



**Sparkwell Parish Hall and Playground Trust Management Committee Meeting Minutes**  
(Following the AGM)

Date: Tuesday 19<sup>th</sup> November 2019. Time: 19.50

Venue: Sparkwell Parish Hall

**Present:** Trustees-

Robin May (RM),	Elected
Diana May (DM),	Elected
Kathryn Hussey (KH)	Elected
George Small (GES),	Parish Council
Gerry Sinclair (GS),	Church
Iris Willis (IW),	Birchland Road Residents
Jean Belsey (JB),	WI
Edwin Harris (EH)	Elected
Kim Watters (KW)	Elected
Alison Morris (AM)	Friends
Fran McLoughlin (FM)	Sparkwell School
Monica Jeffrey (MJ)	Elected
Tim Horton (TH)	Elected
Nigel Thorne (NT) (arrived 8pm)	SATCo
Catherine Perham (CP)	Bowls
Peter Tremain (PT)	Elected

<b>Apologies:</b> Andy Strike (AS)	Badminton Club
Edwina Hutton-Fellowes (EHF)	Elected
Heather Harvey (HH)	Over 60s

Agenda Item	Description	Action By Whom	By When
1	<p><b>Welcome any New Trustees</b></p> <p>Firstly the Chair was appointed, Robin May, nominated AM, seconded MJ</p> <p>RM welcomed the new Trustees to the meeting. New Trustees will need to sign the declaration. DM will send the Essential Trustee etc. to them so they are informed prior to signing. Once signed up the Charity Commission website will be updated.</p> <p>Apologies received from: Andy Strike Edwina Hutton-Fellowes Heather Harvey</p> <p>Shortened agenda this month due to AGM, any topics with actions for December have been carried over.</p>	DM	ASAP
2	<p><b>Appoint</b></p> <ul style="list-style-type: none"> <li><b>Vice Chair</b> – Not appointed Not appropriate to appoint EHF in her absence and recognise its difficult for her to get to meetings</li> <li><b>Secretary</b> – DM Nominated GS, seconded TH</li> <li><b>Treasurer</b> – KH Nominated DM, seconded AM</li> <li><b>Hall Bookings Secretary</b> – DM happy to carry on but when we have the mobile phone set up maybe a shared role. Agreed. AM, MJ and EH happy to</li> </ul>		

	share role <ul style="list-style-type: none"> <li>• <b>Friend's Trustee</b> – AM Nominated RM, seconded DM</li> <li>• <b>Communications Trustee</b> – EH Nominated AM, seconded RM</li> </ul>		
3	<b>Constitutional Matters</b> <ul style="list-style-type: none"> <li>• <b>Friend's Constitution Update (AM/DM)</b> deferred to January</li> <li>• <b>Safeguarding Policy</b> RM- it was agreed last month and is now signed off. As per FM's suggestion it has now been included in the User 's instructions which are now signed for. The posters are up. We all need to sign it DM-to send out so all can read it properly and sign next month. Front cover with review dates etc. now included and a list of those DBS checked to go on the back. IW and KH DBS checked.</li> </ul>	AM/DM  DM	01/20  ASAP
4	<b>Declarations of Interest</b> 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. No other declarations of interest declared	RM FM	On-going
5	<b>Review the minutes of the previous meeting</b> Minutes agreed and signed.		
6	<b>Financial Report</b> Balance on the 17.11.19 £6277.82 To pay in £1003.43 To pay out approx. £42.00  The issue of the large BT bill (£1286) in the income and expenditure account has been solved. £480 is the £40 monthly payment to the Hall Manager for her phone bill and it includes the broadband set up fee. EH- updated everyone on a better deal. At present as a BT business customer we are paying for a high level of service. We can down grade the service where any repairs are not the same day but are the next day. It's a 24 month contract and would be approx. £250 + VAT. All agreed. Discussion around call divert, tying in a mobile SIM only etc. ensued. Edwin to investigate and implement  <b>EON Update</b> DM- read the update attached RM- explained the previous heating system. The storage heaters were off peak, kept the chill off. The radiate heaters boosted the heat if needed. The decision about this type of heaters for this type of building was the wrong one, relying on peak electricity, a combined power of 12kW its going to cost a lot. Ideally we would like the old system back but that's not possible, a possible solution would be to fit timers to each heater. Where the heaters are off and users can press a button for a certain length of time. All agreed as way forward with a 2 hour timer. RM to complete work when he can. PT- If we had a standard rate tariff only and removed the off peak would it be cheaper? DM to ask EON AM- can we look at solar? PT- The roof facing East/West Roof can take it. Discussion about replacing the exterior doors was had which would help with heat loss RM to find out more about the solar fund, Not just for solar. RM and PT to discuss. FM happy to write letters if needed	RM        EH      RM  DM  RM/PT	On-going        ASAP    When he can  ASAP  Dec 19
7	<b>Correspondence Received</b>		

