

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Wednesday 16th March 2022 Time: 19:00

Venue: Sparkwell Parish Hall

Present:

Robin May (RM), Parish Council (TBA), Chair

Diana May (DM), Elected, Secretary

Jenny Reynolds (JR) WI

Kathryn Hussey (KH) Elected, Treasurer

Edwina Hutton-Fellowes (EHF) Elected Vicky Foss (VF) Elected Ray Foss (RF) Elected

John Reynolds (JohnR) Short Mat Bowls
Nigel Thorne (NT) SATCo (intermittently)

Apologies:

Edwin Harris (EH) Elected, Communication

Peter Tremain (PT) Elected

Fran McLoughlin (FM) Sparkwell School Laura Cole (LC) Elected, Friends

Brenda Bland (BB) Church Tim Horton (TH) Elected

Andy Strike (AS) Badminton Club

Agenda Item	Description	Action by whom	By when
1	Welcome & Apologies (RM) Apologies as above. RM informed the meeting that KW has resigned as a Trustee but is still happy to help out if available.		
2	Open Forum (RM) No members of the public present. Gill Mc Ewing (GME) and Tina Hutton-Fellowes (THF) attended and presented their vision of the wooded area owned by the hall. The wood to be cleared of laurel and turned into an area for wildlife, woodland information board, natural hurdles, open area for seating and a row of silver birch on edge of grass area at the far side of the carpark All agreed Points to consider, a path for school children to be included on the grass area at SE edge of car park. Hall to clear area between park and wood. All agreed-DM to appoint our grass cutters to carry out this work as per their quotation, £75. THF to check for hedgehogs prior. DM to contact our neighbours prior to work. Tree survey to be revisited. DM to provide GME with details. Woodland noticeboard to incorporate information that it is a wildlife area. DM to write to Beechwood re gate on boundary as to who is responsible. FM- school supports plans and asks to be kept in loop in order to update parents and offer of help.	DM	
	RM-whilst GME and THF present can we discuss where we are with the Jubilee celebrations. EHF outlined what has been achieved so far and presented a budget statement and plan. RM thanked EHF, we need to have a separate Jubilee meeting as not everyone on this committee wants to be involved or in fact lives in the village. Also donated money from the Parish Council etc. needs to be properly accounted for and spent through the hall account. It was agreed that a Jubilee meeting will be held on the 23 rd March at 19:00 hours to progress the celebrations and all those interested in the Parish will be invited to attend with their ideas and offers of help. EHF to put on FB.	EHF	



