

## Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Monday 13<sup>th</sup> March 2023 Time: 19:00

Venue: Sparkwell Parish Hall

Present:

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
Corey-Ann Lidstone (CL)	Co-opted
Nigel Thorne (NT)	SATCo
Ian Wilson (IW)	Elected, Treasurer
Lynda Thorne (LT)	Elected

Apologies:

Brenda Bland (BB)	Church
Andy Strike (AS)	Badminton Club
Fran McLoughlin (FM)	Sparkwell School
Kathryn Hussey (KH)	Elected,
Peter Tremain (PT)	Elected
Lorraine Sansome (LS)	Elected

Agenda Item	Description	Action by whom	By when
1	<b>Welcome &amp; Apologies (RM)</b> RM welcomed all to the meeting. Apologies from FM and PT		
2	<b>Open Forum (RM)</b> No open forum		
3	<b>Constitutional Matters</b> <ul style="list-style-type: none"> <li>• <b>Treasurer (RM)</b> RM announced that we will lose IW as Treasurer due to him moving from Sparkwell and thanked him for his work. We need a new Treasurer and other people will be asked if they can help with this role. May need to be advertised.</li> </ul> Safeguarding Policy- FM has reviewed the policy and it is still current. DM will change dates and recirculate	DM	
4	<b>Declaration of Interests</b> RM being a board member of the school and also 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	RM	
5	<b>Review the minutes of the previous meeting</b> The minutes of the meeting held on 16.01.2023 were agreed as accurate and signed. Publish on website as soon as we have access	DM	
6	<b>Financial Update (IW)</b> Balance £19438.76 Current account. £7514.56 Capital account BT mobile £11 credit to be paid back. Kairos Domestic, payments now sorted. We are at present paying £34.74 a month to BT for the broadband. Electricity payments: 21.06.2022 £353.84 21.09.2022 £236.20 22.12.2022 £315.91		

	Total      £906.45		
	<b>SATCo Financial Update (LT)</b> LT circulated the Treasurer's report for year ending May 1 <sup>st</sup> 2023 (attached).		
7	<b>Correspondence Received (ALL)</b> None received, except on Matters Arising		
8	<b>User Group Reports (ALL)</b> JohnR-Short Mat Bowls all ok. 2 <sup>nd</sup> April lunch. JR- WI 1 <sup>st</sup> Monday pm craft meeting. NT- check that the school will require the raised seating after SATCo this year.		
9	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• <b>DCT Grant Application (CL)</b> – CL completing the grant application for the sound system. NT sent quotation from Nubsound to CL. £7K for entire system which includes the simplified system for hall users and the mixing desk, etc. for SATCo. Agreed to match fund. LT suggested SATCo contributing in order to save hire costs in the future. RM thanked CL for her work with this. CL has found another grant to apply for.</li> <li>• <b>Yealm Estuary to Moor Project (FM)</b> DM read an email from FM. The tree nursey is now on school grounds. Once established FM will put something in the Pump so locals know about it and can collect tree seeds from the school.</li> <li>• <b>Hall doors (RM)</b> - Quotes from Trevor Nelder, Trevor Hext, Lucaswood and Secur-A-Dor circulated prior to the meeting. All agreed to ask Trevor Hext to proceed with works as detailed in his estimate dated 7<sup>th</sup> March 2023 Total cost £2400.00. NT-asked if he could also check the store doors in the second lobby as they do not always close. All agreed. All agreed that those doors used by the public should be aluminium if possible. DM to go back to the Newnham Solar Fund and ask if they could help us with the remaining 3 double doors. NT- second lobby door is used a lot and is difficult to secure.</li> <li>• <b>BT Contract (DM)</b> - DM received a telephone call and then an e mail from Adam Lawton, BT contract changing, copper lines being discontinued. At present we pay £34.74 a month. This will change to £54.95 a month for broadband and a line. Offer- SOGEA £39.95 a month, locked in for 5 years (normally £53.78) To provide a back-up as well, £42.95 which is a Static IP, and a hybrid back up. So whenever the internet goes down it will boot on to the mobile signal in the area to keep the connection. The dialler for the fire alarm will not work on this system, DM contacted ACE Fire and they confirmed all copper lines are to be disconnected and</li> </ul>	CL	DM

