

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Monday 31st January 2022 Time: 20:00

Venue: Sparkwell Parish Hall

Present:

Robin May (RM),	Parish Council (TBA), Chair
Diana May (DM),	Elected, Secretary
Jenny Reynolds (JR)	WI
Fran McLoughlin (FM)	Sparkwell School (via zoom)
Peter Tremain (PT)	Elected
Nigel Thorne (NT)	SATCo (Arrived 19:20)
Vicky Foss (VF)	Elected
Ray Foss (RF)	Elected
Laura Cole (LC)	Elected, Friends
John Reynolds (JohnR)	Short Mat Bowls
Breda Bland (BB)	Church

Apologies:

Kathryn Hussey (KH)	Elected, Treasurer
Edwin Harris (EH)	Elected, Communication
Edwina Hutton-Fellowes (EHF)	Elected

Absent:

Tim Horton (TH)	Elected
Andy Strike (AS)	Badminton Club
Kim Watters (KW)	Elected

Agenda Item	Description	Action by whom	By when
1	Welcome & Apologies (RM) Apologies as above. RM welcomed two new Trustees, Jenny and John Reynolds Representative Members for WI and Bowls respectively. Paperwork to do and DM will update the Charity Commissions website. Everyone introduced themselves to Jenny and John.	DM	ASAP
2	Open Forum (RM) No members of the public present.		
3	Constitutional Matters Safeguarding Policy (ALL) FM kindly agreed to review the policy earlier than required (March 2021) so that it can be recirculated to everyone for signing.	FM	
4	Declaration of Interests FM, Head Teacher of Sparkwell School and RM being a Board Member 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		
5	Review the minutes of the previous meeting The minutes of the meeting on 11.11.2021 were agreed as accurate and signed. Publish on website	EH	ASAP
6	Financial Update (KH) DM read message from KH Current account balance: £15,224.65 Capital savings account: £7,500.19		
7	Correspondence Received (ALL) DM read an email received from Gill Mc Ewing regarding the		

	<p>reclamation of the woodland area behind the Parish Hall. She is asking for £2500.00 from SHDC, Estimated total cost £4000.00 DM reported that the tree survey which cost £500, which we had completed a while ago would have to be reviewed because increasing the access to the area would alter the scoring. This along with the required tree work could eat into a lot of the budget. All the tree work that was previously recommended has been completed. The area is a mess with so much laurel and it would be fantastic to clean it up. FM- would be much better to look at from the school. Another dog poo bin was suggested but RM said it's getting it emptied that is the problem. DM fed in EHF comments and informed the group that Gill has been awarded £1500 and this will be matched by the SPC. Enthusiasm and help from the community will be required to make it happen. The consensus was to support the idea in principle but the committee would like to see a plan of the proposal with where the paths, planting, bird boxes etc. will go and unanimously decided on not having a pond. DM to feed back to Gill</p>	DM	ASAP
8	<p>User Group Reports (ALL) <u>SATCo</u>, NT reported to RM a while ago that the under-stage door was again wide open and didn't receive a reply. RM- apologised for not getting back to NT but it wasn't a worry it was from when ACE Fire were in the building trying to find the fault with the fire panel. <u>WI</u>, JR asked who refills the first aid boxes. DM- the secretary and requested that if anything is used the accident book needs to be completed. Access to the WI cupboard in the store is a problem. If PT is setting out the tables he will check the area is clear but often members arrive before. RM will clear the area and put it in the shower (Which as previously agreed, will become the cleaning cupboard when it has a door fitted) The chemicals will be left in the steel cabinet for now in the lockable store until we have a lockable door on the shower. The lock also needs sorting on the steel cabinet. RF kindly agreed to look at the lock DM- to ask badminton to make sure the stands are stored safely and away from the WI cupboard.</p>	RM RF DM	ASAP ASAP
9	<p>Matters Arising</p> <ul style="list-style-type: none"> • Appointing of a Trustee to oversee, manage and recruit Friends of Sparkwell Hall. (RM) At a meeting in 2019 when the hall was in trouble, lots of people attended and showed interest in helping out with things in the hall but didn't necessarily want to be on the committee. They signed up as Friends of the Hall. This hasn't really been a success RM- the group would need a constitution (examples available on the internet), someone to motivate and engage It was suggested that LC would be amazing in the role and she kindly accepted. • Fire Precautions (RM) Panel fault. Zone 2 is broken Whilst zone 2 has been put onto the spare zone 4 slot and the building is protected it isn't ideal and is beeping. DM has a quote from ACE (£1790.91 + VAT) which all agreed to accept as it was felt to be reasonable and they know the building and the system. DM- it was previously agreed to include a dialler as Trustees never know if the fire alarm is activated. DM to ask for price of dialler and if reasonable proceed. <p>RM- DM completed the fire risk assessment This needs to be agreed as we are all responsible and we need to start addressing the issues.</p>	LC DM	ASAP

