

Sparkwell Parish Hall and Playground Trust Management Committee Meeting Minutes

(Following the AGM)

Date: Monday, 21st November, 2022. Time: 20:00

Venue: Sparkwell Parish Hall

Present:

Robin May (RM)	Chair PC (TBA)
Diana May (DM)	Secretary Elected
Ian Wilson (IW)	Treasurer Elected
Vicky Foss (VF)	Bookings secretary Elected
Ray Foss (RF)	Elected
Fran McLoughlin (FM)	Sparkwell School
Peter Tremain (PT)	Elected
Nigel Thorne (NT)	SATCo
Lynda Thorne (LT)	(TBA)
Lorraine Sansome (LS)	(TBA)

Absent:

John Reynolds (JohnR)	Short Mat Bowls
Jenny Reynolds (JR)	WI
Kathryn Hussey (KH)	Elected
Brenda Bland (BB)	Church
Laura Cole (LC)	Elected
Andy Strike (AS)	Badminton
Edwin Harris (EH)	Elected
Corey-Ann Lidstone (CL)	Co-opted

Agenda Item	Description	Action By Whom	By When
1	Welcome any New Trustees (RM) RM-welcomed our new Trustees. DM to send out all paperwork and update Charity Commission website accordingly.	DM	ASAP
2	Nominations / Appoint DM- asked for nominations for chair. There were no nominations. RM was asked if he would continue. RM agreed to stand for 1 more term, maximum. Proposed RF, seconded PT. RM- asked for nominations for following roles: Vice Chair (optional) – no nominations Secretary – DM. Proposed RF, seconded IW Treasurer – IW. Proposed DM, seconded VF Hall Bookings Secretary – VF. Proposed DM, seconded NT Friend's Trustee – LC not present RF to speak with LC and confirm Communications Trustee- EH not present RM to speak with EH to confirm. Co-opted Trustee for Farmer's Markets and Event – CL not present. DM to speak to CL and confirm	RF RM DM	
3	Constitutional Matters <ul style="list-style-type: none"> • Safeguarding Policy / DBS checks (DM) – The SPHPT has now paid to be registered with UCheck and can carry out any necessary checks with them. Admin fee only for enhanced DBS checks for volunteers. 		
4	Declarations of Interest		



	FM, Head Teacher of Sparkwell School and RM being a Board Member, 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 Minutes of 17.10.2022 agreed and signed Publish on website when we have access	EH/ DM/VF	
6	Financial Update (IW) Treasurer report given in AGM. Balances – Current account £13,989.00 Capital Account £7502.00. The treasurer@sparkwellparishhall.co.uk email is up and running DM reported that there is a secretary@sparkwellparishhall.co.uk email address which will be up and running. This will remove information from personal addresses and it will be on Fasthosts. Looks more professional and better for data protection.		
7	User Group Reports None.		
8	Correspondence Received (ALL) <ul style="list-style-type: none"> • Park Defect Report (RM) Some subsidence felt beneath safety surface between climbing frame and springer. Excessive movement in seesaw base. Gates not closing properly DM reported there has been some progress with Playquip in that they will repair the large cracks. DM to make RF contact for Playquip FM-suggested that there may be an organisation for Playpark Installations. As we are unhappy with the installation we could check. 	DM	
9	Matters Arising <ul style="list-style-type: none"> • DCT Grant Application (CL) Deferred • Hall Doors / Grant Application (DM) DM read the correspondence from the Newnham Solar Fund. It was agreed that we would get further quotations to repair / replace the understage doors, back stage door, 2 doors at front exiting from shower/store area. We would proceed with replacing the committee room and kitchen doors with fire exit compliant aluminium doors. Replacing the main hall doors was considered to be of benefit to hall users in terms of safety, ease of use, thermal performance, security and when we have the quotations back for the repairs on the wooden doors we will reconsider our options and approach the Newnham Solar Fund again and ask for their help. • Sparkwell Parish Hall Website (EH) All agreed this needs updating urgently, causing booking problems, prices have changed, Farmer's Market needs updating, etc. RM-EH has worked really hard on this over the years but it is now out of date and he is aware that he is very busy at present. Access for others to be able to make the changes is desperately needed RM to speak with EH • SATCo (RM) Apology not yet received and matters still outstanding. RM has spoken with the Chair of SATCo, Geoff Perham. Will be sorted out next year. SATCo will pay the agreed £3000 this year for the pantomime. LT- need to know before panto arrangements begin what unit costs will be. DM- this can be calculated at the end of each financial year. Maybe we can have a running total on the accounts linked to hours the hall is booked? • Sound system/Quotes/Grant (NT/DM) Dm was recommended Richer Sounds. They don't do it but recommended Clockwork Audio who has been involved with the hall and the panto in the past. He will quote. NT- Ben busy at present but NT will ask him again for a split quotation. There 	CL DM RM	