	<p>38p and 32p/kWh (2 meters) 88p standing charge/day Approx. £3220.6 per year. All agreed to wait until July/August before pursuing to avoid losing our current rate too early, maybe government help, prices aren't stable. We can expect at least double our electricity costs.</p> <ul style="list-style-type: none"> <li>• <b>Fire Precautions (DM)</b>- Fire door repairs agreed, Trevor Hext. DM sorting PAT testing. RM to pursue works on EICR</li> <li>• <b>Sparkwell Parish Hall Website (RM)</b> - RM to visit EH again and ask to send the password to VF. If that fails VF to visit EH. VH- There are problems with the mail as well. We need to register for Hotmail and Gmail. If all fails DM to ask Will to help access the website</li> <li>• <b>Sound system (NT/DM) Instructions to existing system-</b></li> <li>• <b>On-going Maintenance / Benches (RM) / Toilets (NT)</b>- RM talked to Paul will fit in installing the benches when he's available. All agreed for NT to ask Andy to continue replacing the flush mechanisms in the toilets</li> <li>• <b>Graffiti (DM)</b>- Scrub and Shine have had a go at the graffiti for us free of charge. They think it is shadowing what's left. A letter of thanks required from the Trustees.</li> <li>• <b>Seesaw Mounts and park defect report (RM)</b> – Emailed Playquip again for a date and also telephoned them and left a message. Gate closure still comes up as a defect on the monthly report.</li> <li>• <b>SATCo (RM/NT) Update from AGM</b>- Phil Gibson is now the chair of SATCo. RM to write to Phil to progress the financial arrangements. The minutes of SATCo AGM were requested.</li> <li>• <b>Woodland Project (RM)</b>- Update from Gill. They are waiting for Phil (Bussell) to have some spare time to help. They will let us know when he is coming and get the relevant paperwork to us.</li> <li>• <b>Car park (FM)</b> – FM still having discussions with Tungsten West to tarmac the carpark. Agreed in principle, waiting for a date.</li> <li>• <b>Dust Monitoring (RM)</b> -Tungsten West want to site the real time dust monitor on the hall. Will pay £250 per year. The Trustees agreed to have it but the location is important, ? high up on end wall. Position to be agreed and confirmed by the committee.</li> </ul> <p>Matters Arising (Deferred until time allows)</p> <ul style="list-style-type: none"> <li>• Food Hygiene update (DM) No correspondence from SHDC to date.</li> <li>• User checklists/risk assessments (DM)</li> <li>• Hall Mark Scheme (DM)</li> <li>• Hallmaster booking system (DM)</li> <li>• Disability access to the hall (ALL)</li> </ul>	<p>DM RM RM/ VF</p> <p>NT RM</p> <p>RM</p>	
9	<p><b>Bookings update/Calendar/Door Lock/New bookings instructions (VF)</b>- Bookings going very well. 1 party slot left for March. Dance school booking. The Theatre Royal Barn Dance Tour have booked the hall, as a way of reaching out and thanking people. VF asked for volunteers to be on call when we go over to the self-regulated entry/exit system just so that someone is around every weekend. Working party required to give hall a deep clean, under the chairs etc. Cleaning standards may be a problem with the self-regulated system, VF is cleaning quite a bit. LT-? feedback sheets for those booking the hall.</p>		
10	<p><b>Fund Raising Events/Events</b></p> <ul style="list-style-type: none"> <li>• <b>Farmer's Market (CL)</b> – 22 stalls in March booked, 2 didn't attend. Suggested to collect money upfront. 22 stalls booked for March. It brings in great revenue for the hall Approx. £240 a month. CL would like to extend the Farmer's Market in the summer, not as a full blown fair but maybe a few extras. Stalls outside, etc. Agreed on July 30<sup>th</sup>.</li> </ul>		




11	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• No comments received so annual return has been sent off to the Charity Commission (DM)</li> <li>• Small tables in the committee room are getting bad (JohnR and SATCo) Agreed DM to look at replacing them with Bolero tables from Nisbets</li> <li>• Thanks to NT for arranging the new trim on the carpet in the main foyer</li> <li>• SATCo financial end of year (LT) All agreed that SATCos and the hall end of year need to be the same for the consolidated accounts. The halls end of year is stated on the CC website, April 30th. CL explained that SATCo can end their year in March should they chose, they will just require an additional line in the accounts up to April 30<sup>th</sup>.</li> </ul>	DM	
12	<p><b>Date of next meeting</b> Thursday 11<sup>th</sup> May</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

All present agree this as a true and accurate record

Signed.....  ..... Chairperson

Date..... 18-05-2023.....