

Sparkwell Parish Hall and Playground Trust Management Committee Meeting Minutes

Date: Monday 19th August 2019. Time: 19:30

Venue: Sparkwell Parish Hall

Present: Trustees-

Robin May (RM),	Chairman
Sally Fairman (SF),	Treasurer
George Small (GS),	Parish Council
Heather Harvey (HH),	Over 60s
Gerry Sinclair (GS),	Church
Iris Willis (IW),	Birchland Road Residents
Jean Belsey (JB),	WI
Edwin Harris (EH),	Co-opted
Edwina Hutton-Fellows (EHF),	Co-opted.

20 members of the local community

Apologies: Beverley Andrews (BA), Hall Manager
 Andy Strike (AS) Badminton Club
 Nigel Thorne (NT) SATCO

Absent: Julie Lock (JL)

Agenda Item	Description	Action By Whom	By When
1	<p>Welcome & Apologies</p> <p>RM welcomed all to the meeting and thanked them for coming. He stated the meeting will be declared 'extraordinary' as appointment of new Trustees are required.</p> <p>Apologies received from: Andy Strike (Badminton). Andy is happy to be a Representative Member. Beverley Andrews Nigel Thorne</p>		
2	<p>Open Forum</p> <p>RM- An open forum for members of the community was suggested at the previous meeting.</p> <p>There is a lot to achieve at this meeting. There was an amazing response to those wishing to get involved in the management of the hall, which was fantastic, but not everyone can be a Trustee, or would want to be. He outlined that some Parish Halls have a Friends Group. He proposed that we have a Friends of Sparkwell Parish Hall where those who want to get involved in the running of the hall, help with fund raising, maintenance, bring ideas forward, etc. are able to. He proposed that the group would work in conjunction with a Trustee, who could then liaise with the Committee.</p> <p>There was then a brief discussion on the role and commitment of a Trustee and that, as suggested by Martin Rich (Devon Communities Together) the constitution could be amended to reflect this commitment, with a minimum attendance to meetings being a requirement.</p> <p>Both points were unanimously welcomed and agreed.</p>		

	<p>Various points were taken from the floor including:</p> <p>A Member of Ivybridge Lions suggested representing them on the Committee. It was determined that this can be considered in the future should the Lions use the Hall as their venue on a regular basis.</p> <p>EH was thanked and congratulated for his creation of the Parish Hall website, which included the history of the Hall and an on line calendar</p>																																																								
3	<p>Appointment of Members/Trustees</p> <p>RM- Ran through all those currently in post and established whether they were happy to continue to the AGM or wanted to stand down, and if anyone, or group had been omitted. All very happy to continue. SF informed RM that Julie Lock had been omitted.</p> <p>The following appointments were confirmed or appointed:</p> <table><tr><td>Robin May</td><td>Chair/Elected Member</td><td>Chair of the PC (Custodian Trustees for the Hall)</td></tr><tr><td>Edwina Hutton-Fellows</td><td>Vice Chair/Representative Member</td><td>Scouts</td></tr><tr><td>Sally Fairman</td><td>Treasurer/Co-opted</td><td></td></tr><tr><td>Diana May (DM)</td><td>Secretary/Elected Member</td><td></td></tr><tr><td>George Small</td><td>Representative Member</td><td>Parish Council</td></tr><tr><td>Heather Harvey</td><td>Representative Member</td><td>Over 60s</td></tr><tr><td>Jean Belsey</td><td>Representative Member</td><td>WI</td></tr><tr><td>Iris Willis</td><td>Representative Member</td><td>Birchland Road Residents</td></tr><tr><td>Gerri Sinclair</td><td>Representative Member</td><td>Sparkwell Church</td></tr><tr><td>Nigel Thorne</td><td>Representative Member</td><td>SATCo</td></tr><tr><td>Francesca Mcloughlin (FM)</td><td>Representative Member</td><td>Sparkwell School</td></tr><tr><td>Andy Strike (AS)</td><td>Representative Member</td><td>Badminton Club</td></tr><tr><td>Edwin Harris</td><td>Elected Member</td><td>Internet/Advertising*</td></tr><tr><td>Julie Lock</td><td></td><td></td></tr><tr><td>Kim Watters (KW)</td><td>Co-opted</td><td></td></tr><tr><td>Alison Morris (AM)</td><td>Elected Member</td><td>Friends*</td></tr><tr><td>Tim Horton (TH)</td><td>Co-opted</td><td></td></tr><tr><td>Monica Jeffrey (MJ)</td><td>Co-opted ELECTED MEMBER</td><td></td></tr></table> <p>*New positions agreed by all.</p> <p>HH raised the issue of anyone living out of the Parish is to be required to be a co-opted member. No one was very clear of what the constitution stipulated and so RM agreed to study the constitution and report back to the next meeting.</p> <p>All new Trustees completed forms with personal details for the Charity Commission website, and will be required to sign the Declarations list at the next meeting</p> <p>RM stated that we now have a committee and can I ask those who wish to be Friends of the Hall to complete the form now circulating.</p> <p>All those present were asked by RM if they were happy for their e mail addresses and contact details to appear on the mailing lists. All agreed.</p> <p>RM thanked all those for coming and for their support, stated they were welcome to stay and listen, but we will now move on with the formalities of the Management</p>	Robin May	Chair/Elected Member	Chair of the PC (Custodian Trustees for the Hall)	Edwina Hutton-Fellows	Vice Chair/Representative Member	Scouts	Sally Fairman	Treasurer/Co-opted		Diana May (DM)	Secretary/Elected Member		George Small	Representative Member	Parish Council	Heather Harvey	Representative Member	Over 60s	Jean Belsey	Representative Member	WI	Iris Willis	Representative Member	Birchland Road Residents	Gerri Sinclair	Representative Member	Sparkwell Church	Nigel Thorne	Representative Member	SATCo	Francesca Mcloughlin (FM)	Representative Member	Sparkwell School	Andy Strike (AS)	Representative Member	Badminton Club	Edwin Harris	Elected Member	Internet/Advertising*	Julie Lock			Kim Watters (KW)	Co-opted		Alison Morris (AM)	Elected Member	Friends*	Tim Horton (TH)	Co-opted		Monica Jeffrey (MJ)	Co-opted ELECTED MEMBER		<p>RM 20.09.19</p> <p>New Trustees 20.09.19</p>	
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	<p>EHF-a working fund needs to established.</p> <p>It was proposed that a full English breakfast will be offered. This was agreed.</p> <p>Food Hygiene-We need more people who have completed a food hygiene course. It was agreed that if people wish to pay for and complete the basic course on line, the Hall will refund the course cost once that person has cooked for 4 events. Please provide details of the intended course to the secretary prior to booking for approval.</p> <p>Is a food hygiene kitchen rating required? This provided a lengthy discussion and TH summarized the Regulations.</p> <p>Information required from BA</p> <p>RM/DM to contact Martin and further investigate</p>	<p>BA</p> <p>RM/DM</p>	<p>20.09.19</p> <p>20.09.19</p>
11	<p>Date of Next Meeting</p> <p>It was agreed that monthly meetings were required at this time.</p> <p>Next Meeting Friday, September 20th 19:30, Committee Room, Sparkwell Parish Hall.</p>		

These minutes will remain in draft until approved and signed at the next Committee Meeting

Amendments received prior to meeting in blue italic type (Item 10)

Amendments from meeting in blue handwritten script (ITEM 3)

All present agree this as a true and accurate record

Signed..... Chairperson

Date..... 20-9-19