



Sparkwell Parish Hall and Playground Trust Management Committee Meeting Minutes

Date: Tuesday 17th December 2019. Time: 19.30

Venue: Sparkwell Parish Hall

Present: Trustees-

Robin May (RM),	Chair
Diana May (DM),	Secretary
George Small (GES),	Parish Council
Gerry Sinclair (GS),	Church
Kim Watters (KW)	Elected
Tim Horton (TH)	Elected
Nigel Thorne (NT)	SATCo
Peter Tremain (PT)	Elected

Apologies: Edwina Hutton-Fellowes (EHF) Elected
 Heather Harvey (HH) Over 60s
 Iris Willis (IW), Birchland Road Residents
 Jean Belsey (JB), WI
 Alison Morris (AM) Friends
 Monica Jeffrey (MJ) Elected
 Fran McLoughlin (FM) Sparkwell School
 Kathryn Hussey Treasurer

Agenda Item	Description	Action By Whom	By When
1	Welcome & Apologies RM welcomed all to the meeting. Apologies received from those listed above		
2	Open Forum No Friends of the Hall or public present		
3	Constitutional Matters <ul style="list-style-type: none"> • Friend's Constitution Update (AM/DM) deferred to January • New Trustees to sign Declaration. PT signed declaration. Charity Commission website will be updated when all new Trustees have signed. • Safeguarding Policy was passed around to be signed 	AM/DM DM All	01/20 01/20
4	Declarations of Interest RM, being a School Governor, and also a Trustee 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. No other declarations of interest declared	RM	On-going
5	Review the minutes of the previous meeting Minutes of the meeting held on the 19.11.2019 agreed and signed.		
6	Financial Report RM-Balance on the 12.12.2019 was £8190.45. We have funds to pay in from the	RM	ASAP

	Christmas Fair.		
7	Correspondence Received No correspondence received this month		
8	User Group Reports GS- Apologised for the Rowe Hall not being involved in the horse and carriage rides at the fair. DM/KW- this wasn't expected Maybe next time we could coordinate events and have something going on in both the Hall and the Church. Bowls- Complaint that they could not access the mats as the judo mats were in the way. Apologies to the bowls club for the inconvenience. The judo mats were put in the store after the Christmas Fair as the Judo Competition was booked for 7am the following morning and we didn't want the Judo to have to get the mats down from above. It appears that Judo didn't turn up and so the mats are still there and not returned to their usual place.		
9	Matters Arising <ul style="list-style-type: none"> Cleaner Update No response from advert placed in the parish pump for helpers on a cleaning rota, so we will carry on for the moment as we are. EON Update. DM-stated that the bill was referred to the billing centre and has now been reduced. She had to send off the present readings 3rd December and an up to date bill of £2979.51 is due. This will be taken by direct debit. We will then be billed in January and then return to our quarterly bills. Walk through EHF-deferred Treasurer we have said we will try and meet in new year for a takeover. Insurance EHF/DM-deferred Heating Update RM 2 hour timers have now been sourced, need to order trunking and install. Security EH-deferred. Thanks to PT for replacing the magnet. Trees DM- the Woodland Trust do not survey trees for charities. RM-will send out for another quotation so that we have 3. Rigging-NT The report from Ben hasn't been finalised as yet. Ben may not be cheap. We need to get the report and apply for grants. TH-the stage speakers have blown. New speakers needed by next panto. A system that can block the volume is needed to prevent blowing of the speakers by the hall users. GS- ? quality of the wiring. After discussion it was decided that quotations for a complete sound system should be obtained from Ben and 2 other providers. PT-Maybe the solar fund can help. Under stage door- NT to repair in the interim. All the doors would benefit from replacing and would save lots of energy. Carried over to January's meeting for discussion ? if grants are available. Decluttering-all agreed what we did in December was good, need to do it again in the new year. NT- and take away the rubbish. A discussion about the judo mats then ensued. They take up a lot of room and are difficult to move and the potential for other hall users injuring themselves 	EHF RM/DM /KH EHF/DM RM EH RM NT NT/TH NT ALL ALL	ASAP 01.20 ASAP 02.20 01.20 01.20 01.20 04.20 02.20 01.20 02.20

