

Sparkwell Parish Hall and Playground Trust Management Committee Meeting Minutes

Date: Wednesday 15th January 2020. Time: 19.30

Venue: Sparkwell Parish Hall

Present: Trustees-

Robin May (RM),	Chair
Diana May (DM),	Secretary
Kathryn Hussey (KH)	Treasurer
Kim Watters (KW)	Elected
Nigel Thorne (NT)	SATCo
Peter Tremain (PT)	Elected
Edwin Harris (EH)	Communications
Iris Willis (IW),	Birchland Road Residents
Alison Morris (AM)	Friends
Catherine Perham (CP)	Bowls
Christine Wilton (CW)	Representing the Church and WI

Apologies: Edwina Hutton-Fellowes (EHF) Elected
 Heather Harvey (HH) Over 60s
 Jean Belsey (JB), WI
 Monica Jeffrey (MJ) Elected
 Fran McLoughlin (FM) Sparkwell School
 Gerry Sinclair (GS), Church
 Tim Horton (TH) Elected

Agenda Item	Description	Action By Whom	By When
1	Welcome & Apologies RM welcomed all to the meeting. Apologies received from those listed above		
2	Open Forum No Friends of the Hall or public present		
3	Constitutional Matters <ul style="list-style-type: none"> • Friend's Constitution Update (AM/DM) deferred • New Trustees to sign Declaration. CP and KH signed declaration. Charity Commission website will now be updated. • Safeguarding Policy was passed around and signed by those Trustees present. 	AM/DM DM All	02/20 01/20
4	Declarations of Interest RM, being a School Governor, 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	On-going
5	Review the minutes of the previous meeting 3 Amendments made to S10 prior to meeting Minutes of the meeting held on the 17.12.19 agreed and signed.		



	To be put on the website	EH	02.20
6	Financial Report RM- we are very grateful that Kathryn will be doing this next month. Balance on the 14.01.2020 was £8978.14. This is amazing as we have paid the EON bill (£2979.51 and £309.82 for December) We are now making headway and will be able to look at the essentials and then the not so essentials. It was agreed we will open a Capital Savings Account, with £5000, as the Hall used to have a savings account. DM-useful to be able to show we have funds to match any grants applied for.	RM/KH	02.20
7	Correspondence Received DM-Julia at Funded Grants-Haven't looked at it closely, but it appears there is 20k available, criteria supporting the arts. Maybe we can obtain some money for the replacement sound system that is needed. All agreed to ask FM if she could take a look at this. DM has been approached by Utility Aid, an energy broker who apparently would negotiate the best tariff for the hall and there are rates for charities. Our contract with EON is up for renewal, the latest day we can tell EON we are leaving is August 13 th 2020. KW agreed to taking on the task of finding the Hall the best tariff and bring it back to the committee. DM to send info to KW DM correspondence from PGS after the very successful concert in December. The hall looked lovely. They would like to come back this year. It was agreed, but not the day after the Christmas Fair. AM- earlier in the day ?17:00 hours, as the residents in Birchland Way would have liked to attend but it was a bit late. TH to pass this on to PGS	FM KW TH	02.20 06.20 02.20
8	User Group Reports RM-went around room. No real issues that aren't on the agenda. Judo mats-to be discussed later		
9	Matters Arising <ul style="list-style-type: none"> • Cleaner Update It was agreed we should employ a cleaner for a couple of hours a week to reduce the burden on the Trustees who are cleaning regularly. DM will look at contractors so there are no employee issues and if we are not happy we can try someone else. It was agreed about £30 a week for 2 hours, Monday am would be good, on a trial basis. There are more problems after the regular users than the parties at the weekends especially the toilets. The hire agreement needs to updated and sent to the regular users. • EON Update. DM- The EON bill for 3rd to 24th December was £360.03 based on the meter readings. It was considered it was a busy month. CP- would like to know how to alter the heater when bowls are cold. RM demonstrated. • Walk through EHF-deferred • Treasurer RM-we have met with KH and explained the system that SF used, although she is free to develop her own. There is a backlog of items to go on the spreadsheets. We can now remove this item from the agenda. Thank you Kathryn • Insurance DM-has looked at some bits of our policy in detail now. Bouncy Castles cause concern in some village halls, and are banned. We seem to be ok so long as the guidance is met, which DM will put together for hall users. She would like to produce a list of approved providers that our hirers can use. Kidsplay have provided all their documents and are adequately insured. The issue is unsupervised castles. All agreed this was a good idea Overnight stays are insured as long as there is smoke alarms and adult supervision. Judo is considered as a martial art and no insurance is provided by the hall. 	DM/RM EHF DM	02.20 02.20 03.20



