

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Monday 5th September 2022 Time: 19:00

Venue: Sparkwell Parish Hall

Present:

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| Robin May (RM), | Parish Council (TBA), Chair |
| Diana May (DM), | Elected, Secretary |
| Jenny Reynolds (JR) | WI |
| Vicky Foss (VF) | Elected |
| Ray Foss (RF) | Elected |
| John Reynolds (JohnR) | Short Mat Bowls |
| Peter Tremain (PT) | Elected |
| Fran McLoughlin (FM) | Sparkwell School |
| Nigel Thorne (NT) | SATCo |
| Kathryn Hussey (KH) | Elected, Treasurer |
| Ian Wilson (IW) | Elected, |
| Corey-Ann Lidstone (CL) | Member of the Public |

Apologies:

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| Laura Cole (LC) | Elected, Friends |
| Brenda Bland (BB) | Church |
| Andy Strike (AS) | Badminton Club |
| Edwin Harris (EH) | Elected, Communication |

| Agenda Item | Description | Action by whom | By when |
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| 1 | Welcome & Apologies (RM) RM welcomed all to the meeting and introduced Ian Wilson who has kindly offered to take on the Treasurer role from KH and Cory-Ann Lidstone, attending as a Member of the Public. No apologies have been received. | | |
| 2 | Open Forum (RM) CL was invited to discuss her proposals for the Farmer's Market. CL doesn't want to see the FM stop, has family and friend connections with the Parish, better advertising is key, CL doesn't want to run it as a business for profit but is happy to do so voluntarily and continue attending with her stall. Due to the liabilities and insurance requirements with running such an event CL is happy to become a Co-opted Member of the SPHPT and bring the FM back into the hall with regards to profit. The kitchen is the biggest problem due to the lack of local volunteers. It was agreed to rent out the kitchen and committee room to a suitable, insured provider, AI to be asked. CL would like to run a Christmas Market in December, it would be lovely to reinstate the grotto. All thanked CL and voted yes to her becoming the Events Coordinator. We hope there will be more help from the community on the Sundays, ? contact Laura to see if the Friends she recruited may help? The Trustees will help as always where they can. Whoever hires the kitchen will be responsible for the kitchen, committee room set up and clearing away. DM to send Trustee information and any FM contacts, information etc. to CL | DM | |
| 3 | Constitutional Matters Safeguarding Policy- PT signed the policy | | |
| 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 | | |

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| | <p>interest on any matters regarding the school tenancy as the Hall is the Landlord of School. No other declarations of interest declared</p> | | |
| 5 | <p>Review the minutes of the previous meeting The minutes of the meeting on 13.06.2022 were agreed as accurate and signed. Publish on website</p> | EH | |
| 6 | <p>Financial Update (KH) No financial update was available at the time of the meeting. Account balances as of 6.9.2022 Treasurers Account £16878.35 Savings Account £7500.82 KH is meeting with IW to hand over the Treasurer's role. KH The mobile contract still needs to be cancelled. EH to do. It is costing us over £20 a month and is never used.</p> | KH/IW EH | |
| 7 | <p>Correspondence Received (ALL)</p> <ul style="list-style-type: none"> DM informed the group that TH has now stood down as a Trustee due to work/panto commitments. We would like to thank TH for his contributions to the hall. Utility Aid- DM has received an email from Utility Aid following us seeking their help. They are very busy at present and are we happy to carry on as we are for a moment? Their prices are £1 per kWh at present. All agreed to wait as we are tied in at 16.8p/kWh until End of April 2023. DM to write back to them with our end of contract date. <p>All other correspondence is in Matters Arising</p> | DM | |
| 8 | <p>User Group Reports (ALL) Everyone happy. NT- Tuckshop is in store, on wheels so no problem. Any problems with cleanliness after SATCo bookings let NT know.</p> | ALL | |
| 9 | <p>Matters Arising</p> <ul style="list-style-type: none"> Fire Precautions (DM) We had previously decided that we wanted a second opinion on the fire precautions for the hall. It would cost to get an expert in, so DM sent the draft FRA to Devon Communities Together for an opinion, as they ran the seminar that DM attended. It was considered to be very thorough. Martin's main concerns are AM-dram equipment and clutter, need to check our stage curtains, if we have the funds to put a fire shutter between the kitchen and committee room then do it, but low risk and not retrospective. More concerned about smoking close to the building and cigarette ends ending up in rubbish bins. All Trustees, those in charge of events should access online fire extinguisher training. <p>RM- went through the action plan as we need to move on with some of the issues raised. Stage curtains- NT to measure and check for label DM to investigate. Outside light by emergency exit- RM Metal cupboard for foyr for cleaning equipment for users in order to clear electrical cupboard – DM After discussion, no smoking signs for outside the entrances and remove bin that is used for cigarette ends but also rubbish- DM Electrical works as per the latest EICR – RM PAT Testing some due in November- KH to get another quote Policy for extension leads – DM No portable heaters unless tested, fixed safely and on SATCo FRA- NT Reduce amount of AM-dram clutter. NT working on this, benches aren't helping under the stage. DM to ask Paul. RM/DM to meet NT to decide what can be thrown out from the showers/store and move the marquee. RM nearly finished sorting the mezzanine Clear showers etc. – RM/DM/Trustees DM to send FRA to Gemma Parsons in order that points raised related to SATCo can be incorporated into the next performance FRA by Jo</p> | ALL | |