	property 1 managed		
3	Constitutional Matters Safeguarding Policy updated by FM, sent out with the agenda was adopted and	DM	
	signed by all those present. Will be recirculated at next meeting for those Trustees that were absent	DM	
4	Declaration of Interests		
	RM being a Board Member of the school and also being 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		
_	Review the minutes of the previous meeting		4045
5	The minutes of the meeting on 21.01.2022 were agreed as accurate and signed.	EH	ASAP
	Publish on website		
6	Financial Update (KH)	KH	
	KH will provide details of the financial position on the date of this meeting		
7	Correspondence Received (ALL)		
	Ocean City Andy Rowe (Item 9)		
	Covid Update from Devon Communities Together (DM) DM has received a sovid update and will write a brief version for hall upors.	DM	
	 a covid update and will write a brief version for hall users Sharon Vincent Ace Events (DM) DM has had a conversation with 	DM	
	Sharon Vincent Ace Events (DM) DM has had a conversation with Sharon Vincent regarding starting up the Farmer's Markets. The hall would be hired to Sharon for the purpose.		
	All agreed to go ahead RF- for minimum of 3 months to get it off the	DM	
	ground. DM to pursue	ואוט	
	Jumpin Janners inflatable hire (DM) Read an e mail from Jumpin Janners		
	who are proposing stay and play sessions for the local community. Once		
	every 1 or 2 months. It was agreed to proceed on a trial basis in the	DM	
	school holidays. Prices need to be accessible for local people. DM to		
	pursue Clean Croup (DM) DM informed the committee that there has been a		
	 Clean Group (DM) DM informed the committee that there has been a price rise to £19.00 +VAT per hour. Agreed to continue to use Clean 		
	Group		
	 DM informed the group that Drake Judo had stopped their sessions in the 		
	hall on 18.02.2022 She hadn't been told until she received an email on		
	16.03.2022 and had continued to invoice them. DM has arranged the		
	return of the keys.		
8	User Group Reports (ALL)		
	JR- informed the group that the WI were happy that the store had been sorted		
9	and the cupboard accessible. Matters Arising		
	Fire Precautions (DM) The fire panel, detectors and call points have been		
	replaced. We now have a dialler installed which will need wiring up and		
	programming with Trustees numbers that are happy to investigate if the	DM/RM	
	alarm goes off. JR,and JohnR, VF and RF, EH, DM and RM. EHF – will		
	investigate if she hears it. Will set this up when wired and train all		
	Trustees on the fire panel.		
	Fire Risk Assessment. Comments from NT that it looked fine. DM would	NT	
	like a second opinion. NT to send details of a Fire Risk Assessor. Solar Light trial RM to set it up	RM	
	 Carpet foyer (NT) Quotation from NT. Will send out for a remote vote 	DM	
	when received		
	Car park (RM) RM reported that the surface continues to degrade with		
	potholes. People parking on the grass. Need to fence off area by park.		
	DM would like to incorporate that area as a path so that children can walk		
	to school from this end of the village without crossing the carpark as it's		
	chaos in the mornings.		
	RM we have a car that's been parked in the car park and has not gone anywhere. DM has made contact and they know they need to move it.		
	anywhere. Divinas made comact and they know they need to move it.		
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	SPARKWELL PARISH HALL		
	 They are waiting for the battery to arrive. Need to have a new sign made, more prominent. People don't realise it's a private car park Front Door (RM) Design of the door was circulated After discussion it was agreed the colour would be Cement Grey RAL7033. For manufacture to commence the Smartlock needs to be bought as the lock will be dry fitted 	EH	
	 and then the door powder coated afterwards. DM to ask EH to order the Smartlock or provide details SATCo (RM) RM asked for the finances to be discussed as last meeting. SATCo under the impression it was all sorted. This is not the case as it hasn't been voted on by the Trustees. RM to attend the SATCo AGM in 	NT/RM	
	 April and then it can be finalised. Sound system (TH/FM/KH) TH is obtaining 3 quotes KH no grants available at present but will get another quote. NT to send equipment list to KH. 	TH/KH/ NT	
	 Charity Commission Annual Return (DM) DM reported that she had completed the annual return, as we hadn't earned any money it was much shorter The 10k grant wasn't taken into account 		
	 Wedding on 18.12.2021 / Weddings (RM) RM reported that we wrote with the comments from the Trustees. We haven't heard anything as yet. On-going Maintenance (RM) RM would like to thank RF for agreing to repair the playpark fence, receipts need to be given to KH for 		
	reimbursement. • Playground Equipment-Defects found by SHDC monthly inspection (RM) Disappointing that the seesaw mounts have failed in the park. Only installed less than 4 years ago. Playquip have tighten up the mount but	RF/KH	
	 it's still loose. DM despite trying hadn't received the SHDC monthly reports, but it is finally sorted On an old report December 2021 it was reported that the infant swing was isolated due to the centre piece being missing. RM to ask Playquip to order a new one. Grass (DM) Quotation for clearing the bramble area. Agreed earlier in 	DM/RM	
	 Ocean City toilet facilities/car park (DM) DM read the email received from Andy Rowe, Chairman of Ocean City, which stated that they can hire a Portaloo for £30 a week and they are happy to rent the toilet facility every time the girls have a home game at Sparkwell. It was the consensus of the Committee that toilet facilities should be provided by Ocean City for all their players, not just the girls team. Portaloo costs of £30 plus VAT a week is only if it was a regular weekly contract. DM to reply to the email stating that the field is not linked to the hall and as such is not our responsibility. But as we are a community we will help but it will be at a hire charge of £30 a week, every week the playing field is used by Ocean City. 	DM	
	 Washroom Services (DM) DM reported that we have now swapped over to South West Hygiene and thank the school for letting them into the hall Matters Arising (Deferred until time allows) Under stage door (NT) 		
	 Decluttering (ALL) Food Hygiene update (DM) No correspondence from SHDC to date. User checklists/risk assessments (DM) Hall Mark Scheme (DM) Hallmaster booking system (DM) 		
9	Bookings update and Calendar (DM) DM expressed her thanks to VF stating that it makes such a difference not doing every weekend and working around the hall each day. She didn't want VF doing every weekend either, so if people can volunteer and do the occasional booking it makes a big difference. JR and JohnR to be trained. In addition to our regulars bookings since last meeting we have had:		
	and the same and t		



	Some casual meetings Christian Group, Brookbanks, Beavers Sleepover. 9 birthdays 2 christenings, 1 with the canopy, RF and VF now know how to put the canopy up.		
10	Fund Raising Events/Events • Platinum Anniversary (RM) Discussed earlier in the agenda		
11	DM-We need to update the notice on the door of contactable Trustees. Who would be happy to add their name and number please. Certainly those who hold keys. VF, RF. JR and JohnR with training.	DM	
12	Date of March meeting Wednesday 27 th April 19.00 hours		