



Sparkwell Parish Hall and Playground Trust Management Committee Meeting Minutes

Date: Friday 20th September 2019. Time: 19:30

Venue: Sparkwell Parish Hall

Present: Trustees-

Robin May (RM),
Diana May (DM),
George Small (GS),
Heather Harvey (HH),
Gerry Sinclair (GS),
Iris Willis (IW),
Jean Belsey (JB),
Edwin Harris (EH),
Edwina Hutton-Fellows (EHF),
Kim Watters (KW),
Alison Morris (AM),
Monica Jeffrey (MJ),
Fran McLoughlin (FM),
Tim Horton (TH)

Chairman
Secretary
Parish Council
Over 60s
Church
Birchland Road Residents
WI
Co-opted
Co-opted
Co-opted
Friends
Elected
Sparkwell School
Co-opted

Apologies: Andy Strike (AS)
Nigel Thorne (NT)
Sally Fairman (SF)

Badminton Club
SATCO
Treasurer

Absent: Beverley Andrews (BA)

Hall Manager

Agenda Item	Description	Action By Whom	By When
1	Welcome & Apologies RM welcomed all to the meeting and thanked them for coming. Apologies received from: Andy Strike Nigel Thorne Sally Fairman		
2	Open Forum Apologies were given to All Friends and the Community regarding notice. Dates of meetings need to be decided further in advance so the copy date of the Parish Pump can be met (Ref. Item 12). Last minute e mail went to the Friends. This will be more timely in the future.	ALL AM	On-going On-going
3	Constitutional Matters <ul style="list-style-type: none"> Origins / ethos RM- reported that he has been collecting information from many sources since the last meeting in order to build up a complete picture of the Parish Hall and would like to talk a little about the history to allow us to get a feel for the ethos of the Charity that we are the Trustees of. He explained that many steps had to be taken by very committed and hard-working members of our Parish in the past to build this hall that we benefit from today, and he had picked up on a few points to give us all a bit of a background: 1946 Land given to the Parish by Lord Seaton of Beechwood 1978 Parish Hall fund started with a sponsored walk.		

<p>1980 Sparkwell Community Council formed. 1981-82 Fund raising / Planning permission. 1983 Cutting the first turf to mark the corners of the building. 1984 October, Hall handed over to the Management Committee. 1984 3rd November, official naming and opening.</p> <p>1984 February, Charity Commission- Constitution sealed. With the object of the Charity being the provision and maintenance of a village hall for the use of the inhabitants of Sparkwell Parish, for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.</p> <p>The Committee of Management shall consist when complete of 24 persons (10 Elected Members and 14 Representative Members). No more than 4 Co-optative Members may be appointed and can be made at a meeting of the Committee to take affect from the date of that meeting.</p> <p>Every matter shall be determined by a majority of votes of the members present and voting on the question, but in the case of equality the votes of the Chairperson of the meeting shall have a second and casting vote.</p> <p>We also have to consider the constitution of SATCo as a Subsidiary of our charity and as such is subject to the overall direction of the Trustees of the Trust.</p> <p>As discussed at the meeting with Martin Rich in July we have to get back to the constitution and what the hall is for and make it accessible to our community groups.</p>		
<p>(190819-3) DM- In response to HH and consulting Martin Rich, Constitution states area of benefit but doesn't specify Elected Trustees having to come from this area. Martin explained its good practice to have Elected Trustees from the Parish to avoid the Hall being run by another Parish, but not really a problem if there are strong connections to the Parish. Co-opted Trustees are really for a specific task and maybe in post for a short time. HH remembered this was not the case in the beginning and showed DM the original scheme. It was agreed that we would leave as is. This will all need revisiting at the AGM in November.</p>	ALL (AGM)	19.11.19
<p>DM- Martin Rich has said that the Friends will need a Constitution of their own where responsibilities are defined. He hasn't got one but recommended looking at some on the Internet.</p>	AM/DM	19.11.19
<ul style="list-style-type: none"> Update / correct Members paperwork <p>DM- Hasn't located all the original Trustees paperwork and can only go with what's on the Charity Commission website. This will all be updated and reviewed at the AGM.</p>	ALL (AGM)	19.11.19
<ul style="list-style-type: none"> Complete Declarations List (New Trustees) <p>DM-The Declarations form makes reference to: the 'Essential Trustee' which has been sent out, so that the new Trustees are familiar with its content and also the Charity Commissions Safeguarding Policy. Everyone needs to be familiar with this. No one was aware that a Safeguarding Policy exists for the Parish Hall. Discussion then took place as we obviously need one.</p> <p>EHF- we need a demonstrable policy signed by the chair, complied with by the Trustees, DBS checks, etc.</p> <p>Many Trustees have been DBS checked. It was agreed to adopt SATCo's Safeguarding Policy as we are the same charity and this was produced by an experienced person. Fran kindly offered to help as the Regulations/ guidance are changing constantly. Need to include vulnerable adults.</p>		19.11.19

