

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Monday 17th October 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
Peter Tremain (PT)	Elected
Nigel Thorne (NT)	SATCo (19:30 hours)
Corey-Ann Lidstone (CL)	Co-opted

Apologies:

Laura Cole (LC)	Elected, Friends
Brenda Bland (BB)	Church
Andy Strike (AS)	Badminton Club
Edwin Harris (EH)	Elected, Communication
Fran McLoughlin (FM)	Sparkwell School
Kathryn Hussey (KH)	Elected,
Ian Wilson (IW)	Elected, Treasurer

Agenda Item	Description	Action by whom	By when
1	Welcome & Apologies (RM) RM welcomed all to the meeting. Apologies from IW, FM, KH and EH		
2	Open Forum (RM) No members of the public present.		
3	Constitutional Matters Safeguarding Policy- CL signed the policy		
4	Declaration of Interests 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	Review the minutes of the previous meeting The minutes of the meeting on 05.09.2022 were agreed as accurate and signed. Publish on website	EH	
6	Financial and Treasurer Update (IW) BACS Payments / BT mobile contract IW has now taken over as Treasurer from KH, DM read an email from IW. Balance in accounts as of today- current account £17,555.03, Deposit account £7501.46. Invoice outstanding £3402 for new front door. If IW can sort a system for BACS payments which complies with the 2 required signatories for charities, all agreed for amounts up to £100 BT Mobile Contract It was agreed this really has to be cancelled and no one else can do it apart from EH as it's in his name. DM to ask EH	IW EH	
7	Correspondence Received (ALL) <ul style="list-style-type: none"> • Coop Grant (FM/DM) We weren't successful with our application for the Coop grant this year. Thanks to FM for applying. 		

	<ul style="list-style-type: none"> • Devon Communities Together are asking for grant applications (3K). CL kindly agreed to apply. • Alpha Logic (DM) Our bin has gone and we are no longer with 365 Direct. Alpha Logic have now informed us that we need to pay a 20p per day hire charge as we are an on demand service. £73 per annum but still very much cheaper than our previous contract as shouldn't be anything much in our bin. All agreed. DM to put in place 	CL	
8	<p>User Group Reports (ALL)</p> <p>WI-JR discussed the new Smartlock, Speaker couldn't access the hall, extra codes for others in group, this to be addressed in Matters Arising</p> <p>The District had booked a quiz and JR hadn't been told DM to look back and let VF know costings and hours booked. JR requires enough time to set up and put away.</p>	ALL	
9	<p>Matters Arising</p> <ul style="list-style-type: none"> • Front Door/Keypad/All other hall doors (RM/VF/DM) <p>RM- The new front door has been fitted with the Smartlock. As we were at the hall for the day we cleared the stores and tidied up. The outside entrance emergency light had to be moved along with the outside light to accommodate the new door height. RM has now fitted a recessed light and fitted the post box outside. RM thanked VF for getting to grips with the new lock and for the many hours spent on this.</p> <p>VF- informed the committee about the new lock. 12 manual codes for the keypad itself. More on network. Runs on batteries and would only last 3 days if on all the time, so works on heart beat (a few seconds every hour and updates info by syncing to the internet). She can unlock and lock the hall remotely. People can be let in remotely they would just need to contact VF and then press any key on the keypad. This was tested with the dog training group and worked.</p> <p>Discussion around being able to leave the door unlocked and accessible for guest arriving at different times. VF can schedule this and did for the wedding reception at the weekend, but it doesn't lock itself at the end of the time session. An upgrade to our package may be able to do this or we may need to use the keypad to lock out. VF to set up the upgrade. All agreed to £4 a month as a direct debit from the hall account. Concerns over power cuts but VF will investigate There is a feature for it to work offline.</p> <p>All pleased with the new lock, only minor teething problems, great for security and knowing who is in and out.</p> <p>RM- previously discussed (2019) buying a doorbell in case people do shut themselves out. This was agreed Mains powered. DM to buy</p> <p>RM- replacing the remaining doors, this was discussed in 2019 by the committee and 3 quotes were obtained. Secur-A-Door was selected and we hoped to purchase doors as and when. DM has an opportunity to apply for a grant from the Newnham Solar Fund, who have been very generous to us in the past. DM requested an updated quote from Secur-A-Door to reflect the price increases that have occurred with glass, etc. The total price to replace all the remaining doors is £21154.25 plus VAT Total 25385.10 The benefits of replacement are to replace our non-compliant doors with regards to fire, improve security, improve thermal efficiency of the building, close the holes where vermin are getting in, particularly under stage and back stage and improve on the damp situation under stage. Some of the cills are now missing on the doors and fire door push bars only lock on the top. All agreed the doors have lasted incredibly well.</p> <p>Concerns were expressed by the committee that this expenditure would seriously deplete the funds and we still don't know what the impact of the energy price rise will be like. At present the regular use hire fee of £14 is</p>	ALL	