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	trying to move them is quite high. The tiled shower area would make a good slop sink area for floor mops, buckets, washing machine, etc. It was agreed a trolley is needed for the mats and a designated storage area that doesn't affect other users or the running of the hall. ? where the scaffold is and put the scaffold under the stage ? storage container ? storage charges. RM to talk to Ross and understand their intentions as to quantity of mats and storage issues and also insurance as the Hall is not insured for commercial activities. General storage was then discussed the use of the mezzanine could be improved with a proper staircase. All for future discussion.	RM	02.20
		ALL	08.20
	<ul style="list-style-type: none"> • H&S Inspections- DM-still needs to be formalised even though we are all looking, concerns over the car park as the surface is awful in places and the lighting isn't good. PT agreed it's bad. Need to look into getting some scalplings delivered. It was suggested to ask KH as her husband does roads. PT- Gutters blocked, downpipes block. RM- cleared one side before Christmas PT-There is a need to flush the manhole through annually as there is a build up of debris. This probably hasn't been down for years. We need a working party in the Spring, say 2 hours in the morning or afternoon with food. Between Christmas and New Year RM, NT and PT will sort the gutters etc. KW- the bin is broken. RM, NT, PT to mend it as well. 		01.20
	<ul style="list-style-type: none"> • Food Hygiene Update- Questionnaire now completed. TH approved it and so will send off. DM to buy thermometers, probe etc. so we can return Katies to her. Thank you Katie for the loan. TH- filter on the Lincat needs replacing. Every 3/12 	RM/NT PT	01.20
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	<ul style="list-style-type: none"> • Playground report- RM- has mended fence 		
	<ul style="list-style-type: none"> • Oven Cleaning/Henry/VAX-Deferred We thank MJ for sorting out Henry We have one workable hoover now. 	MJ	01.20
	<ul style="list-style-type: none"> • Oven testing- DM aware that JB felt the oven wasn't getting to temperature and we did not assign this to anyone last month. RM to test. KW no problems with the ovens on farmers markets. 	RM	02.20
	<ul style="list-style-type: none"> • User Checklists- EHF deferred 	EHF	02.20
	<ul style="list-style-type: none"> • Any dates to avoid clashes- GS- list being put together by church 	GS	When available
10	Fund Raising Events RM <ul style="list-style-type: none"> • Farmer's Market 24th November It went very well. • Farmer's Market 22nd December Is the next one • Christmas Fair Profits Raffle £323.50 Congratulations to Iris Café £274.00 (<i>Paid in £254.00 as float was down by £20</i>). Grotto/Workshop £55.01 (further costs, snow to be taken out) (18.99 so profit grotto= £36.02) Stalls £260.00 Horse and Carriage rides £15.00 Ray to be paid for timber for the stage edge protection.(£37.18) • PGS Concert TH 64 tickets sold online = £640. They would like to come back 		

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	and really enjoyed the evening and the Hall. • New Year's Eve Party TH Not sure as yet if it is happening It is dependent on getting the licence.		
11	Any Other Business <ul style="list-style-type: none"> Risk Assessment DM- it was apparent after the very last minute rush and stressful procedure to complete SATCos risk assessments that there were references made in those documents to the Hall's generic assessments, that actually didn't exist. DM put together a very quick Hall assessment and a Christmas Fair assessment because we needed them ASAP They are in a very simple format, based on what the HSE recommends for village halls as we don't need to make this complicated, it is for anyone to be able to complete. She would like everyone to have a look at these and add any further problems that they can envisage. It has thrown up a few actions already DM- to send out with the minutes There are benefits of having good risk management procedures, obviously safety but also cheaper insurance etc. When we agree we have captured all the issues that are foreseeable we can sign them off. Kitchen hazards need to be covered such as burns, etc. DM Discussed a wedding that had been booked for March 2020 at prices from 2017, and promises of tables, canopy, tablecloths, etc. The wedding information is unclear on the website KW, DM and AM to review packages ASAP. EH to remove the information from the website ASAP and state that prices start from £575 and requirements can be discussed. KW- she would like the date for Summer Fair to be decided, ?12th July. DM agreed and said she will find out the date for Cornwood as it's changing this year and let KW know as she thought it was around then. KW will arrange a disco in Easter half term in order to appoint the King and Queen, etc. All agreed the Fair would be run through the Hall Committee, a procession etc. would be good, for later discussion. GS- difficult for the church on a Sunday. DM- we would like the church involved and the WI for cream teas if possible. All agreed the fair to be held on Saturday 4th or 11th July Need to check with FM. 	DM DM/KW/AM EH DM	01.20 ASAP 12.19 12.19
12	Date of Next Meeting Wednesday 15 th January 2020 19:30, Committee Room, Sparkwell Parish Hall Date of February Meeting Friday 21 st February 2020 Ad to be put in pump Friends to be emailed	DM AM	

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

Amendments received prior to meeting in blue italic type

Amendments from meeting in blue handwritten script

All present agree this as a true and accurate record

Signed.....  Chairperson

Date..... 15 - 1 - 2020