

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Monday 13th June 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
Vicky Foss (VF)	Elected
Ray Foss (RF)	Elected
John Reynolds (JohnR)	Short Mat Bowls

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
Nigel Thorne (NT)	SATCo (intermittently)
Edwin Harris (EH)	Elected, Communication
Kathryn Hussey (KH)	Elected, Treasurer

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.		
3	Constitutional Matters Safeguarding Policy All those present had already signed the policy		
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 27.04.2022 were agreed as accurate and signed. Publish on website	EH	
6	Financial Update (KH) An email from KH was read. Current account £15279.68. Capital/savings account £7500.50		
7	Correspondence Received (ALL) <ul style="list-style-type: none"> • DM read an email from TH that work commitments are making it difficult to attend meetings. All present agreed that Tim's presence/input is good from a SATCo point of view. All agreed DM to write to TH and keep him in the loop if he is happy to do that • Playpark Defects- DM read an email from Kompan, Contract Manager states installation error and that we should go back to Playquip for repair under warranty. All agreed DM to pursue • Japanese Knotweed- DM read an email from a Sparkwell resident 	DM DM	

	<p>regarding a patch of knotweed that has returned, having been treated previously as part of the new school build by Landscape Matters Plympton. DM had already contacted Landscape Matters to discuss if there are any guarantees and if they can assess, and the PC as it is not known who owns the land - Parish Hall or Highways. The chair of the PC will treat in the autumn should we not get anywhere with all avenues being explored. All agreed DM to pursue</p> <ul style="list-style-type: none"> • Utility Aid- DM had received a call from Utility Aid, who work with charities to complete a free energy audit, invoice validation and broker electricity. DM said she has many callers from energy brokers but thought Utility Aid were of interest because they are affiliated with ACRE. All agreed DM to pursue • RM – We have known for some time that KH would like to step down as Treasurer. She has kindly offered to stay in post until after the Jubilee and until we can find another Treasurer, to which she is happy to hand over to. She has been amazing and totally updated the system we inherited, we are now electronic and she has a good relationship with our accountants. We also have very easy to understand and comprehensive reports. On behalf of the committee we would like to thank Kathryn for all her hard work. RM asked if anyone on the present committee would like to take on the role of Treasurer? No takers. KH asked if she can write an article for the Parish Pump and also would like to write a flier to be delivered to houses in Sparkwell. All agreed but would like to see it prior to publication in case we can add anything. • RM – an email has been received from EHF. This was read out as not all Trustees had received it. Eddie expressed her intentions to withdraw as a committee member due to increasing work responsibilities and scouts. Outlining her achievements to the hall we would like to thank Eddie for all that she has done, particularly the Playpark as project lead. • Ground Anchors – DM The benches that were purchased from money donated by SWW still haven't been installed. Paul Sampson has kindly agreed to fix them. He has research ground anchors Cost £34.99 each All agreed to buy 2 sets 	<p>DM</p> <p>DM</p> <p>KH</p> <p>DM</p>	
8	<p>User Group Reports (ALL) No reports</p>		
9	<p>Matters Arising</p> <ul style="list-style-type: none"> • Fire Precautions (DM) No progress to date • Carpet foyer - RM there have been reports that it was coming unstuck in places, but it may have been re-stuck as very strong solvent smell was reported Still concerns over the very sharp trim, especially for young children, bare footed at parties. RM to contact NT • Car park (RM) RM apologised for not visiting Newton's Row as agreed and set up permits. This will be done prior to next meeting. Campervan been stationary in carpark for a long time, will enquire. Potholes are a big problem, the car park has such massive use. DM happy to write to the Power Station to see if they would be prepared to donate. RF- should consider marking for a netball court, etc. All agreed DM should pursue. • Front Door (RM) Ordered. • SATCo (RM) Voting needs to take place on the issue of the SATCo financial arrangements This still hasn't been approved by the Hall Management Committee and it's a fundamental change in how the SATCo funding would be paid to the Hall account. It was felt that this vote should wait until more committee members were present and certainly a representative from SATCo. RM did update those present on the history of the present arrangement (£3000 annually), the proposed unit cost system (Amount unknown at present but will increase annually as costs rise) Concerns from Trustees that the SATCo members need to be fully 	<p>DM</p> <p>RM</p> <p>RM</p> <p>DM</p>	

AV

	<p>aware of the new proposals and that the hall is in no way responsible should the panto ever go over budget. RM to attend meeting on 22nd June to confirm they are happy.</p> <ul style="list-style-type: none"> • Sound system (TH/FM/KH) TH passed to NT to do. DM- church used someone on Mutley Plain. EH agreed to write clear instructions for the Trustees and users of the existing system • On-going Maintenance (RM) Thanks to RF and VF for maintenance and painting the park fence. • Playground Equipment- (RM) See above. DM to pursue. Thanks to RM for re-drilling and threading the cradle swing. <p>Matters Arising (Deferred until time allows)</p> <ul style="list-style-type: none"> • 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) 	<p>RM</p> <p>NT/ EH</p>	
9	<p>Bookings update and Calendar (VF) Lots of bookings, only 2 birthday slots free in June. Dogs seem to be fine and want to carry on. All agreed Enquiry from Sinead, Barclay Specialist Care, NHS Training Session.</p>		
10	<p>Fund Raising Events/Events</p> <ul style="list-style-type: none"> • Farmer's Market (DM) Few teething problems in May particularly with the speed of breakfasts. Hopefully people will give it a second chance so that we don't lose it. • Jubilee Events- wash up (RM) The picnic was a great event, enjoyed by everyone that attended. Thanks to everyone that made it possible. Need to write to Games Galore and Lions. Syd, Alliance Pioneer, the first aid provider were very professional and thanks to them for standing in at the last minute. RM confirmed the costs of the materials for the new electrical supply to the field and also the replacement back-up bulb for the projector. All agreed. Thanks to RM for making, installing and testing it. 		
11	<p>AOB</p> <ul style="list-style-type: none"> • Termination of Contract with Direct 365 (EHF) DM to pursue terminate the contract as there is a 3 month clause and appoint AlphaLogic • The woodland project (RM) RM read an update from Gill McEwing. The woodland project has been paused for a short while to reassess the next steps and see what plants are growing before they plant more There will probably be some more removal of laurel towards the bottom near the fence. And then the building of the hurdles and establishing the boggy area. Then they will assess the finance situation and see if there is enough to buy benches, bird boxes etc. • Lions (RF) Marquee The Lions will kindly allow us to keep the marquee that we borrowed for the Jubilee for a donation of £150 made to Moorvision. Excellent robust marquee. All agreed and thanks to the Lions and Ray • Playing Fields (RF) Discussions were had around ownership, maintenance and use. DM- The school allow access to the field as long as it is supervised. • Disability Access to the Hall (RF) RF raised this issue due to difficulty in accessing the pedestrian gate, due to one way. This is for further discussion as a one way gate is essential to prevent children running into the road. Most mobile scooters use the main road, even though this presents its risks in the village generally, due to lack of pavements. • Management of land around the hall (RF/RM) RF raised the issue of 	<p>DM</p> <p>RF</p> <p>RM</p>	

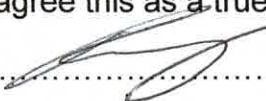
RF

	the unkempt grass verges at Seaton Orchard. RM-The ownership and responsibility for the verges around the hall has been recently discussed at the PC, in light of a Japanese knotweed issue. On-going. Query whether it is a Highways responsibility? RM will update		
12	Date of next meeting Monday 5 th September 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	
Signed..... 	Chairperson
Date..... <i>05-09-2022</i>	