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| | <p>Cooper- DM Internal fire doors need repair. RM to ask a local carpenter if he can donate a couple of hours, DM to put request on fb. KH suggested registering the organisation with Time Bank Assembly point sign - DM</p> <ul style="list-style-type: none"> • Carpet foyer – NT to ask son-in-law to correct sharp edges • Car park (RM) Permits for 3 houses obtained. 1 house empty. Campervan now gone. DM- written to the Language Power Station in the hope they may help us with resurfacing the carpark. • Front Door (RM) Update received today. Assembled, powder coated, glass has arrived We need RM, EH, DM and VF available for installation so we can get the lock working. DM to organise • SATCo (RM) Apologies as away for the SATCo meeting on 22nd June. Wrote draft agreement as to what was discussed at the informal meeting between members of SATCo and the SPHPT. RM has sent to Geoff Perham for approval and then we can vote on it as a committee. NT will see Geoff. DM will send it out to the Trustees so that it can be voted on • Sound system DM taking this on as we need to decide what we want in the hope that FM is successful with the grant application • On-going Maintenance (RM) DM- thanks to RF and RM for more playpark maintenance • Playground Equipment- (RM) Most recent report from South Hams has picked up the gates closing too fast and a hollow developing under the yellow slide. DM has contacted Playquip again as the surface is guaranteed for 5 years. No response and they will probably cite water as the problem. DM now has the specs on laying the surface and foundations etc. from Kompan but as it was supply only they can't do anything. They have however given the name of another installer. It was agreed for DM to pursue our defects with them • Woodland Project (RM) read an email from Gill McEwing Progress in September. A few setbacks with the trees being attacked? What or who. We need to sort out the bog area, build hurdles and define paths • Management/ownership of land around the playing field/Japanese Knotweed (RM) DM has contacted Stags who are the land agents for Beechwood Estate who originally donated the land place and we now have the land registry documents for 3 of the title deeds. This shows that Devon County Council are responsible for the Japanese knotwood areas and also the verge by Seaton Orchard that RF has recently cleared of bramble. FM explained they repair the wooden fence and the history of the Japanese Knotwood treatment. DM had contacted Landscape Matters who treated it prior and they visited the site and couldn't find it. DM has looked for it and it appears to have disappeared FM will also check. DM to write to the Parish Council and inform them of our findings To note not all the playing field area appears on the title deeds so there maybe another document to cover this area at the Land Registry. • Youth Club (KH/RF) KH having talked to local parents- there is nowhere for younger children to meet. Suggesting a parent supervised meeting place. Will see if there is still a need and support. RF- suggests running the Sparkwell Sports Youth Academy for 11 - 16year olds. Where taster sessions for lots of sports will be offered. The 1st being Badminton on 20th October, followed by Short Mat Bowls. KH-football is well attended on a Thursday. All agreed good idea. DM- if it was run under the SPHPT the insurance will be available. Discussion- Should younger children be included, especially Year 6? DBS checks, Safeguarding Policy, emergency contacts for the children, | <p>NT</p> <p>DM</p> <p>NT</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>KH</p> <p>RF</p> | |
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| | <p>First Aid, etc. required. Funding. ? subs. RF has support from the Lions/Rotary. Happy to fundraise. ? Tuckshop. As it's for the community ? charge unit costs.</p> <p>RM- made the committee aware of the unit cost calculations. Using the Acre approach 1st May 2021 to 30th April 2022 Unit cost is £13.60 per hour + 10-15%</p> <p>We were closed for part of the year due to covid. So 1st August 2021 to 31st July 2022 Unit cost is £10.63 + 10-15%</p> <p>The unit cost will vary each year. At present we are only just covering our costs and when we are no longer on our fixed energy tariff we will be loosing money on our current regular booking tariff.</p> <p>VF- Are we going to put up the price of birthday parties? It was agreed that the price of birthday parties will be increased by £5 after Christmas and we will stay with the one rate for all. VF-our hirers are implying we are quite cheap. KH to provide DM with a price list of facilities in the area. The hall hiring prices haven't been reviewed for years.</p> <p style="text-align: right;">KH</p> <p>Matters Arising (Deferred until time allows)</p> <ul style="list-style-type: none"> • Under stage door (NT) RM asked NT about the state of the under stage door. It is secure. NT did inform the group that it is damp under the stage. • 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 | <p>Bookings update and Calendar (VF) It is quiet for the next 3 weeks. Everyone seemed to want October with lots of changes of mind.</p> | | |
| 10 | <p>Fund Raising Events/Events</p> <ul style="list-style-type: none"> • Farmer's Market (DM) Discussed | | |
| 11 | <p>AOB</p> <ul style="list-style-type: none"> • Ground anchors purchased for the benches and are now with Paul Sampson | | |
| 12 | <p>Date of next meeting Monday 17th October 19.00 hours</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

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| All present agree this as a true and accurate record | |
| Signed.....  | Chairperson |
| Date..... 17-10-2022 | |