

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: Thursday 18th May 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
Fran McLoughlin (FM)	Sparkwell School
Ian Wilson (IW)	Elected, Treasurer
Lorraine Sansome (LS)	Elected
Lynda Thorne (LT)	Elected
Peter Tremain (PT)	Elected

Apologies:

Jenny Reynolds (JR)	WI
John Reynolds (JohnR)	Short Mat Bowls
Corey-Ann Lidstone (CL)	Co-opted
Nigel Thorne (NT)	SATCo
Brenda Bland (BB)	Church
Andy Strike (AS)	Badminton Club
Kathryn Hussey (KH)	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		
3	Constitutional Matters <ul style="list-style-type: none"> • Treasurer (RM) It was IW's last meeting and RM thanked him for his work and we are sorry to lose him. The hall can't run without a treasurer, KH has advertised the post on FB and the pump is due out this week. End of year is due. Perhaps CL or KH will help. DM to ask • Safeguarding Policy- FM has reviewed the policy. Only query was that S1.9 is still accurate. Confirmed by LT. DM to date it and send it out with minutes. 	DM DM	
4	Declaration of Interests Francesca McLoughlin, Head Teacher of Sparkwell School and Robin May, being a board member of the school, both also being Trustees 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/FM	On-going
5	Review the minutes of the previous meeting The minutes of the meeting held on 13.03.2023 were agreed as accurate and signed. Publish on website	DM/ VF	
6	Financial Update (IW) Balance £20882.49 Current account. £7523.59 Capital account We have received an invoice from PPLPRS for the last three years (£730.88). KH and DM had sent IW the previous emails and discussions around this, closed for covid, apparently we had 2 accounts, etc. IW had spoken with PPLPRS on numerous occasions. Should be 1% of hiring costs to each PPL and PRS. There		



	can be a fixed charge for Amateur Theatre Companies. We thought we had paid for previous years. We can appeal. It needs looking into. We need to find if the sum of £386 was paid in 2021. Need to send hall accounts in for assessment of the coming years fees. ?Who is going to do this work.		
7	Correspondence Received (ALL) KH had forwarded correspondence received to all Trustees regarding the suggestion of a pop up shop to be sited in the hall carpark. No further information has been received from the interested party. Points raised: state of car park, very busy area, the hall cannot run a commercial business from its premises, old school could be a possible venue in the future. Nothing further to discuss at this stage.		
8	User Group Reports (ALL) LT- panto is Robinson Crusoe. Subs paid, on-going DM asked if there are plans to cut costs in order to plough some funds back into the hall. LT confirmed that the costs for costumes is going to be reduced.		
9	<p>Matters Arising</p> <ul style="list-style-type: none"> • DCT Grant Application (CL) – Deferred. Up to date quotation from Nubsound received. • Hall doors (RM/DM) Newnham Solar Grant– DM thanked everyone for their replies and she has accepted the grant offer of £4000.00 from the Newnham Solar Fund, which is to be put towards the second lobby door as previously suggested. DM has requested up to date information from Secur-a-Dor but has yet to hear anything. Also hasn't heard anything regarding the kitchen and committee room doors. Trevor Hext has agreed to do the works previously quoted for. • BT Contract (DM) - DM still trying to access our BT account which had been setup by another Trustee, to find out what our contract is and when it terminates, she contacted Adam Lawton, given log in details but can't get anywhere. She now has a contact number to ring and will pursue. • Utility Aid – Electricity Contract (DM) – Deferred until July as agreed at last meeting. • Fire Precautions (DM)- Pat testing booked in. Fire door repairs agreed, RM to pursue works on EICR • Sparkwell Parish Hall Website (RM) - VF/DM now have access. VF has updated the birthday party tariff and Farmers Market page. Lots of work to get this all sorted. DM/VF 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)- RM will talk to Paul again re benches. LT asking Andy if he will continue to replace flushes in toilets. • Seesaw Mounts and park defect report (RM) – DM chased Playquip again regarding the agreed resurfacing of the area of the playpark that has been reported as a trip hazard, still nothing. Gate closure still comes up as a defect on the monthly report as closing faster than 4s. Discussions had and when the gate was slowed down it wasn't closing properly. There are no contact details for the playpark inspectors but DM to contact South Hams to ask what mechanisms they recommend. All agreed to a sign warning of the danger!! • SATCo (RM/NT) Update from AGM- Nothing has been received from Phil regarding the discussions had at the SATCo AGM and April meeting regarding the proposal of unit costs. LT contacted Phil and it was confirmed at the meeting that SATCo members had voted to adopt unit costs instead of the £3000 annual fee. LT arranged for the minutes of both the SATCo AGM and April's meeting to be sent to RM. It was explained that the SATCo constitution states that SATCo are subject to 	DM RM DM/ VF RM RM/ LT DM/ RM	