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	Both KW and EHF also have experience in this field. Combined action to produce a Safeguarding Policy. (190819-3) Declarations to be signed at end of meeting. DM- update Charity Commission website.	TH/FM EHF/KW DM	ASAP
4	Declarations of Interest 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	
5	Review the minutes of the previous meeting DM- asked if everyone is happy with the format of the minutes. Obviously actions are required for our employees for accountability but hoped everyone also found them useful, she appreciated that everyone is a volunteer and it's not a big stick, but we do need to move things forward. It was agreed the minutes are fine. She explained there is a section at the end: amendments received prior to the meeting will be typed in blue italics. Amendments received at the meeting will be hand written in blue. When the minutes are agreed as a true and accurate record the Chairperson of the meeting will sign and date the document. It was agreed that the pdf of the minutes will be sent to Edwin for inclusion on the Parish Hall website. Amendments received: Item 10 from SF was read out to the committee as what was said. Item 3 Change of co-opted member to an elected member. Minutes agreed and signed.	DM/ EH	On-going
6	Financial Report RM- SF is not available this evening and there is no financial report. Following my E mail you will all know there is more to discuss regarding the Treasurer post in Item 9. He has spent some time with SF this week and went to the accountants today to collect the accounts. He has not had sufficient time to fully analyse the accounts but has brought copies of the breakdown of costs, which are in fact not very good reading. He went through the figures and explained these are facts, we must be totally transparent. There will be other points to discuss no doubt later after the figures have been interrogated. The work on the percentage use of the Hall is still to be started. FM- Why has getting the books taken so long? RM- didn't know why. ?delays with receipts/books, but added that Sally's accountancy manual spreadsheets are spot on. AM- We need to look at wage bill compared to rental/hire charges. Couldn't understand why the wage bill was in excess of the limits agreed at a previous Committee meeting to which she had attended and agreed the Hall Manager's hours could be increased to 14 hours, but not hours on top of that.		
7	Hall Manager's Report In the absence of the Hall Manager, RM read the report (attached). Removal of obstruction by Fire Doors It was commented that there is a wardrobe in the foyer and this needs to be removed. Hall Manager to be asked who it belongs to.	TH RM	ASAP ASAP
8	User Group Reports RM Went around the room Over 60s- Toilets not very clean on Thursday 19.09.2019 WI- When they had their meeting the sound system was not there. This is usually used		

