

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), Sally Fairman (SF), George Small (GS), Chairman Treasurer Parish Council

Heather Harvey (HH), Gerry Sinclair (GS), Over 60s 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
	Welcome & Apologies		
	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.		
1	Apologies received from: Andy Strike (Badminton). Andy is happy to be a Representative Member. Beverley Andrews Nigel Thorne		
	Open Forum		
	RM- An open forum for members of the community was suggested at the previous meeting.		
2	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.		
	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.		
	Both points were unanimously welcomed and agreed.		



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	Meeting.		
	Declarations of Interest		
4	Francesca McLoughlin, Head Teacher of Sparkwell School and Robin May, being a School Governor, both also being Trustees of the Hall will be required to declare an interest on any matters regarding the school tenancy as the Hall is the Landlord of the School.	RM FM	
5	Minutes of the previous meeting 27.06.2019		
	Agreed and signed.		
	Financial Report		
	The Treasurer reported that the Accounts for the year 2018/2019 are still with the accountants.		
	Balance on the account – at the end of the last financial year, 30 April, £5,827.12 and at the end of July was £7,913.54. The outstanding SATCo fees have been received. The financial file with invoices and bank statements is available for inspection at all meetings.		
	RM asked what the hall costs to run. SF has asked the accountants for an analysis of expenditure against income. This to be provided at the next meeting	SF	20.09.19
	It was agreed that we need to know a unit cost for the hall in order to review pricing and expenditure. Future action.		
	SF said that £350.00 can be spent without Trustee approval, and provided details of 2 emergency jobs that were actioned:		
	1. 2 posts required replacing in the play area. Cost £230.00		
6	2. The hot water to the kitchen and the toilet failed requiring the replacement of the emersion heater. Cost £240.00		
	A discussion regarding maintenance support from those in the village ensured. EHF highlighted that all must be working within the law.		-
	SF- there are also issues with the trees in the grounds She suggested having a maintenance inspection person. It was agreed that this was the Hall Managers role, including checking fire alarms, etc.		
	EH-Is it the Hall Managers Role to complete H&S checks? It was agreed it was.		
	EHF- Does the Hall operate a cheque book? SF stated that it does and SF and IW are signatories. SF has access to on line banking but we do not have a BACS facility. RM- understood the problems with BACS as he has experience with the PC. SF-repeated that jobs under £350.00 can be sanctioned without Trustees. RM- queried whether this amount needs to be revised? SF- 3 quotes are required for jobs over £350.00. For further discussion.		
	Regarding using suitably qualified local volunteers. It was agreed that competencies would be held by the Secretary and checks would be made with the Insurance Company if this was covered.	DM	20.09.19
	SF- is working out how much of the year the hall was hired as a percentage. A Parish Hall known to her is hired for 40% of the time, which is considered to be good.	SF	20.09.19



	Hall Manager's Report	Tall	
7	In the absence of the Hall Manager, RM read the report (attached) and various discussions ensued:		
	Farmer's Market- SF- income figures were produced from April 2018. It was disputed that the Farmer's Market and breakfast did not commence then. The profit was not known.		
	AM-produced figures for the profit from the markets that she was involved in.		
	Concerns were raised from the report that if August is a quiet month for bookings can we still afford to pay a Hall Manager and a cleaner? RM- the income must cover employees. The roles must be correct and undertaken in accordance with the job descriptions.		
	EHF- The Hall needs a strategy, we need to look at income against expenditure, look at costed roles to determine everything is appropriate with interrogation of the accounts.		
	SF- for 2 months the Hall Manager recorded hours worked and it was always greater than 14 hours a week especially if there was a wedding and so now this isn't recorded.		
-	RM- has any minor maintenance been carried out this month by the Hall Manager? SF-No, jobs were things that they couldn't do themselves.		
	RM- website diary needs to be kept up to date DM- for example the calendar is showing the band booked in for tonight, but that wasn't the case. We may be missing out on potential bookings.		
	RM-The mobile phone and diary needs to be used and passed onto another Trustee if the Hall Manager is away on holiday and the website updated accordingly.	ВА	On-going
	EH- The website can have a virtual telephone that can be directed to any number. and suggested the Hall has a paypal account. This was agreed as a good modern option as most people are familiar with this technology.		
8	User Group Reports		5a,
	None		
	Matters Arising		
9	Heating Problems		
	SF- There have been problems with the heating system and what was quoted for wasn't installed. The radiators are only blue tooth and not Wi-fi. They are very disappointed.		
	EH- a Wi-fi link isn't possible. RM- to talk to installers and report back	RM	20.09.19
	Security		
	SF-There are concerns about security and that we need to know who is in the building, this was indicated at the last fire inspection. We also need to know if someone is in the loft, on their own, for example.		-
	SF-A scheme has been requested from Plymstock Security Company using swipe cards.		
	EHF- Hall Manager to obtain 3 quotations and report findings to the committee	ВА	20.09.19
	EH-Has previously looked into such an issue and will also report back to the		7-7