	<p>DM- It's a legal requirement, RA is in part subjective, happy to amend it but we need to adopt it and have it in place. The internal fire doors need inspecting, they are not closing properly. We need to fire proof the stage curtains. NT will have a look at the assessment and also reported the linings are falling to bits on the curtains.</p> <p>RM Lots to do. We need to address the curtains over the fire doors</p> <p>DM to send it out for Trustees to comment.</p> <ul style="list-style-type: none"> • Carpet foyer (DM/NT) Sample book shown Coal Grey chosen. NT to obtain quote. <p><i>FM left the meeting</i></p> <ul style="list-style-type: none"> • Car park (RM) <p>Surface degrading already as so much use. Would like to tarmac surface but quotation was over £30,000.00 Need to check the outside emergency lights and how well illuminated the escape route is. Solar lighting was considered an option at last meeting EHF has sent over the ones she has installed (Proxinova £39.99 Amazon) All agreed to purchase one and see what we think as it will always have a use.</p> <p>RM- wanted to enquire how the lady was that fell and if school are now leaving their outside lights on? DM to ask FM</p> <p>New Private carpark sign needed with at your own risk etc.</p> <ul style="list-style-type: none"> • Security/Doors/Grant (KH/FM/RM) <p>RM- Need to get this done, particularly the front door with the improved access and security and to save DM and VF trips to the hall and also know who is in the hall. DM read the two quotes</p> <p>It was agreed to proceed with the Secur-a-door Ltd quote. DM to inform them that we accept their quotation but we would like to see the design and a sample door or go and visit a door in situ and chose the colour</p> <ul style="list-style-type: none"> • SATCo (RM) <p>RM- Enquired if there was any progress with SATCo discussions, finance etc. NT-no AGM as yet. Nothing definite decided. DM needs to know dates if panto is going ahead to block out the diary as getting bookings enquiries RM to contact Geoff Perham</p> <ul style="list-style-type: none"> • Trees (DM) <p>DM explained the issues with Arbocure to the new Trustees and still hasn't had any correspondence from them Item removed from the agenda.</p> <ul style="list-style-type: none"> • Under stage door (NT) Deferred • Sound system (TH/FM/KH) Deferred • Decluttering (ALL) Deferred • Food Hygiene update (DM) Still nothing from South Hams following JB work. NT –not cooking now so don't need it. PT-the premises need to be at a standard as do those who use it. <p>DM- we intended to go for our hygiene rating for the kitchen.</p> <ul style="list-style-type: none"> • User checklists/risk assessments (DM) Deferred • Hall Mark Scheme (DM) Deferred • Grass DM asked if everyone is happy with the grass and shall we get them to clear the bramble area so we can plant a tree there All agreed to get a price • Ocean City toilet facilities/car park <p>DM reported that nothing has changed with Ocean City. The visiting teams particularly are knocking on the door to use the hall toilets when the hall has been privately hired. The car park is still being used and no notice is taken of the barrier. The on-going issue was explained to the new Trustees.</p> <p>A lengthy debate ensued. Last meeting DM was charged with finding out prices for portaloos so that a comparable price could be charged</p>	<p>NT</p> <p>DM</p> <p>NT</p> <p>RM/DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>RM</p> <p>DM</p> <p>DM</p> <p>DM</p>	<p>With minutes</p>
--	--	--	---------------------