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	by their speaker and is beneficial for anyone who is hard of hearing. TH will leave it out or just behind the curtain. TH-The microphone belongs to Nub Sound. The Hall will need its own. All agreed to replace it. TH to investigate, ask Ben for advice and whether he may have a second hand one, the internet was consulted by EH and EHF. Maximum £100.00, was agreed by all, but hopefully cheaper. IW- Kitchen in terrible state on Thursday for over 60s cooking, she's never seen it so bad in all the years of using the kitchen. We had to clear the work surfaces, ovens of pots, pans, dishes, drinks containers and wipe all surfaces. Pans in oven dirty. Bags of rubbish, cans on the floor. Confirmed by DM. It was agreed there is too much stuff in the kitchen It needs a good sort out to clear the worktops and be able to keep it effectively clean. WI- We need the toilets and kitchen cleaned for Monday. Referring to the Hall Manager's notes cleaning will be completed RM- Will check on Monday am. EHF- We need the checklist that the Hall Manager completes after Hirers have used the hall. AM- We need a key to be able to replace the toilet roll when it runs out as it was empty for SATCo. Request location of key, checklist from BA	TH	On-going
		TH	Dec 19
		ALL	Dec 19
		RM	23.09.19
		RM	30.09.19
9	Matters Arising RM- wished to discuss the two roles as one item <ul style="list-style-type: none"> Hall Manager / Cleaner RM- As you are aware the Hall Manager and Cleaner have both resigned. They are working to the end of September. He said he had received a letter of resignation from BA on August 19 th where it was cited that the Trustees had increased the scope of her job. He said the letter is available if anyone wants to see it. RM read his reply to the letter which explained that the actions that had been requested from BA correlated to the Hall Manager's job description. He has issued a list of requirements from BA. Some of this information was received just prior to the meeting along with a letter, which he read out. A debate about Hall Manager/Cleaner roles then took place. RM asked if in the short term we can agree to not employing a Hall Manager or a Cleaner and if the Trustees are happy to muddle through. The issue being that having received the accounts the Hall cannot afford it, the situation as it is not sustainable. He suggested we need to get a feel for the hours involved to keep the hall clean and tidy, carry out the necessary inspections, etc. so that we can create a job role that is fit for purpose. He said Di and I will do the weekly H&S checks and let people in when we are available. Concerns were raised over the commitment as we had not yet been able to see the bookings diary. But the impression was that the hall wasn't that busy except for routine bookings. EHF- Tina has kindly offered to step in. We need a walk through to see where we are and what are priorities are. This was unanimously agreed. DM- We should have everything we are going to get from the Hall Manager on 30 th September and we will know if we are lacking in any compliance issues and this walk through can happen as soon after. If we can get the electronic bookings up and running, with Paypal, etc. the post would be different maybe a cleaner/caretaker with less hours. DM- In the past if you hired the hall you left it clean, perhaps we should have a deposit system so that if the hall is left dirty a cleaner can be employed. EH- felt cleaning should be split off.	RM/DM	Weekly
		EHF	10.19

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	<p>pursue this.</p> <p>DM- Secure Communities Scheme from Fran, has spoken to Bobbi Davy. The scheme is over-subscribed, but goods are more likely to be awarded than cash. A business case needs to be put forward including the problems, use of multiple keys, who uses the hall, explanation of the property etc.</p> <p>DM is waiting more information but they advise on the product and award it if we were to be successful. If they do the Smart Lock maybe this is worth pursuing.</p> <p>DM to send information to FM and EH to move security forwards.</p> <p>FM/EH</p> <p>On going</p>	
	<ul style="list-style-type: none"> Trees <p>(190819-9) No quotations received from BA</p> <p>RM-Has contacted the South Hams Tree Wardens, but nothing to date.</p> <p>FM-Needs a written report for trees near the school.</p> <p>DM-RM and a fellow Parish Councillor have removed a dead branch from the tree adjacent to the school entrance.</p> <p>RM</p> <p>19.11.19</p>	
	<ul style="list-style-type: none"> Rigging <p>(190919-9) No information from BA regarding status of the rigging or canopy support.</p> <p>TH- The chain gantry supports had been replaced by steel rope.</p> <p>Backdrops need looking at, the pulley systems. They are on drainpipe rollers and have been painted many times and so the weight needs to be considered.</p> <p>KW-They have failed to work in the past.</p> <p>EHF-6 monthly testing for accessories to lifting. To send information to TH.</p> <p>DM-There is a risk assessment completed prior to the Pantomime, this needs to be reviewed ASAP and the findings made available to the committee.</p> <p>All agreed this needs sorting.</p> <p>TH to talk to NT and bring any potential problems and hopefully solutions back to the committee.</p> <p>EHF</p> <p>10.19</p>	
	<ul style="list-style-type: none"> H&S Inspections <p>(190919-9) No H&S Inspections received from BA.</p> <p>RM- EDF has produced sheets for us to use.</p> <p>NT/TH</p> <p>25.10.19</p>	
	<ul style="list-style-type: none"> Food Hygiene <p>(190919-9) KW- has investigated the online course is £12, anyone wanting to do it contact the secretary before booking it.</p> <p>DM- looking at the 1-5 it appears a voluntary scheme</p> <p>Registration of the food business is EU legislation, which is due to be updated. The Foods Standards Agency talks about the undertaking and organisation and if something is done regularly it comes under the Regulations. You could end up with a kitchen being registered by numerous groups or organisations. All food allergens need to be displayed. TH- Poster for the next Farmer's Market</p> <p>On speaking with Martin Rich he advised asking those with kitchen premises experience to help us and advise. RM to ask Matt in the Treby Arms.</p> <p>EHF- Tina can assess kitchens. It was agreed to ask Tina for help.</p> <p>Martin Rich will be here in October and will look at our kitchen as well.</p> <p>FM- The school can help with advice.</p> <p>TH</p> <p>29.09.19</p> <p>RM</p> <p>19.11.19</p> <p>EHF</p> <p>19.11.19</p> <p>FM</p> <p>19.11.19</p>	
10	<p>Fund Raising Events</p> <ul style="list-style-type: none"> Farmer's Market <p>AM- 17 stalls now booked.</p> <p>Can Charlotte Pine, Horse Carriage Rides attend? This was agreed in a cordoned off area. AM to see and copy Public Liability Insurance. Sign for handwashing/or gel</p> <p>AM</p> <p>29.09.19</p>	



