

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

Date: Monday 16<sup>th</sup> January 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
Peter Tremain (PT)	Elected
Nigel Thorne (NT)	SATCo
Ian Wilson (IW)	Elected, Treasurer
Lorraine Sansome (LS)	Elected
Lynda Thorne (LT)	Elected

Apologies:

Brenda Bland (BB)	Church
Andy Strike (AS)	Badminton Club
Fran McLoughlin (FM)	Sparkwell School
Kathryn Hussey (KH)	Elected,
Corey-Ann Lidstone (CL)	Co-opted

Agenda Item	Description	Action by whom	By when
1	<b>Welcome &amp; Apologies (RM)</b> RM welcomed all to the meeting. Apologies from FM		
2	<b>Open Forum (RM)</b> No members of the public present.		
3	<b>Constitutional Matters</b> Safeguarding Policy- LT,LS and IW signed the policy		
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		
5	<b>Review the minutes of the previous meeting</b> The minutes of the meeting held on 21.11.2022 were agreed as accurate and signed. Publish on website as soon as we have access		
6	<b>Financial and Treasurer Update (IW) BACS Payments / BT mobile contract</b> Balance £14981.07 Current account. £7507.91 Capital account Mobile phone contract-final bill received showing credit. Will now save £24.44 per month. IW to contact Cutting Crew to solve query with their invoices We now pay Kairos Domestic. Delay with one invoice due to postal strikes.  LT - payments of £3000.00 and £99.00 are to be transferred to the hall account for the agreed SATCo payment and unit cost payment for the PGS Concert respectively. The panto made a profit of £94.96 The float balance now stands at £6600.00	IW	

	<p>PGS Concert went well. £800.00 profit. Bar. Dave from the Mountain Inn provided the bar which made £1200.00 profit. Everyone agreed the panto and concert were very good. The NODA rep gave a stunning review. Minor tweaks for next year.</p>		
7	<p><b>Correspondence Received (ALL)</b></p> <ul style="list-style-type: none"> <li>DM has received correspondence from LC that she is sad but will be standing down from the committee.</li> <li>RM read an email from FM regarding the Yealm Estuary to Moor Project. We are asked to consider the siting of the small tree nursery (800x2000mm) on some land behind the car park. There will be more information to follow. Everyone supported the project, it was felt that a site meeting would be needed and there were concerns over vandalism and deer if this low level planter wasn't sited on school grounds behind the fence. Maybe alternative locations available. DM to contact FM</li> </ul>	DM	
8	<p><b>User Group Reports (ALL)</b></p> <p>JohnR-Short Mat Bowls all ok. Away match at Bere Alston. JR- WI hoping to extend use of the hall with a craft meeting, fortnightly, funded by the WI. RF- Sports Academy update. 2 meetings so far-Badminton and Short Mat Bowls. The 3<sup>rd</sup> meeting had to be cancelled at the last minute but will now be run on 19.01.2023. Handball. Tabards have now been purchased (£40) in 4 colours so teams can be formed. 1 to 2 helpers needed for the 19th. Goal posts made, can be stored at the back of the stage. May need to change day from a Thursday. 9 regulars all local or with local connections.</p>		
9	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li><b>DCT Grant Application (CL)</b> – deferred</li> <li><b>Hall doors (RM)</b> DM, NT met with Damien from Lucas Wood. Quote to repair/replace some doors with wooden alternatives at the request of the Newnham Solar Fund. Doors considered beyond repair. Costs comparable with the aluminium equivalent and also they come primed and will need regular painting. Further quotes to be obtained for all the works previously quoted for including repairs to inside fire doors and new doors on showers. RM to talk to 3 local carpenters for further quotes. DM to update the Newnham Solar Fund. Obtain quotation from Boringdon Plastics for UPVC equivalent. Colour won't match</li> <li><b>Fire Precautions (DM) PAT testing quotation (KH)</b> PAT Testing due in November- KH had requested quotation from <a href="mailto:Chris@charactercreationrpg.co.uk">Chris@charactercreationrpg.co.uk</a>. Not received. All agreed DM to proceed. Ask Tom the electrician if he PAT tests. Awaiting quotes to complete the non-urgent outstanding works on the EICR 5 year inspection</li> <li><b>Sparkwell Parish Hall website.</b> RM visited EH. DM can get so far but verification number is sent to EH's mobile so access not yet available RM to revisit EH to change phone number on contract.</li> <li><b>Pest Control Quotations (NT)</b> All clean and tidy under stage. No signs at the moment of rodent infestation. Holes may need blocking up.</li> <li><b>Carpet foyer / Trim (NT/RM)</b> New trim around mat to be fitted next week. If James has enough will do new trim next to door at same time.</li> <li><b>Sound system (NT/DM) Instructions to existing system (?)</b> NT to ask Ben to give details of what we need. DM awaiting quote from Clockwork Audio. Has received a quotation from APi Communications at Exeter ((£8632) but they have included amplifiers etc. which we do not need.</li> <li><b>On-going maintenance / Benches (RM) / Toilets (NT)</b> RM thanked NT and PT for sorting the toilets and grey water system. Thanks to Andy for</li> </ul>	DM /RM  DM  RM  NT  NT DM	

