

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Monday 17th July 2023 Time: 19:00

Venue: Sparkwell Parish Hall

Present:

Robin May (RM),	Parish Council (TBA), Chair
Diana May (DM),	Elected, Secretary
Vicky Foss (VF)	Elected
Ray Foss (RF)	Elected
Jenny Reynolds (JR)	WI
John Reynolds (JohnR)	Short Mat Bowls
Corey-Ann Lidstone (CL)	Co-opted
Nigel Thorne (NT)	SATCo
Lynda Thorne (LT)	Elected
Peter Tremain (PT)	Elected

Apologies:

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

Agenda Item	Description	Action by whom	By when
1	Welcome & Apologies (RM) RM welcomed all to the meeting. Apologies as above		
2	Open Forum (RM) No members of the public present. Invite went out on FB		
3	Constitutional Matters <ul style="list-style-type: none"> • Treasurer (RM) –RM thanked CL for agreeing to take on the Treasurer role until someone else is found and for preparing the end of year accounts. When CL receives the template from KH, the accounts will be entered and we can calculate the unit costs. Still awaiting access to Lloyds account, so is VF. DM will ring Lloyds to follow up • Safeguarding Policy- circulated for signing 	DM	
4	Declaration of Interests RM thought that he no longer had to declare an interest with the changes in the school management arrangements		
5	Review the minutes of the previous meeting The minutes of the meeting held on 18.05.2023 were agreed as accurate and signed. They will be published on website.	DM/ VF	
6	Financial Update (IW) CL awaiting access to the accounts. DM agreed to obtain balances for the minutes. As of 22.07.2023 Balance £23,269.44 Current account. £7,533.50 Capital account		
7	Correspondence Received (ALL) <ul style="list-style-type: none"> • Hall Insurance. DM thanked those that replied to her email. The insurance has been renewed. 6% discount obtained following completion of the risk management self-assessment form. We are lacking in some areas. There are minimum security requirements. It was confirmed that the windows have key operated locks and door locks correct • PPLPRS, DM, after a week of telephone calls and more letters and 	CL	



	recorded telephone conversations with their debt collectors, our bill has been reduced from £730.88 to £394.52. Now paid. We need to submit our income figures by September for them to calculate next year's payment.		
8	<p>User Group Reports (ALL)</p> <p>WI, JR - All going well. No meeting on first Wednesday of August as trip to Sidmouth Folk Festival on Friday 4th August. Agreed carpark can be used. Craft meeting also going well</p> <p>Bowls, JohnR – 18 bowlers. The issue of the deteriorating mats were discussed and highlighted to bowlers that they need to go around with the brush after the session. Ray and Vicky doing lots of cleaning during the week. All users are going to have to clean up after their sessions especially when no one is visiting the hall in between bookings.</p> <p>SATCo, LT- Bingo went well, profit of £468.00. LT queried the payments SATCo are going to make this year to cover their use of the hall. Unit costs had been agreed previously. Whilst we have the door code information, SATCo need to book start and finish times with Vicki and also need to record the hours that the hall is occupied for rehearsals, setting up, set painting, etc. SATCo to Vicki know. Will be charged at unit costs at the end of Panto.</p>	All	SAT Co/VF
9	<p>Matters Arising</p> <ul style="list-style-type: none"> • DCT Grant Application (CL) – Nothing heard back so assume not successful. • Hall doors (RM/DM) The doors have been ordered. Glass top and bottom for kitchen and committee room and glass top, solid bottom for the second lobby doors as voted on. Trevor Hext still going to do the works previously quoted for. Under stage door and stage door to be given priority • BT Contract (DM) - DM now has access to our BT account. Agreed that dialler be wired in and we wait for BT to offer an alternative when the copper line is discontinued. Ask Tom for a quote or RM to do. • Utility Aid – Electricity Contract (DM) – All agreed to contact EON Next 2 weeks prior to contract ending • Fire Precautions (DM)- Pat testing now complete. Radiator, extension lead condemned and plugs removed. Also the amp connections above the shower loose and warm. RM to check these and PAT test. NT- to get Nubsound in if needed to check they are happy before connecting in their equipment. Fire evacuation assembly point agreed as the cut off tree by the entrance to the woods. DM to get sign and update procedures • Sparkwell Parish Hall Website (RM) - VF/DM will work on it. • Sound system (NT/DM) Instructions to existing system- These are on the website. RM to write something up for users and label amp. • On-going Maintenance / Benches (RM) / Toilets (NT)- Benches now installed. Thank you to Paul. Toilets, repairs to remaining flushes. PT to ask Brian Mattacott if he can carry out the works. It was decided that the flush in the cubicle nearest the road in the ladies toilet has already been replaced. • Seesaw Mounts and park defect report (RM) – RM read the latest report from South Hams and the gates are now closing correctly! The trip hazard was highlighted again. Playquip have been contacted again, as they agreed to do this work under the guarantee. Still awaiting the owner to call back. The seesaw mounts are loose again. Will be major work to dig this out and replace the poured surface. Not considered that it would fail completely Ask Playquip to retighten when they visit. DM to see if the insurance covers it. DM did explain that the monthly inspections by South Hams and the annual inspection by the independent company are a 	RM	RM DM VF/DM RM PT DM

