

Sparkwell Parish Hall and Playground Trust Management Committee Meeting Minutes

Date: Monday, 23rd August 2021. 19:00 hours

Venue: Sparkwell Parish Hall

Present: Trustees-

Robin May (RM),	Chair
Diana May (DM),	Secretary
Kathryn Hussey (KH)	Treasurer
Alison Morris (AM)	Friends
Brenda Bland (BB)	Church
Tim Horton (TH)	Elected
Edwina Hutton-Fellowes (EHF)	Elected
Jean Belsey (JB),	WI
Catherine Perham (CP)	Bowls

Apologies:

Heather Harvey (HH)	Over 60s
Fran McLoughlin (FM)	Sparkwell School
Laura Cole (LC)	Elected

Agenda Item	Description	Action By Whom	By When
1	<p>Welcome & Apologies RM welcomed all to the meeting. Apologies received from those listed above. RM- Iris and Monica have decided to resign from the committee but are still happy to help out and let parties in etc. RM thanked them both for all their hard work and contribution to the hall and committee. We are back to our normal agenda, it looks lots, but we need to pick up the items from the meeting in Feb 2020 and a few bits from our last meeting and we can then close them off our Matters Arising, as lots has been completed.</p>		
2	<p>Open Forum No Friends of the Hall or public present</p>		
3	<p>Constitutional Matters</p> <ul style="list-style-type: none"> • Friend's Constitution Update (AM/DM) deferred as AM would be late to meeting. • Safeguarding Policy- has been revised by FM, taking into account ACRE guidance received, deferred to next meeting. For signing 	AM/DM All	
4	<p>Declarations of Interest RM being a Board Member of Sparkwell 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</p>	RM	On-going
5	<p>Review the minutes of the previous meeting No amendments Minutes approved and signed. DM to send to EH for the website</p>	DM/EH	
6	<p>Financial Report Balance £18408.15 KH-Capital Fund to do. Waste- Credit £697.93 We are not happy with the service from 365 as collection of the sanitary waste is often missed as we do not know when they require entry. Apparently PHS arrived today but no one knew. The credit has to be used and maybe then look at</p>		



	<p>alternatives. KH has looked and we aren't paying excessively. Should get further credits for the missed collections BT-£448-84 rebate RM-thanked KH for all her hard work</p>	KH	
7	<p>Correspondence Received DM-Church autumn fair on 20th November. BB-Other church events Cream Tea 19th September Harvest Lunch 10th October</p>		
8	<p>User Group Reports and Bookings Updates (DM) RM-We've had 2 weddings The first resulted in some damage to the wall where they peeled the paint off, loss of the new dustpan and brush, them not taking their rubbish, dirty carpet in the lobby. Can we agree to get clean group carpet cleaners in. All agreed. Large parties from now on will have a damage deposit taken. Bookings are picking up with at least one session booked on every weekend in October. DM took on the bookings job when there was no one else. It's not a problem but we have discussed in the past having a group of people to let parties in and out so that we can have some weekends free, Alison kindly does it and Laura is now trained. DM- said that if we employed someone there is no way that they would be able to cover every weekend either and we can't afford it anyway. RM- Is there anyone else able to be around on some weekends to open and close the hall. If everyone did a little there would be no problem? KH-suggested to make this an agenda item each month and firm up weekends and who is going to cover them. EHF-we should think about a caretaker as and when to cut the grass, and help with farmer's markets, letting people in and out. A discussion ensued, also to carry out maintenance, etc. This will be revisited when we know more about our financial position. AM- there will be no Farmer's Markets as no cook, suggested maybe pay someone. Agreed deposits etc. float be returned. JB-WI cupboard is often inaccessible. Badminton stands hard to move, brushes etc. No WI in December. Will try and keep it clear. Store area needs sorting. EDF-Should only allow biodegradable wedding and table confetti. All agreed To be written in User's instructions</p>	<p>DM</p> <p>AM</p> <p>All</p> <p>DM</p>	
9	<p>Matters Arising</p> <ul style="list-style-type: none"> • Fire Precautions (DM) Ace testing whole system on Thursday, asked for Paul who knows the system because of errors last time. FRA is still in progress. • Car park (RM) We have met with Tarmaster, they are going to produce a quote. The white liners will visit to see how many spaces we can have. If we need to take a couple more feet from the grass area at the far side to be able to get an extra row of cars in the middle, it would be worth it. So until we know we need not to do any work in that area for a minute. Van and red car now moved. Cones worked for the wedding with Facebook and signs on gates. Will put cones on tarmac area when needed. RM hasn't had chance to get to Newton's Row yet but Diane and Laura know so far. • Solar (RM) Explained the system and the liaison he's had to have with the installer in order to get a reasonable outcome. It costs about £9K and we will pay it and then apply for the grant we have been awarded by the Newnham Solar Fund • Electricity Tariff Update (DM) No one had time last year to look at this. EONs deal this time was very expensive. DM has renegotiated a revised 2 year fixed deal. Fran has looked at other suppliers and the quotations are comparable. All agreed to stay with 	<p>DM</p> <p>RM</p> <p>DM</p> <p>DM</p>	