	<p>replacing the flush mechanism in the leaking toilet. They really all need replacing and it was agreed to ask Andy (£25 each) Hopefully, there is enough water in the tanks now to keep the disabled toilet working RM to liaise with Paul regarding benches</p> <ul style="list-style-type: none"> <li>• <b>Graffiti (DM)</b>- RF has had a go at removing it. Scrub and Shine have agreed to have a look at it for us as well and provide us with remover.</li> <li>• <b>Seesaw Mounts and park defect report (RM) Update (DM)</b>- report states <i>gate is still closing too fast (less than 3 seconds) please rectify before Januarys inspection.</i> Many solutions have been tried already.</li> <li>• <b>SATCo (RM)</b> RM asked when the SATCo AGM was going to be held and if there was going to be a new chair. Need to get outstanding issues sorted in good time before the end of the financial year. LT will arrange wash up meeting and AGM prior to our next meeting Minutes to be passed to the hall committee.</li> <li>• <b>Woodland Project (RM)</b> No update</li> <li>• <b>Car park (RM/DM)</b> Surface condition is getting worse. RF raked it flat where its' piled up at potholes. School use certainly impacting on the wear. All agreed DM to talk to FM to suggest the possibility of a school/hall bid to TWL.</li> <li>• <b>Warm Spaces (DM)</b> No expressions of interest following the FB post. DM to write to Ruth to inform her that as there appears not to be a need the committee will not pursue this.</li> </ul> <p>Matters Arising (Deferred until time allows)</p> <ul style="list-style-type: none"> <li>• Under stage door (NT)</li> <li>• Decluttering (ALL)</li> <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> </ul>	<p>NT/PT</p> <p>DM</p> <p>LT</p> <p>DM</p> <p>DM</p>	
9	<p><b>Bookings update and Calendar (VF)</b></p> <p>Increase in birthday rate to £65 still hasn't made any difference. Lots of party bookings. 3 on many weekends. WI craft group. Dance group on March 18<sup>th</sup> will require stage. NT will help out. Stage to be made safe. All agreed for 18<sup>th</sup> party booking on 11<sup>th</sup> February to allow DJ to use stage. Probably just needs up to tabs</p> <p>All agreed to allow weddings again as good income. Only as a venue, tables, chairs only Completely do it yourself. No canopy. VF to check with AS. ? £600 in summer, ? £800 in winter for the Saturday and Sunday morning. No party bookings on the following Sunday pm. Not last weekend in the month. Pay for free badminton session if Friday night is required.</p> <p>NT- TENS run January to January. Landlords can have unlimited and the Hall can apply for a limited number annually, ?12.</p>	VF	
10	<p><b>Fund Raising Events/Events</b></p> <ul style="list-style-type: none"> <li>• <b>Farmer's Market (CL)</b> Update on Christmas Market deferred. All who attended thought it went well, perhaps not quite as many people as the previous month.</li> <li>• <b>Summer Fair (DM)</b> All agreed as no response from the FB post for offers of help this will not go ahead.</li> </ul>		
11	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Tablecloth storage Box (LT)</b> All agreed to reimburse SATCo (£14) for the plastic storage box for the tablecloths kindly purchased by LT and RM explained we need prior agreement by the committee for all purchases in the future.</li> <li>• RF has kindly managed to remove the broken key from the toilet dispenser in the ladies toilet so that it can now be refilled.</li> </ul>		




	<ul style="list-style-type: none"><li>• Setting up the projector demonstration was not possible due to a power cut</li></ul>		
12	<b>Date of next meeting</b> Monday 13 <sup>th</sup> March		

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..... 13-03-23 .....