

Sparkwell Parish Hall and Playground Trust Management Committee Meeting Minutes

Date: Friday 21st February 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
Peter Tremain (PT)	Elected
Iris Willis (IW),	Birchland Road Residents
Alison Morris (AM)	Friends
Tim Horton (TH)	Elected
Edwina Hutton-Fellowes (EHF)	Elected
Gerry Sinclair (GS),	Church
Fran McLoughlin (FM)	Sparkwell School
Guests-	
Ross Taylor	Drake Judo

Apologies:

Heather Harvey (HH)	Over 60s
Jean Belsey (JB),	WI
Monica Jeffrey (MJ)	Elected
Nigel Thorne (NT)	SATCo
Catherine Perham (CP)	Bowls
Edwin Harris (EH)	Communications

Agenda Item	Description	Action By Whom	By When
1	Welcome & Apologies RM welcomed all to the meeting. Welcomed Ross has agreed to be the Representative from Drake Judo. 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 • Safeguarding Policy was passed around and signed by those Trustees who hadn't previously signed it. 	AM/DM All	05.20
4	Declarations of Interest Francesca McLoughlin, Head Teacher of Sparkwell School and Robin May, being a School Governor, 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 No amendments Minutes Approved. RM thanked EH for updating the minutes on the		



	website		
6	Financial Report KH- Is working through the accounts and will report back. Balance on 20.02.20 was £10,004.96	KH	03.20
	A discussion was then had re opening a separate capital account with £5000, which was agreed at the last meeting. EHF- concerned about transparency, why do we have to have 2 accounts? RM- it's nice to try and save for the capital jobs and have something to show. DM- maybe KH could look at the CC guidance and we can make sure we are doing the right thing. To be discussed next meeting.	KH	03.20
7	Correspondence Received DM- Renewal of membership of Devon Communities Together. It was generally thought that we wouldn't renew unless we have to be members to complete the Hallmark Scheme. It is £50 annual. DM to confirm	DM	03.20
	IW- Unclaimed prize to be carried over to summer fair. The Treby prize from the Christmas Fair will be put behind the bar at the Treby for the claimant.	IW	02.20
8	User Group Reports No user group reports		
9	Matters Arising <ul style="list-style-type: none"> Cleaner Update DM-Clean Group started on the 10th Feb, £32, Monday 8-10am, on one month trial, all insured, no tie in, use their own products and equipment. Will do kitchen deep clean etc. if we need them, at extra cost. Seems to be going ok, reports are good. The hire agreement has been looked at and sent to Judo. It is being rolled out to all the regular users. There is a requirement in the HA for a simple risk assessment. EHF to devise simple risk assessment checklist for all hall users. Fire/Doors (DM) Spent the morning with the ACE man on 31st January. Serviced the fire alarm system. This will now be due again in July, when fire extinguishers will be checked also. We needed new batteries in the fire alarm panel and the emergency lighting failed the hour test in the committee room and under the stage. To save money Robin has fitted two new ones at a cost of the materials only. The ACE man advised that whilst he wasn't a fire risk assessor, the hall has a lot of exits. He thought that even if you didn't sign them people will still exit through the front doors. DM explained that birthday parties don't have a key so therefore they can't lock the door. He didn't see it was a problem but if we are going to replace the doors we might as well get the correct thing. AM/KW will investigate door quotes, Front door as separate quote as we need to do this door and get the lock fitted ASAP. Electricity Tariff Update (KW) KW has only recently received the information and will investigate. Walk through EHF-Need to remove the paint as flammable. PT queried the water based products. Need to put them in zoned area so we know the location. COSHH locker. AM- all cleaning products now in steel cabinet which is also inside a keypad area. PT/RM to find the key and get the lock working on the cabinet. When the slops area has a door this will be lockable. Insurance DM- The insurers' guidance for bouncy castles has now been added to the users info. DM stated she was disappointed to find that Kidsplay, who have been good up to now, brought a castle that wasn't on the PIPA website. When asked they do not register small castles on the PIPA database, 	DM	04.20
		EHF	03.20
		KW/AM	04.20
		KW	06.20
		RM/PT	03.20



