

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Wednesday 27th April 2022 Time: 19:00

Venue: Sparkwell Parish Hall

Present:

Robin May (RM),

Parish Council (TBA), Chair Diana May (DM), Elected, Secretary

Jenny Reynolds (JR)

Kathryn Hussey (KH) Elected, Treasurer from 19:40 hours

Vicky Foss (VF) Elected Ray Foss (RF) Elected

John Reynolds (JohnR) **Short Mat Bowls**

Edwin Harris (EH) Elected, Communication

Apologies:

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**

Edwina Hutton-Fellowes (EHF) Elected

SATCo (intermittently) Nigel Thorne (NT)

Agenda Item	Description	Action by whom	By when
1	Welcome & Apologies (RM) RM welcomed all and gave any apologies received.		
2	Open Forum (RM) No members of the public present. DM need to advertise better	DM	Monthly
3	Constitutional Matters Safeguarding Policy Signed by those present		
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		
5	Review the minutes of the previous meeting The minutes of the meeting on 16 th March 2022 were agreed as accurate and signed. Publish on website		
6	Financial Update (KH) Returned to this item later in the meeting £17,456.01 General account £7,500.00 Capital account		
7	Orrespondence Received (ALL) DM read an email from Gill Mc Ewing regarding the siting of piles of brush on the grass area next to the car park until it is chipped. After discussion it was preferred that nothing goes on that area until after the Jubilee weekend. DM to let Gill know	DM	
	 RM had received an e mail regarding using the hall car park for guests attending a Baptism at the church. DM-It is unusual to be asked. It was decided that those hiring the hall, who pay for the carpark as part of their booking would be asked if they minded and what their use is likely to be. Any future requests will be taken on their own merit and the hall 	VF	



	user will be contacted.		
8	User Group Reports (ALL)	D14	112
0	No reports	DM	
	Badminton stands still put in alcove DM to message AS		
9	Matters Arising		
	 Fire Precautions (DM) Dialler still needs setting up and then subsequent 	RM	
	training on the fire panel.		100
	Fire Risk Assessment. NTs friend doesn't actually do the risk assessment		
	so there will be a cost involved. DM to obtain quotes for second opinion	DM	
	Solar Light trial RM to set it up		
	Carpet foyer Being installed on Thursday NT to attend and ask bowls to	RM	
	use other exit	NT	
	Car park (RM) to visit Newton's Row as agreed and set up permits. Still	RM	
	needs resurfacing, sign etc.	IXIVI	
	Front Door (RM) EH sent Smartlock details to DM Needed to establish		
	that mortice lock would fit new door. This has now been confirmed by	DM	Um/
	Securador. Smartlock to be ordered and sent to Securador		
		RM	
	SATCo (RM) RM couldn't attend as away working. Deferred		
	 Sound system (TH/FM/KH) No quotes as yet just the old NubSound 	DM	
	quotation. DM to write to TH to ask if they are available FM applying to	FM	
	coop grant for sound system DM to ask church who they used. All agreed	VF	
	VF to buy i-phone adapter. EH agreed to write clear instructions for the	EH	
	Trustees and users of the existing system	M	
	 On-going Maintenance (RM) Fence in park (RF) Fencing nearly complete 	RF/VF	
	would like to wash and paint VF to choose colour, Silver Birch Approx.	KEIVE	
	£60 Majority vote approved.		
	 Playground Equipment- (RM) questions have been sent to Chris, 		
	Playquip but nothing back as yet. All agreed a lot of money and may get	DM	
	the same problem again. DM to try and find spec (cubes) for setting	2011/21	
	seesaw bases. We now have located the cradle bar for the swing, needs	RM	
	re-drilling and threading.	1 2 2 2 2 2 2	
	Ocean City No response received		
	Matters Arising (Deferred until time allows)		
	Under stage door (NT)		
	Decluttering (ALL)		
	Food Hygiene update (DM) No correspondence from SHDC to date.	en Mari	
	User checklists/risk assessments (DM)	land and the	
	Hall Mark Scheme (DM)	and so	
	Hallmaster booking system (DM)		
9	Bookings update and Calendar (DM)		
	DM expressed her thanks to VF who now holds the diary and will invoice users.		1.3
	Doesn't want all the onus on VF so if everyone can help with the opening up and	ALL	
	letting in that would be appreciated.		
	VF-not everyone is cleaning up after themselves.		7 -
	Discussions around- Could be problems when we aren't visiting so often when		
	we have the Smartlock. May still need to go between parties. Deposits, etc. VF	VF	
	will add words to the bookings emails and may need to revisit especially when		
	Smartlock fitted.		
10	Fund Raising Events/Events		
	Farmer's Market (DM) DM met with Sharon and Al all planned to go		
	ahead 29 th May.		
	Platinum Anniversary (RM) We now have a Jubilee Sub Committee all		
	going well. As the required insurance for the Picnic on the Pitch is from		
	Ansvar, the hall's insurers, the Sub-committee has to act under this		
	committee		
1	AOB	KHI	
1	AOB	KH/	



	Remove Iris as signatory	RM
12	Date of next meeting	
	Monday 13 th June 19.00 hours	

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	
SignedChairperson	
Date 15th Jone 22	