	<p>required if petting horses.</p> <p>After discussion regarding access and edge protection for the stage, it was agreed that the stage wasn't to be used for stalls.</p> <ul style="list-style-type: none"> • Christmas Fair <p>AM- asked for a decision on a date for the fair. Agreed on the 14th December.</p> <p>RM- asked if AM can keep everyone including the Friends in the loop</p>	AM	On going
11	<p>Any Other Business</p> <p>RM- Informed the group that Julie Lock has stood down as a Trustee and he would like to thank Julie for all her hard work on the Sparkwell Fayre.</p> <p>RM- The Music Licence has been applied for.</p> <p>DM- Apparently there is an agreement that SATCo pay for half this invoice? RM to discuss with Geoff Perham</p> <p>RM- I would like to include a Correspondence Received item on the agenda</p> <p>DM- I have received information that the BT contract is due to end in 6 months and we may see an increase in tariffs. EH to investigate this and our renewal contract. Letter given to EH.</p> <p>DM- Has recently attended an asbestos update. We need to ensure that the asbestos register for the Hall is up to date. DM/RM to investigate.</p> <p>DM-We have been given a long list of outstanding items for the hall by SF. As a new committee we can't do all these things at once. We need to prioritise them, maybe after our walkthrough, so we have a complete picture.</p> <p>DM- I have been sent details by Martin Rich, on the Hall Mark Scheme. The Hall always used to receive awards and there's no reason why it can't again. The Scheme is in three tiers. We need to be doing it all anyway so following the scheme will help us. It was agreed as a way forward.</p>	<p>RM</p> <p>DM</p> <p>EH</p> <p>RM/DM</p> <p>All</p> <p>All</p>	<p>12.19</p> <p>On-going</p> <p>2020</p> <p>19.11.19</p> <p>On-going</p> <p>On-going</p>
12	<p>Date of Next Meeting</p> <p>Friday, October 25th, 19:30, Committee Room, Sparkwell Parish Hall.</p> <p>Community and Friends to be advised</p> <p>Date of AGM</p> <p>Tuesday, 19th November, 19:30, Committee Room, Sparkwell Parish Hall.</p> <p>Ad to be put in pump</p>	<p>AM</p> <p>DM</p>	<p>10.10.19</p> <p>10.10.19</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

Amendments from meeting in blue handwritten script (Item 9)

All present agree this as a true and accurate record

Signed.....  Chairperson

Date..... 25-10-19