	<p>EON and DM to ring them and confirm.</p> <ul style="list-style-type: none"> • Walk through (RM) Following walk though by EHF in 2020. There now isn't much flammable paint upstairs we can probably throw away a bit more. It is in the fire resistant part of the building and not on the escape routes. They are out of the general public access. Will have walk around with Fire Officer The conversion of the shower to a slops area with lockable door for all cleaning products is deferred. RM/PT ? key to steel cupboard or make it lockable • Insurance (DM) Still with Norris Fisher and Ansva. All those letting in bookings please ensure they sign the black book in the foyer. They will have been sent the information with their booking and go through fire precautions. Check Bouncy castles. • Security/Doors Security deferred because of doors (AM/KW/RM) Door update AM-unable to get quotation as not taking orders. We need at least one quote for the Police Commissioner's grant application that FM is completing for us. Commercial quote needed obtained. RM had contacted Securadoor but they were unable to attend due to sickness. Will pursue KH knows alternative company. • SATCo RM outlined the informal meeting that was had with SATCo by reading the meeting notes and also read the SATCo constitution (Attached with the minutes). There was discussion regarding allowing SATCo to accumulate 10k in their bank account prior to any profits returning to the Trust's bank account ? The need for knowing the Hall's unit costs was explained where SATCo will be charged this rate for hours used including fund raisers. It will be impossible to calculate unit costs until we know what the bookings will be like, the new heaters, etc. Shared fund raising was then discussed. No decisions made and will be revisited. • Trees (RM) Still waiting for Arbocure to plant the agreed tree and we will pay the bill. DM chased on numerous occasions. AM said monolith had gone. This was taken down when the carpark was resurfaced. • Under stage door (NT) Deferred • Sound system/Quotes/Grant (NT/TH/FM) TH-explained he had the quotation from Nubsound and has sent off the same requirements to two other companies (Stage Electrics and Clockwork Audio) for a comparison. DM-This work is needed we need to be able to play music from -i-phones etc, for parties. • Decluttering (ALL) RM- we need to have another decluttering session and sort out the back lobby and the store room. No date decided • Judo Mats (RM) Will remain in the shower area. • Food Hygiene update (JB) Contacted SHDC on many occasions and hopefully will hear soon regarding a visit to progress the hygiene rating for the kitchen • User checklists/risk assessments (EHF) EHF to resend the user risk assessment to DM • Any dates to avoid clashes (DM) See 7 • Asbestos register (RM/DM) Completed which was good as we needed it for the solar quotation • Hall Mark Scheme (DM) Deferred • Risk Assessment (DM) Was updated with FM's suggestions. 	<p>RM/PT</p> <p>All</p> <p>RM KH</p> <p>TH</p> <p>EHF</p>	
--	--	---	--



	<ul style="list-style-type: none"> • Wedding Packages (DM/KW/AM) DM went through the costs we are using. All now do it yourself accept canopy and general trustee help. Only 1 now in December and that's with a wedding planner. Canopy will need putting up. . DM-the tablecloths although laundered in Plympton are stained from the wedding and we need to purchase some more. They were too busy to take the 50 chair covers and 7 tablecloths from Saturday DM-laundering them at home. • Clearing woods up to fence (AM) No longer required on agenda • Grass (DM) Haven't had chance to go out for quotes as yet. TH to ask Finley to quote. AM to find out about the twins. DM to find out who cuts the grass in Birchland Way. EDF would like edges cut and mowings picked up. Care must be taken-hedgehogs • First Aid Kits. Mops etc. (DM) Now purchased. Yellow dustpan has vanished since the wedding. 	TH/AM /DM	
10	Fund Raising Events (AM) <ul style="list-style-type: none"> • Farmer's Market- not for the foreseeable future • Christmas Fair –not this year 		
11	Any Other Business None		
12	Date of Next Meeting 24 th September 2021 DM –suggested 2 monthly meetings whilst we aren't fund raising and any emergency votes will be by email. Agreed Date of AGM Thursday 11 th November 7pm		

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... *11-11-21*