	<p>is an advantage to SATCo to purchase the full system as at present they rent it annually. LT- perhaps SATCo could donate something towards it and split the costs? DM- It's the same money, as per SATCos constitution.</p>		
10	<p>Bookings update (VF)</p> <p>Regulars are the same. The dog training is still on a Monday Maybe a WI craft club once a month. Increasing the hire fee by £5 hasn't had any effect on birthday party bookings.</p> <p>DM- need to give VF weekends off. VF still familiarising herself with the Smart Lock and upgrading the contract. When all settled we will share the load. The lock went off line. Should we have fibre?</p>		
11	<p>Fund Raising Events AM</p> <ul style="list-style-type: none"> • Farmer's Market (CL) • PGS Concert (NT) LT- 50 tickets sold already. Confirmed tablecloths, chair cover and sashes needed. DM – tablecloths to go to Priority Cleaning, the Ridgeway so they can be put soaking over the Christmas break. If left in bags they go mouldy. May not wash chair covers. DM washed them last time. £11 per hour unit cost for hours in hall agreed. Vicky to invoice • Summer Fair – Do we want a summer fair? Will need more volunteers to make it happen DM to ask for volunteers on FB 	<p>CL</p> <p>SATCo</p> <p>VF</p> <p>DM</p>	
12	<p>Any Other Business</p> <p>DM- Christmas Tree, lights and batteries - We don't know if EH will be doing this as last year. RM to ask EH</p> <p>DM-Warm Spaces initiative. We have been asked by the PC whether we could open the hall for a safe, warm venue for a community get together. More cost effective to use the buildings when they are already being occupied. Maybe some money available from the PC hardship fund to cover expenses. Is there a need? DM has asked the church and they are in on Tuesday mornings. Treby hasn't got back yet. FM-offered the school for a session. ? hall Thursday pm. RF, DM can do a session. DM to ask on FB if there is a need.</p> <p>RF- The disabled toilet not working and the possibility of the others failing has been very stressful for VF with parties at weekends. RM/DM changed filter lots of water seen coming in but still not filling the tanks. RF offered to plumb the disabled toilet directly with a mains water supply. All thought a good idea. No one really understands the system. PT/NT going to investigate on 24.11.2022.</p> <p>VF- Has been a booking enquire in the New Year using the stage . Will need to be clear and useable</p> <p>IW- we could do with the contact details of the Trustees. DM to put together</p> <p>NT-Benches need moving. RM to talk to Paul</p>	<p>RM</p> <p>DM</p> <p>RF</p> <p>NT/PT</p> <p>NT</p> <p>DM</p> <p>RM</p>	
13	<p>Date of Next Meeting</p> <p>? 14th December if required for Christmas Farmer's Market</p> <p>Monday January 16th 2023 19:00</p>		

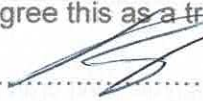
These minutes will remain in draft until approved and signed at the next Committee Meeting




SPARKWELL
PARISH HALL

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..... 16-01-2023

[Faint, mostly illegible text from the meeting minutes, appearing as bleed-through or very light print. Some words like 'Chairman', 'Members', and 'minutes' are faintly visible.]

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