	<p>but test them separately. The PAT stickers had also apparently fallen off. They have been told that they won't be bringing another castle into the hall unless it has a test certificate and the PAT testing is displayed. Moor Fun seem to be very good at the moment. Need to keep checking castles when letting in parties</p> <p>Judos insurance has been received and the link to their safe guarding policy. They are completing their risk assessment.</p> <ul style="list-style-type: none"> • Heating Update RM- got all the parts just need the time to fit. But has fitted new emergency lights and the defib. Regarding the defib DM informed the group that she is no longer doing the monthly checks and the Parish Clerk asked for a volunteer and a first aider has come forward. EHF-asked about training. It was in the pump some time ago. DM suggested contacting the clerk. EHF – First aid kit still to do for the foyer, and will obtain costs. • Security- deferred due to door replacement. RM asked if anyone could take on obtaining quotes for all the doors and apply to the solar grant as they have been advertising in the pump. AM and KW agreed to take it on. • Trees RM- survey undertaken on 19.02.20 by Devon Tree Services, £474. Awaiting report. One tree is rotten but it is not now seen to be correct to fell them. They reduce the height and make safe and preserve for as long as possible. Will need quotes for the work as soon as report is available. • Rigging- AM to email Persimmons re grant. • Under stage door deferred • Sound system- TH to shop around for quotes to match Nub Sound equipment list. FM-The bid writers were not any good. Screwfix Foundation may be available for the doors when the quote is available. EHF- The Coop have been very generous in the past with the Scouts. Another possibility. KH- Explained the Sedgemoor Lottery and it was agreed we would sign up for it. RT suggested having a designated fundraising person, bid writer and suggested a person he had had success with. Details to FM • Declutter – RM- this took place on Sunday 9th February. Thanks to all who came. Special thanks to those from SATCo and also Iris who fed us so well. We've now decluttered the mezzanine and the kitchen and completed an inventory of the crockery, requested by the wedding party in March. The shower has been completely cleared and will become the slops area. The round tables have been moved into the store and we need to finish clearing the corridors. GS- can't get to the cupboard. It is now all sorted. EHF- took a lot to the tip and will take the rest. • Judo Mats –Discussion was had regarding the judo mats and that the 2x1m mats have now gone. Too many to go on a trolley. The shower will be designated as the judo mat store. RT reported that the tap was leaking. PT/RM to investigate • H&S Inspections- Carpark needs resurfacing in places. We have 1 load of scalping thanks to KH and more when available. • Food Hygiene Update- IW-church are running another course and have obtained funding £30 each. It's a day course on April 24th. Anyone else needs to let IW know. It was agreed the hall will buy new chopping boards, turners, tongs, frying pans, tin openers, knives for use by Trustees in the kitchen. It will be stored in a plastic box with an inventory • Oven Cleaning/Henry/VAX KW quote reasonable check vents are included. • Oven testing- RM to check whether an element has gone in the oven 	<p>All</p> <p>Ross</p> <p>RM</p> <p>EHF</p> <p>AM</p> <p>RM</p> <p>AM</p> <p>NT</p> <p>TH</p> <p>FM</p> <p>KH</p> <p>RT</p> <p>PT/RM</p> <p>All</p> <p>DM</p> <p>KW</p>	<p>On going</p> <p>03.20</p> <p>04.20</p> <p>04.20</p> <p>04.20</p> <p>04.20</p> <p>03.20</p> <p>04.20</p> <p>04.20</p> <p>03.20</p> <p>02.20</p> <p>02.20</p> <p>02.20</p> <p>03.20</p> <p>03.20</p> <p>03.20</p>
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	<ul style="list-style-type: none"> • User Checklists- EHF in the process of doing RA for scouts stay and will look at RA for users • Any dates to avoid clashes- DM has been made aware of some church dates They are in the diary. Scarecrow weekend 8th May and Flower Festival in the church. Theme Village Life. Would like the whole village involved. A discussion regarding holding the Fair on the 9th May to help bring people into the village and combine with the Flower Festival ensued. It was decided that if this wasn't supported by the church then maybe we could do a combined event next year. The alternative date for the fair would be 20th June. Wait to hear from the church. There was enthusiasm for creating scarecrows. • BT- DM had heard from EH and it's all in hand. Report next month • Asbestos register (DM) DM to get quotes. FM to let DM know who school used. • Solar Fund Update (RM) available advertised in pump • Hall Mark scheme (DM) deferred • Risk Assessments (DM) FM Asked to include Use of stage area (Risk of falling from stage or steps, difficulty accessing light when curtains closed, risk of ropes and all areas/risks back stage when amplifier is off. 	RM EHF EH FM DM	03.20 03.20 03.20 03.20 03.20
10	Fund Raising Events RM <ul style="list-style-type: none"> • Farmer's Market 26th January • PGS Concert DM- washed chair covers. Tablecloths laundered in Plympton So some money was returned to SATCo 		
11	Any Other Business <ul style="list-style-type: none"> • EHF- would we consider a container in the carpark for scouts? 10ft footprint. Things you can do to make them more palatable. RM- hall users storage space is generally allocated and we also want to refurbish the hall and outside as well. FM- not adverse to old playground at school. Or perhaps EHF could speak to the Beechwood Estate regarding space in the yard • AM- Tom enquired about clearing the woods up to the fence. Agreed to wait for the results of the tree survey • IW- suggested those who cook and waitress and Keith should have free food, Farmer's Market. Agreed. 	EHF All	
12	Date of Next Meeting Wednesday, 25 th March 2020, 19:30, Committee Room, Sparkwell Parish Hall Date of April Meeting Friday, 24 th April 2020 Ad to be put in pump Friends to be emailed	DM AM	

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..... 19-7-21