	<p>just enough to cover unit costs but we are on a very good rate for energy until April. We do have £7.5K in the capital fund. RF-proposed that if we can get match-funding then we should buy them JR seconded It was unanimously agreed. RM/DM to talk to Secur-A-Door and the Newnham Solar Fund, apply for the grant and then a decision will be made. JR queried whether there will be a profit going into the hall funds following the pantomime, which can go towards the doors. NT confirmed there should be a profit, Enough tickets have been sold to cover costs so selling more tickets will provide income.</p> <p>As a charity whether we can claim our VAT back generally or from capital projects was briefly discussed DM to ask IW if he would mind investigating</p> <ul style="list-style-type: none"> • Fire Precautions (DM) Solar Light Trial (RM) PAT testing quotation (KH) Stage curtains- NT found a label stating the curtains have been treated with a flame retardant finish DM checked with Russell & Chapple, the manufacturers, and as long as they haven't got wet or have been washed they will still be flame retardant.- completed We aren't sure of the Proscenium arch This was purchased from Lang and Potter ? 2017. NT unable to find any paperwork. DM to contact Lang & Potter - DM Outside light by emergency exit- RM completed Agreed to purchase 2 more and fit along emergency exit. DM to buy Cleaning cupboard – DM completed No smoking sign for outside the entrance and remove bin that is used for cigarette ends but also rubbish- DM -completed Electrical works as per the latest EICR – RM will complete some of the works but due to time constraints can't do all the works. All agreed Tom and Bonnet Electrical should be asked for quotations-RM PAT Testing some due in November- KH has requested quotation from Chris@charactercreationrpg.co.uk Policy for extension leads – DM No portable heaters unless tested, fixed safely and on SATCo FRA- NT Reduce amount of AM-dram clutter. NT –planned for half term, Declutter store/shower RM/DM completed FRA sent to Gemma Parsons/Jo Cooper in order that points raised related to SATCo can be incorporated into the next performance FRA by Jo Cooper- DM completed Internal fire doors need repair. RM to ask a local carpenter if he can donate a couple of hours, DM to put request on fb. Assembly point sign – DM • Email addresses through Fasthosts- ? accounts@sparkwellparishhall, chair@sparkwellparishhall, secretary@sparkwellparishhall (KH/DM/EH)- in progress • Sparkwell Parish Hall website (DM) All agreed we need to update it as misleading as soon as possible. DM to ask EH for access • Pest Control Quotations (NT) Clearing rubbish first then bait boxes to be bought- NT • Carpet foyer – repairs to sharp edges on trim and new strip to cover where new door has been installed NT • Sound system- NT obtaining quote from Martin and explained that SATCo hire the equipment from Nubsound and will ask for two quotes, one for essentials for the hall (plug and play) and one for SATCo. DM also awaiting quotes from two providers. • Sparkwell Sports Youth Academy (RF) RF demonstrated the equipment that had been purchased. Lions donation. 15 names of eligible youngsters Taster sessions detailed on his poster. 1st session on 	<p>DM</p> <p>DM/ IW</p> <p>ALL</p> <p>EH</p> <p>DM/ EH</p> <p>NT</p> <p>NT</p> <p>NT/ DM</p>	
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	<p>Thursday 20th October –Badminton, AS coming to coach. Hall hire discussed all agreed that there has to be a cost, must be fair for all. Unit costs will apply. Maybe funding by tuck shop or subscriptions. DBS checks required, risk assessment and first aid cover. CL found links for DBS checks.