	<p>requirement by our insurers</p> <ul style="list-style-type: none"> • Woodland Project (RM)- DM read an update from Tina. Summary: community help day in May had to be cancelled due to bad weather. Scout Troop helped to clear the boggy area. Hurdles finished. Ferns to be planted around root stumps. Log pile created. September: more clearing, bird boxes, reapply chemical to laurel Silver Birch tree dangerously leaning across other trees having rotted through at the base. RM to ask Glen as he has a chainsaw licence to cut down tree. • Car park (FM) – FM No update on car park although 2 companies have measured up in the last few weeks. RM-TW reported to PC. Matter on-going.. • Ocean City (FM) As far as is known Ocean City will be gone by October half term. The field will be made available for local families over the summer. DM- The PC have had correspondence from some parents, which have been sent to us. We will respond. • Badminton (DM) AS- Members open to 3-4 new members for current session. RF to give names of those interested to AS and he'll contact them. May be worth putting an advert in the pump If there is reasonably interest. ? new additional session. Doubles only played so 6, 8 or 10 would work for a couple of hours for example. Matters Arising (Deferred until time allows) <ul style="list-style-type: none"> • Food Hygiene update (DM) No correspondence from SHDC to date. • User checklists/risk assessments (DM) • Hall Mark Scheme (DM) • Hallmaster booking system (DM) • Disability access to the hall (ALL) 	<p>RM</p> <p>DM</p> <p>RF</p>	
9	<p>Bookings update/Calendar/Door Lock/New bookings instructions (VF)- Door had a malfunction on Sunday but cleared in the end. Email problems (VF using her personal e mail) especially with g-mail, require a valid sender policy framework. Fasthosts have now done this. The barn dance bookings are doing well. First aid courses run in the hall and RF attended one. 4 parties booked for the weekend One extended for 6 hours. DM- will get together with VF and finalise the new booking instructions. DM has written draft H&S Policy which will need to be added to and this dovetails with the hall agreements etc.</p>	VF/ DM	
10	<p>Fund Raising Events/Events</p> <ul style="list-style-type: none"> • Summer Extended Farmer's Market (CL) – 22 stalls inside, 4 outside booked 9.30 until 2pm Ice cream and Bouncy castle to sort. 	CL	
11	<p>AOB</p> <ul style="list-style-type: none"> • Future of the Hall (RM) With the knowledge that many of the elected Trustees will not be standing at the AGM in November, RM proposed writing an article for the pump and for FB to hopefully get for more volunteers to keep the hall running. RM will send it out to the Trustees for comment before publishing. • Hot Water Urn (VF) Lots of concern over the hot water urn in the kitchen, in case a child uses the tap and gets scalded. To be turned around facing the sink. 	<p>RM</p> <p>NT/ RF/ RM</p>	
12	<p>Date of next meeting Monday 11th September 7.00pm</p>		

	AGM Monday 6 th November 7.00pm		
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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..... 11-9-2023