. Finance arrangements for 2022/23

It had been agreed that a draft budget for 2022/23 would be required and budget holders would need to code their items of both income and expenditure for all bank transactions to their agreed budget. The draft budget had been circulated and feedback was received from Karen Berry that the expenditure budget to the tennis courts needed to be increased by £700.00 to £13,700 for the additional cost of gates to the court and by £35.00 for LTA membership.

The draft accounts in the format required by the Charity Commission for 2021/22 had been prepared. As the turnover was above the £25,000 floor an Independent Examiners report would be required which may incur a cost. Helen Spence and Deb Riorden had contacted the individuals who may be able to offer this service but a decision had not yet been made.

The contacts were:

Luckman's accountants who had quoted £250 plus VAT

James Holdsworth and

Azets

It was agreed to arrange for a meeting with James Holdsworth.

Action: 9/22 – Helen Spence

It was agreed to answer the questions raised by Azets

Action: 10/22 – Pat Ryan

Helen Spence had received a response from REACH who had previously been contacted in the search for a Treasurer and had indicated that the charity was still interested.

Karen reported that she had analysed the bank activity for the first two months on a spreadsheet.

5. Pavilion progress report

The Pavilion Committee gave an update on the refurbishment project for which revised plans were circulated.

The bursary received from Coventry City Council had been discussed with representatives of the council and it had been agreed that the £1,000 allocated for public consultation would be required to complete the feasibility study, therefore actions 6/21, 7/21 and 8/21 would be cancelled. The re-costing of the project would be £400 and legal fees were to be higher than anticipated therefore more funding may be needed but no amounts were identified.

The structural engineer tasks for the feasibility study were anticipated to be completed at no cost.

Draft 8 of the Business Plan for the pavilion renovation had been completed and would be circulated.

It was anticipated that grants would need to be identified from a number of sources. Peter Elias and Tim Brooke were working on grant applications to the Community Ownership

Fund, the Lottery fund and a number of other funds. Mike Newton was to be asked for help as he had experience with the Coventry Historical Trust

Action: 11/22 – Tim Brooke

Coventry City Council had put a “long stop” date of 31 December 2022 for all arrangements for the refurbishment to be in place for the lease of the property to be finalised. An aspiration for the start of the building work was summer 2023.

It was noted that heating, lighting and arrangements for furniture were not in the business plan for the refurbishment. Funding currently uncommitted in the charity general fund is between £4,000 and £6,000 and it was noted that a scheme such as “Crowdfunding” may be used to increase available resources.

6. Trustees report

The Trustees had agreed that a “Scheme of Delegation” would be approved based on the draft budget with the changes agreed at the meeting. The budget excluded the café activities which had been previously authorised.

Committees with delegated authority would be renamed as the Management Committee and the Pavilion Committee.

There was no update on new Trustees.

A risk register was being developed, led by Karen Berry

Action: 12/22 – Karen Berry

7. Events for 2022

It was agreed that the Jubilee event had been a resounding success and thanks were given to Carol Baylis and Karen Berry.

The next event would be a “Bands in the Park” event on the 26 June. Volunteers would be requested to supply cakes for this event.

The date for the GGNP sports day had been agreed as 2 July. Karen was to manage the day and there would be 4 toilets open. The café would be open as usual. It was not known if the application and risk assessment for the event had been submitted. Karen was asked to check if the event was still going ahead to avoid disappointment for those planning to compete or attend.

Action: 13/22 – Karen Berry

For the Jubilee event a marquee had been erected. It was noted that an outside “blow up” cinema was also available and it was suggested that a trial be held before the equipment being used for events. The possibility of licence being required was discussed.

An additional gazebo had been offered on loan from the residents of 11 Dalton Road.

It was noted that the additional equipment would need a storage unit which had been a priority of the Management Committee since 2017.

8. Flat Green survey

There were a number of suggestions for the use of the flat green. It was noted that a number of these were similar to the suggestions made for the recreation ground. 33% of the suggestions were that more events be held and the green used. It was noted that the current arrangements were that Karen Berry applied for each licence on a personal basis, and the number of licences granted to an individual each year was a limited number. The possibility of have a corporate licence was discussed, or that other individuals apply for licences but no action was agreed.

The keep fit instructor was paying £5 per hour for the use of the green while the room at the pavilion was available for use at £10 per hour plus £3 for the loan of tablecloths.

9. Bowling Club

It was reported that CCC had agreed that the cost of cutting the crown green in 2021-22 would have been funded from the Sport England grant. The Friends of Spencer Part had paid £360 for the cutting of the flat green.

The bowls matches on Sundays and Thursday are now open for ladies to join the teams. The cohort of members of the club was circa 50 but more members were needed. While there were the same number of teams more matches were being played.