</p> <ul style="list-style-type: none"> On-going maintenance/Benches (RM) Benches had been put on their sides and Paul was unable to fit them as they had warped. Waiting for the benches to flatten out and Paul to be available RM to contact Paul Maintenance- Manhole needs flushing annually Pipe has a small crack. Downpipe needs unblocking as this affects the grey water system (RM has done this). DM- needs writing down in a maintenance schedule. Graffiti (DM) DM had spoken to the Police, they feel it is likely that it is a one off. Asked for quotations from 4 companies. One has come back Scrub and Shine South West £250 plus VAT Considered too much money. Ray has volunteered. Seesaw Mounts and park defect report (RM) RM read the latest defect report – <i>Some subsidence felt beneath safety surface between climbing frame and springer causing a trip hazard.</i> Update from DM - Written again to Playquip as nothing seems to come under the guarantee and the installation isn't lasting. This is the second ground defect and also we have had the seesaw mount defect. They have requested photographs. DM has also written to another installer, recommended by Kompan, Terry at TK Play, to ask for a second opinion and possible fix. Waiting for a reply. Youth Club (KH) Deferred SATCo (RM) RM explained that he is very disappointed with the recent emails and he will be talking to Geoff Perham. Chairman of SATCo at his convenience to move this on ASAP. NT added that he had talked to Geoff and it did need sorting. Woodland Project (RM) RM read an update from Gill McEwing The planned working group for a few weeks ago was cancelled because of rain. Tina is organising another one, but these are not well supported. We have some money and will be looking at employing someone to give us a hand with the heavy work. Unfortunately there has been repeated vandalism of the trees we planted, only 2 of the 5 have survived. Car park (RM) No reply from the power station as yet. DM managed to get some of the potholes tarmacked and hopefully more will be repaired. RM- has 1 house left to visit and we have some cars that are parked there and shouldn't be and some cars are parking on the tarmac All agreed RM to pursue. <p>Matters Arising (Deferred until time allows)</p> <ul style="list-style-type: none"> Under stage door (NT) RM asked NT about the state of the under stage door. It is secure. NT did inform the group that it is damp under the stage. 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>RF</p> <p>RM/ Paul</p> <p>RF</p> <p>DM</p> <p>RM</p> <p>RM</p>	
9	<p>Bookings update and Calendar (VF) Ticking along. Increase in birthday rate to £65 hasn't made any difference. Some all day events booked for 2023.</p>		
10	<p>Fund Raising Events/Events</p> <ul style="list-style-type: none"> Farmer's Market (CL) Market for the 30th October 19 stalls, 27th November 15 stalls. New poster for circulation. Happy with Sister Snacks 	CL	

	<p>menu Thanks were expressed to CL for all her efforts. Christmas Market may have extended hours perhaps until 2pm, Grotto ? CL to talk to EH and ask for helpers from the village. Maybe outside stalls NT agreed to put the cow up on Sunday</p>	NT	
11	<p>AOB</p> <ul style="list-style-type: none"> • G&S Concert NT – SATCo will support the event. DM- the email stated- whether this was going to be a joint fund raising event would be decided on at the meeting? All happy for SATCo to run the event but must cover the halls running costs and table cloth cleaning etc. The lowest unit cost figures from the last minutes was £10.63 plus 10-15%. • JR suggested that she could contact the probation service and ask if we could tap into the community payback scheme to maybe request help with removing the graffiti or other jobs. All agreed what a great idea. • RF suggested we should be using statistics more to look at where we can make financial gains and use the hall more. Discussions ensued - It has been difficult to have any statistics due to closing for covid, etc. Running more events requires more volunteers as it's always the same people. The unit cost calculations are enlightening as we are only just covering our costs. • VF to provide access code for scene painter for November. Not when dogs are in. 	JR VF	
12	<p>Date of next meeting Monday November 21st</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... 21-11-22