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	<p>DM-Food Hygiene questionnaire from South Hams. We have been sent a self-assessment because we have been previously described as a low risk business. They ask if our business has changed, etc. This is difficult when you don't know what has been put before. So I am completing it being honest as to what we are doing. It has to be returned within a month from the postmark date so has to be done by 31.11.2019 I would like someone else to check it over please-TH We need to reduce the amount of stuff in there. Maybe start it next week?</p> <p>Playground safety report. Rotten fence- volunteers to mend it. RM/PT to do</p> <p>MJ-Should we pay to have the oven cleaned? Agreed. MJ to shop around to get the ovens.</p> <p>JB- Ovens not working properly. Need testing ? who to do</p> <p>MJ- Henry for some reason doesn't have any tools and the VAX doesn't have a filter All agreed MJ to price and source</p>	<p><b>DM/TH</b></p> <p><b>RM/PT</b></p> <p><b>MJ</b></p> <p><b>?</b></p> <p><b>MJ</b></p>	<p>12.19</p> <p>ASAP</p> <p>ASAP</p> <p>12.19</p> <p>ASAP</p>
8	<p><b>User Group Reports</b></p> <p>User checklist carried over.</p> <p>RM went around room</p> <p>GS- Dates for next year in progress. Will be circulated</p> <p>FM- Dates also to be circulated when decided to avoid clashes and similar events</p>	<p><b>EHF</b></p> <p><b>GS</b></p> <p><b>FM</b></p>	<p>12.19</p> <p>ASAP</p> <p>ASAP</p>
9	<p><b>Matters Arising</b></p> <p>As NT had to leave early</p> <ul style="list-style-type: none"> <li><b>Rigging</b></li> </ul> <p>Ben is back from honeymoon. We will get the report on Sunday. AM- reminded NT of the grant that may be available from Persimmons</p> <p>DM- reminded NT that the SATCo risk assessment is needed and additional insurance premium needs to be sorted. Ben Nubsound to tell insurers</p> <p>NT suggested a good time to declutter the hall would be on Tuesday 26<sup>th</sup> November. All agreed</p> <p>We need to talk to Judo regarding the mats and a trolley so they can be moved easily.</p> <p>NT- The two doors backstage are in a terrible state. NT agreed to repair them for the time being.</p> <p>The stage strip light is still broken. RM to source</p> <p>NT left the meeting 21:17 hours</p> <ul style="list-style-type: none"> <li><b>Walkthrough</b> Carried over as EHF could not attend</li> <li><b>Heater problems</b> Agreed earlier in meeting</li> <li><b>Security</b> EH- 3 quotes obtained Not all fit for purpose. Agreed on 'Open edge' (£478 incl. VAT plus cloud payment £2 for basic) subject to independent reviews EH to source, Decision next meeting.</li> </ul> <p>IW-magnet needs replacing on front door, difficult for those with mobility difficulties to get in. PT</p> <p>All agreed a doorbell would be useful. Prices to be obtained To do</p> <ul style="list-style-type: none"> <li><b>Trees</b> RM- 2 quotes returned</li> </ul> <p>Devon Tree Services £405 + VAT</p> <p>Cornwall Tree Services £400 no VAT including all travel</p> <p>It was suggested that the Woodland Trust be asked for help DM to do</p> <p>All agreed RM to proceed as appropriate</p> <ul style="list-style-type: none"> <li><b>BT</b> further discussions. Best coverage was thought to be Vodafone/3. Max. £10 monthly agreed for mobile. EH to negotiate a deal for us. IW- has mobile for us.</li> </ul>	<p><b>NT</b></p> <p><b>Ben</b></p> <p><b>RM</b></p> <p><b>NT</b></p> <p><b>RM</b></p> <p><b>EHF</b></p> <p><b>EH</b></p> <p><b>PT</b></p> <p><b>?</b></p> <p><b>RM/DM</b></p> <p><b>EH</b></p>	<p>24.11.19</p> <p>ASAP</p> <p>01.20</p> <p>ASAP</p> <p>ASAP</p> <p>01.20</p> <p>12.19</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

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	<ul style="list-style-type: none"> <li>• <b>H&amp;S Checklist</b> carried over</li> <li>• <b>Chair covers</b> DM has sourced 150 from ebay (£143.97) All agreed as long as there is a returns policy</li> </ul>	KW DM	01.20 12.19
10	<b>Fund Raising Events AM</b> <ul style="list-style-type: none"> <li>• Farmer's Market 27<sup>th</sup> October It went very well. £299.94</li> <li>• Farmer's Market 24<sup>th</sup> November 18 stalls booked 2 cancellations due to unforeseen circumstances</li> <li>• Christmas Fair Raffle prizes short, there was a failure of AM's hall e mail KH to help resend. Stall holders to be asked for a raffle prize</li> <li>26 stalls School choir to sing at 11am</li> </ul>	AM KH	
11	<b>Any Other Business</b> None		
12	<b>Date of Next Meeting</b> Tuesday, December 17 <sup>th</sup> 19:30, Committee Room, Sparkwell Parish Hall  <b>Date of January Meeting</b> Wednesday 15 <sup>th</sup> January 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..... 17-12-19 .....