	<p>the overall direction of the Trustees and really all expenditure etc. should go through this committee and we are responsible for the charity.</p> <p>The committee then voted and agreed the unit costs proposal.</p> <ul style="list-style-type: none"> • Woodland Project (RM)- No update. • Car park (FM) – FM still in contact with Tungsten West who maybe now suggesting that they scrape and hard core the carpark instead of tarmac. TW still trying to raise funds for their own mining operation. Agreed to wait until the summer holidays to see if the work is forthcoming before investigating alternatives. • Dust Monitoring (RM) –TW have sited the real time dust monitor today. The preferred site was the front of the hall. The annual £250 has been received. <p>Matters Arising (Deferred until time allows)</p> <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) 		
9	<p>Bookings update/Calendar/Door Lock/New bookings instructions (VF)- New dog training group on Tuesday evenings, Ringcraft. Going very well. They are mopping afterwards etc. The Monday dog group have cancelled their sessions, but are still advertising. Theatre Royal Barn Dance is on 25th July, 6-10pm Tickets have been released. £10 a tickets for groups of 4. £500 to the hall. VF has informed the Theatre Royal of imag, Plymlinks, etc. RF has posted it on FB Still lots of parties. New booking instructions will mean that everyone including regular users will need to leave the hall clean It will not be manned. RM- was impressed the door was unlocked when it was the elections. VF can enable this function.</p>		
10	<p>Fund Raising Events/Events</p> <ul style="list-style-type: none"> • Farmer's Market (CL) – deferred • Summer Extended Farmer's Market (CL) - deferred 		
11	<p>AOB</p> <ul style="list-style-type: none"> • Ocean City- although everyone recognises the benefits of football to youngsters it was generally felt that Ocean City are just now far too big for the area. Concerns were raised that there are still no toilets, human faeces reported in the woods. The car park is often so busy that those that have hired the hall and paid for the carpark are unable to park. Also cars parked, often badly in Seaton Orchard and the main road. Complaints have been received regarding excessive noise and not now just once a week. People still asking to use the halls facilities when hirers are in charge of the hall. Hirers reporting possible safeguarding issues. Definite lack of respect for village life and their neighbours. Rudeness to hall trustees. Cars leaving the matches are using their horns on leaving, horses in the road. Report that on Remembrance Sunday even though they were asked to stop playing whilst the village were assembled at the War Memorial they did not. <p>That despite agreement in the summer holidays that locals could use the playing fields Ocean City changed the gate codes without the school knowing for the last two weeks.</p> <p>FM reported back on recent discussions that the school are having with Ocean City due to the more frequent matches.</p> <p>Discussions ensued regarding the following proposals / options :- Reducing the sessions and numbers attending. Not using the carpark is a must, (however it was understood that this will result</p>		


	<p>in greater congestion elsewhere) Using the ground for training only. Serving notice on Ocean City completely. (It was agreed a long notice period would be the considerate option as fixtures already planned)</p> <p>RM to write to FM regarding the issues.</p> <p>VF found websites that advertised the playing fields with changing rooms, toilets and car parking, that had been ratified only last year. This is clearly incorrect. FM to investigate</p> <ul style="list-style-type: none"> • DM- Microwave making awful noise. All agreed to replace. At end of meeting it was tested and it appears its working but a bearing has gone. Won't replace for the time being. • RF- The youth academy is going well. Marking out the floor takes a lot of time. All agreed RF can use tape and leave it on floor. Must invoice hall. RF has made basketball nets using his scaffold towers Lots of mums stay and help and have expressed an interest in netball. Hall not big enough for a standard netball court. RF asked if the hall would purchase netball nets (£1500). This was considered too expensive at this time when the amount of use is unknown. RF to see how the netback sessions go. LT suggested netball training sessions where you don't need nets. Maybe the interested parties can fund raise? RF-there have been expressions of interest for badminton. RF has not had a response from AS. DM will contact him <p>Concerns that RF is funding the hall hire himself, suggestions- tuck shop, a small fee such as £1, donations or maybe tea and coffee with donations will help with the costs of funding the hall.</p>	<p>RM</p> <p>FM</p> <p>DM</p>	
12	<p>Date of next meeting Monday 17th July 2023</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.....17-7-23.....