<p>DM to request insurance from our judo club. If anyone else would like to examine our policy further please do. It's an ANSVAR village hall insurance. DM can provide a copy.</p> <ul style="list-style-type: none"> • Heating Update RM- trunking purchased just need a couple of days to complete. • Security EH gave a very comprehensive explanation of the Smartlock with its pitfalls and benefits. The reasons why we wanted such a system was discussed. DM asked if any reviews were available in reference to FM concern at previous meeting-Trust pilot, google reviews Only reference to people buying incorrect equipment and internet issues. EH-feels its fit for purpose and a good quality product. It's an Irish company that are supply only who are contactable. If the I cloud service fails it reverts to a normal lock. A discussion about the front door ensued PT- get fire brigade in to check front doors. All agreed sort the door out first then purchase the Smartlock £478.00 and the cloud software £2 a month per lock. DM meeting ACE on 31.1.2020 will discuss fire doors with them first. KH to check whether we pay VAT • Trees RM- waiting for 3rd quote to come, presumably delayed over Christmas. RM to chase and implement as agreed at previous meeting • Rigging NT. We have Ben's report To replace the pulleys, ropes and test is £1501.51 Stage grid load test is £766.14. NT to send quotes to DM/AM. It was agreed by all that due to the specialist local knowledge we would go with one quotation on this occasion. AM to approach Persimmons • Under stage door NT- not repaired as yet. DM-to discuss doors with ACE and fire brigade ?compliance ?replacement • Sound system NT-to ask Ben then we will have to go out for quotes. DM to send to FM for bid writer. • Declutter Sunday 9th February 10am until 2pm Soup/Rolls IW to put in pump • Judo Mats RM now everyone is back from Christmas, Rm to catch up with Ross. PT/NT offered to make a trolley if required (To be paid for). A trolley much like the table trolley would suffice. • H&S Inspections- RM Can KH's husband source any scalplings for the car park? We can stock pile them if any are available and lay them in the Spring. KH to ask. RM/NT cleared the gutters, downpipes and mended dog poo bin post. Need to do the manhole PT highlighted. • Food Hygiene Update- Thermometers, record books, food probe, wipes, blue plasters, gloves for trustee events purchased. 4 thermometers and 4 record books, 1 for each fridge and freezer. If any trustees are in the kitchen please record the fridge/freezer temperatures. The days no one is here will need to be marked hall closed in the logs. TH highlighted last month that food cannot be left in the fridges and freezers, this needs to be addressed. The other thing is that the food hygiene survey suggests a food management system. RM-asked if anyone would like to take on the kitchen and keep an eye on it. It was decided the farmer's market trustees/cooks would do it. AM to return Katie's food probe/wipes to her with our thanks. DM-we didn't assign anyone to arrange the Lincat water filter change. PT-no need as water soft. • Oven Cleaning/Henry/VAX Deferred • Oven testing- RM to test. NT has a 4 slot toaster RM to test. • User Checklists- EHF deferred • Any dates to avoid clashes- GS/FM defer 	<p>RM</p> <p>DM</p> <p>KH</p> <p>RM</p> <p>AM</p> <p>DM</p> <p>NT/DM</p> <p>All IW</p> <p>RM</p> <p>KH</p> <p>MJ</p> <p>IW</p> <p>RM EHF</p> <p>GS/FM</p>	<p>ASAP</p> <p>02.20</p> <p>02.20</p> <p>02.20</p> <p>02.20</p> <p>03.20</p> <p>02.20</p> <p>9.2.20 01.20</p> <p>02.20</p> <p>02.20</p> <p>02.20</p> <p>02.20</p> <p>02.20</p> <p>02.20</p>
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	<ul style="list-style-type: none"> • BT Addresses seem to be confused, Hall name, SF address. We have a bill on a different account number. Not sure when one contract ended and one started All correspondence given to EH to sort • Asbestos register (DM) deferred • Solar Fund Update (RM) deferred • Hall Mark scheme (DM) deferred • Risk Assessments (DM) asked if anyone had anymore hazards to add. When we do our walkthrough we will find some more. No one had anything to add. • Wedding in March 2020 (DM) KW/DM meeting them on Sunday to discuss. AM agreed to come as well. He's agreed to pay £100 to bring the fees in line with 2020. • Wedding packages (DM/KW/AM) The website still isn't correct, we are promising things we can't deliver. EH to update 	EH	02.20
10	<p>Fund Raising Events RM</p> <ul style="list-style-type: none"> • Farmer's Market 22nd December AM-£267.30 total profit. £82.50 stalls • Farmer's Market 26th January • PGS Concert DM- Laundering tablecloths and chair covers What do we want to do? I have SATCos money from the draw, but would like to give some back. Agreed to give as much as we can back to SATCo • New Year's Eve Party TH Deferred. • Summer Fair (KW) Cornwood show is 11th July. DM to check with school that 4th July is ok? 	DM	02.20
11	<p>Any Other Business</p> <ul style="list-style-type: none"> • Overnight rates (DM) We have been asked if scouts can have their camp in the hall which is great. We do not have an overnight rate apart from £75 a night in 2018. After discussion it was agreed on £100 a night to reflect the increase in heating costs etc. £80 for those in the area of benefit. Also include the cancellation fee and free session for any regular bookings that have to be cancelled (if they are in agreement) • Jake Cauty Backdrop (DM) Jake is happy the backdrop is being used and not collecting dust. If there is an intention to paint over it he would obviously like to have it, and would be happy to come to an arrangement with a new backdrop. DM asked if the backdrop could be marked to ensure it is kept. NT agreed to mark the backdrop • Defibrillator (RM) The defibrillator was only leased by Wolf Minerals, the Parish council is now going to purchase one for the village. RM will replace it. We will still check it monthly and complete the website • Freezer NT has a small chest freezer. KW/AM would like it for FM RM to test. Another thermometer and book required. • Christmas Fair IW still has 2 prizes from the draw 1 is badly rain damaged and not legible. The other no answer. RM to try and trace the winners • VE Day KH are we doing anything for VE day? Defer next agenda • Fire (DM) The 6 monthly servicing of the fire precautions carried out by ACE fire was cancelled back in July. This is a requirement in the British Standard. DM has re- instated it. 31.01.2020 	NT RM RM/DM RM All	02.20



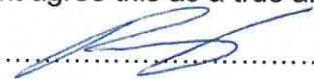
12	<p>Date of Next Meeting Friday 21st February 2020 19:30, Committee Room, Sparkwell Parish Hall</p> <p>Date of March Meeting 25th March 2020</p> <p>Ad to be put in pump</p> <p>Friends to be emailed</p>	DM AM	
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These minutes will remain in draft until 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..... 21-02-2020