It was noted that Spencer Park had been used by bowlers for 110 years and was the oldest ground in the city (excluding private clubs). The visually handicapped were still bowling on the crown green.

Bowls club members had been issued with new fleeces.

10. Café and room hire

A new rota had been issued for volunteers to man the “pop up” café at weekends. It was noted that many more volunteers are needed.

Bookings can only be taken for the use of the room available for hire in the pavilion when the café is open. This could be a problem if volunteers are not available to work in the café or a single volunteer is working.

11. Any other business

The council were considering which parks in Coventry were suitable for a mural of art work to be displayed. Both the Council and the committee took the view that Spencer Park should not be included in the scheme.

The draft date for the AGM was 17 September

12. Date of next meeting

The next meeting will be held on 4 July at 19:00. Venue to be confirmed

Action List

Action Number	Date of meeting	Action	Person	Date for completion	Status
4/21	13 Sep	Business plan to be completed	Nigel Johnson	Jun 22	Version 8 Complete
5/21	13 Sep	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	A leaflet of the history and activities would be prepared	Helen Spence	Spring 22	Funding to be used elsewhere – cancelled
7/21	13 Sep	Artwork for the leaflet would be prepared	Anthony Godber	Spring 22	Funding to be used elsewhere – cancelled
8/21	13 Sep	Public meeting arranged to inform of progress towards the pavilion refurbishment	Pavilion committee to nominate	Jan 22	Funding to be used elsewhere – cancelled
12/21	13 Sep	Consider PA system	Anthony Godber	Sep 22	Completion date changed
19/21	13 Sep	Information on Indemnity for Trustees to be researched	Ken Taylor	Sep 22	In progress
26/21	4 Oct	Information on use of the CCTV equipment to be updated	Pat Ryan	Dec 2021	
35/21	4 Oct	Calendar photos to be agreed to go on sale May 2022	Karen Berry	Feb 22	Cancelled
41/21	1 Nov	3-D plan for refurbished pavilion to be displayed on the website	Anthony Godber	29 Nov	Cancelled
42/21	1 Nov	Plan of the refurbished pavilion to be laminated and shown in the café	Anthony Godber	Feb 22	Cancelled
47/21	1 Nov	Lynn to contact Grapevine to review potential developments in the recreation ground	Lynn Richie	March 2022	Complete
55/21	7 Feb	The glass fronted fridge would be examined to assess how to solve the condensation problem	Peter Elias	End Feb	Complete
56/21	7 March	Draw new plans of pavilion	Richard Jones	End of April	Complete

57/21	7 March	Cost estimates for building work	Peter Elias	End of June	
58/21	7 March	Board of Trustees meeting to be arranged	Ken Taylor	End of March	Complete
59/21	7 March	Charity Commission to be updated	Tim Brooke	April	Complete
60/21	7 March	Contact Shortlist of possible Treasurers	Helen Spence	End of March	Complete
61/21	7 March	Easter Hunt – booking form and arrangements	Karen Berry	15 April	Complete
63/21	7 March	Queen's Jubilee met with NENA	Carol Baylis	End of May	Complete
64/21	7 March	GGNP Sports day- Arrange date and support them	Karen Berry	May	Date confirmed
65/21	7 March	Ideas for green use	All	4 April	See action 2/22 Ongoing
66/21	7 March	Purchase new adaptor	Carol Bayliss	4 April	Complete
67/21	7 March	New website host	Peter Elias	June	Ongoing
1/22	4 April	Company Limited by Guarantee to be set up	Karen Berry Helen Spence	September	Ongoing
2/22	4 April	Survey form to be developed	Carol Bayliss	April	Complete
3/22	4 April	A training session on the café will be held by Jane at 3.00pm on Saturday 9 th April.	Jane Donovan	April	Complete
4/22	9 May	Meeting to be arranged to consider accounting software	Helen Spence	May 22	Complete
5/22	9 May	Budgets and Chart of Accounts to be prepared	Pat Ryan	May 22	Complete
6/22	9 May	Independent Assessors and their charges for approving the accounts to be forwarded to the Trustees	Helen Spence/Deb Riorden	23 May 22	Ongoing
7/22	9 May	Insurance for the defibrillator and coffee machine to be arranged	Karen Berry	June 22	Ongoing
8/22	9 May	Potential senior officer at the council to approach re the recreation ground	Ken Taylor	July 22	Ongoing

9/22	6 June	Meeting to be arranged with James Holdsworth	Helen Spence	June 22	
10/22	6 June	Questions from Azets to be answered	Pat Ryan	June 22	
11/22	6 June	Mike Newton to be contacted and asked to help with grant applications	Tim Brooke	June 22	
12/22	6 June	Continue to develop the Risk Register	Karen Berry	July 22	
13/22	6 June	Check if the sports day Risk Assessment has been submitted to enable the public to be informed if the event is cancelled	Karen Berry	June 22	