	<p>should we make a hall toilet available. DM- Brandon's portaloos are £60 +VAT per week but for a long hire it would be £36. Security issues with allowing access to the toilet only. It was decided that a hinged wooded screen could be constructed that would enable the bottom toilet to be used solely by Ocean City. The cost would be £36 per week. It would be under the same conditions of hire, cleaning it etc.as the rest of the hall DM to write to Ocean City prior to works being started to see if this is of interest to them.</p> <ul style="list-style-type: none"> • Hallmaster booking system (DM) Deferred • Washroom Services DM reported that she has now cancelled 365 at the end of February and South West Hygiene will now collect our feminine hygiene and nappy waste monthly when they visit the school. We thank the school for agreeing to provide access to the hall 	DM	
9	<p>Bookings update and Calendar (DM) DM reported that she had met with EH and VF to discuss how they are going to move the bookings forward and hand it over smoothly to VF. To avoid using personal emails any longer emails are to be sent via Fasthosts. DM tried to send emails through Fasthosts and the recipients didn't receive them. So this is on hold until it's sorted. When it is working EH, VF and DM will be able to see all the emails that go to bookings@sparkwellparishhall.co.uk and all will be well. EH can set up personal email addresses and DM proposed that KH has one as well and anyone that acts on behalf of the hall so that we can all communicate in this way so it gets it away from our own email addresses and there is a record. All agreed Update Hire agreement on the website Hallmaster trial will be on hold until Vicky is up to speed. DM gave a bookings update: In addition to our regulars since the meeting on the 11.11.2021 Scouts sleepover 1 wedding 12 birthday parties Some casual meetings, a Christian group, Tungsten West, and the school</p> <p>DM will send a calendar out for next 2 months if anyone can help with letting people in and locking up it would be appreciated. Please let DM know.</p> <p>RM outlined that there were issues with the wedding held on 18.12.2021 A special damage deposit of £100 was taken. This was paid by the wedding planner. The conditions of the hiring agreement were not met. DM wanted to ask the committee how much of the deposit should be returned. A long discussion was had. The full statement of events will be documented separately to the minutes. DM.to itemise the issues and write to wedding planner with the committee's decision not to reimburse the deposit. DM- Propose we only do local weddings if there is a need in the area of benefit for a cheaper/local venue. RM- would like us to get back to our constitution. Weddings are a lot of work for a small number of people. All agreed All agreed EH/DM to change website</p>	EH EH EH ALL DM EH/DM	ASAP ASAP ASAP ASAP ASAP ASAP
10	<p>Fund Raising Events/Events</p> <ul style="list-style-type: none"> • Platinum Anniversary celebrations (LC/DM) <p>Unfortunately after our last meeting KH had to regretfully stand down from organising the jubilee celebrations.</p>		

	<p>After discussions and correspondence with KH DM made some preliminary enquiries with the church, the school, the Treby Arms and whether any funds can be released from the Trust Fund (Next meeting on the 02.02.2022 and then not until July) prior to this meeting.</p> <p>DM- having spoken to the above parties a joint jubilee committee with the church needed to be considered. Possible suggestions: a picnic on the field, bouncy castle, children’s entertainment, games, bring your own food and drink (saves the issues of food hygiene, allergies etc.), best decorated table, music, singing, open mic. Maybe a tea dance afterwards in the hall. Make a crown competition, Bunting. Depending on funds etc.</p> <p>The most important thing is to try and bring the community together and have some fun as we have with previous jubilees.</p> <p>RM- asked the question would the Parish Hall Committee like to run a community event? (with the church) All agreed we would.</p> <p>FM- It’s at the end of half term and not sure who will be around and some may be attending jubilee events in their own areas. Maybe things can be done in school up to half term. ? Poster competitions. ? Maypole if enough people around. FM asked if those attending Sparkwell School from outside the area could attend this event and this was agreed. FM kindly agreed to inform Ocean City and make the field available</p> <p>DM-Talking to Nikki (Treby), we will work together on this and not clash events.</p> <p>DM-Plant a tree on the area we are getting cleared?</p> <p>RM- asked the question what do we want to do? Long discussions ensued.</p> <p>It was agreed a Picnic on the Pitch, if possible bring your own blanket, table, gazebo, we would need to assign pitches and know how many, bouncy castle, bunting, entertainment, races. Ice cream van. Tree</p> <p>RM- What day, time? All agreed 2-4pm maybe a bit longer. Sunday 5th June and be part of “The Big Jubilee Lunch”</p> <p>RM-Who wishes to be on the sub-committee with the church? The following Trustees that were present agreed to be part of a sub-committee: Laura (Facebook, leaflets for all the houses, bunting), Di (Bouncy castle, entertainment), Ray.(Races) We will keep Fran in the loop via e mail. Also church members, absent Trustees and members of the community, who wish to get involved with roles to be defined.</p> <p>RM-Budget All agreed that DM should ask the Trust fund for £500 and the hall will match this.</p> <p>All agreed to get on with bookings and purchasing before everything is unavailable.</p>	FM	
11	<p>AOB</p> <ul style="list-style-type: none"> • Charity Commission Annual Return (DM) This needs completing urgently • Heater Bulbs (RM) The heaters are a great success but would like the ok to buy replacement bulbs regularly to maintain a stock. <p>Agreed</p>	RM/DM /KH RM	

	<ul style="list-style-type: none">• On-going Maintenance (RM) Has spent several hours in the hall this month, the grey water system failed, and one of our new heater switches was smashed at a party. All has been sorted RM reported that we finally catching up with jobs and need to maintain the hall structurally and aesthetically Soffits falling down. It needs to be managed would anyone like to take this on. RF happy to help• Charging the Parish Council (DM) RM left the room. DM explained that the Parish Council meet at both Hemerdon Hall and Sparkwell Hall. We charge the PC for using the committee room and Hemerdon do not. SPC are the custodian Trustees of the Hall and asked should we be charging the PC or not? Everyone agreed not to charge the PC for regular meetings. DM to inform the clerk	RF/RM	
12	Date of March meeting Wednesday 16 th March 19:00 hours		