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	committee.	EH	20.09.19
	RM-There are two issues here fire and also safe operating procedures for accessing the loft, use of ladders etc. Procedures will need to be reviewed and adopted. Action for the future.		
	<u>Trees</u>		
	SF- Part of a tree fell in the summer. Following an inspection it was concluded that none were in danger of coming down. SF obtained a quotation from Countrywise Trees for an arboriculture survey. 485.00 + VAT		
	It was considered that more quotes are needed. Action BA and a report to committee		
	RM- To ask if anyone in the South Hams Tree Warden Scheme could help and whether there is a preferred company.	BA RM	20.09.19
	SF- The rigging for the backdrops on the stage is worn. DM-Raised concerns around testing and inspection under LOLER (Lifting Operations and Lifting Equipment Regulations). It was concluded that the Hall owns anything that is screwed to the wall and is therefore responsible. DM- Concerns over the centre rope that suspends the canopy have been raised in the past and it is not known if it was tested then. TH- said the glitter ball is very heavy and uses the same rope. BA to feed back to group.	ВА	20.09.19
	It was concluded that there are several issues that need addressing. BA to provide the periodic H&S inspections that have been carried out to DM so we can ensure compliance in terms of H&S and prioritise an action plan and our future expenditure.	ВА	20.09.19
	Any Other Business		
	SATCo		
	The relationship between SATCo and the Hall was raised.TH explained that SATCo had paid the £3000.00 despite not making any profit this year. DM- enquired what the relationship between SATCo and the Hall is. It was agreed that is it complicated. SF explained that SATCo is part of the constitution and there is no fee for using the facilities. The Hall is hired out as a business and a survey was carried out some time ago to calculate the cost SATCo was to the Hall. This was then divided in half and the £3000.00 was agreed.		
10	Amendment received from SF: I think there has been some misunderstanding — I did not say that there is no fee for SATCo using the Hall — quite the contrary. As Martin Rich pointed out we have to treat local organisations evenly — and I think Tim has misunderstood the SATCo constitution. It does not say that they can have the Hall and only pay for it if they make a profit — they have the Hall for a total of 222 hours for a production and that means we cannot let it out to anyone else during that time. The Hall has to charge SATCo — profit or not.		
	RM-the Hall is for the use by the community. Martin Rich has said that we have to be seen not to give preferential treatment to any particular group. So we get back to needing to know our unit costs so that we can make hiring the hall cheaper for all our groups if possible.	AM	20.09.19
	Farmer's Market		
	The question was asked if the Committee was still going to run a Farmer's Market. It was agreed that it should. This to be picked up by the Friend's in conjunction with the Friend's Trustee and other Trustees who are happy to help.		
	RM-the charges need to be looked at (stalls, breakfasts, etc.)		
	AM-food can be obtained from Keith Bidfood.		



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	EHF-a working fund needs to established.		
	It was proposed that a full English breakfast will be offered. This was agreed. 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.	BA RM/DM	20.09.19
	Is a food hygiene kitchen rating required? This provided a lengthy discussion and TH summarized the Regulations.		
	Information required from BA		
	RM/DM to contact Martin and further investigate		
	Date of Next Meeting		
11	It was agreed that monthly meetings were required at this time.		
	Next Meeting Friday, September 20 th 19:30, Committee Room, Sparkwell Parish Hall.		

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

All present agree this as a true and accurate record
Signed
Date 20-0-19