

Sparkwell Parish Hall and Playground Trust Management Committee Meeting -Minutes

Date: 10th November 2023

Time: 19:00

Venue Sparkwell Parish Hall

Present:

Vicky Foss (VF) Elected Ray Foss (RF) Elected Jenny Reynolds (JR) WI **Short Mat Bowls** John Reynolds (JohnR) Fran McLoughlin (FM) Sparkwell School Elected Peter Tremain (PT) Nigel Thorne (NT) Co-opted Lynda Thorne (LT) Chair Co-opted Corey-Ann Lidstone (CL) Treasurer

Apologies:

Chris Angle (CA)

Secretary Co-opted

Agenda	<u>Description</u> .	Action	Ву
<u>item</u>		<u>by</u>	when
<u>1.</u>	Welcome and apologies		
	LT welcomed all to the meeting. Apologies as above		
<u>2.</u>	Nominations for Roles on the Committee Only Vicki and Ray of elected members remain in the meeting. Jess Collins and Rebecca Tierney messaged Ray to confirm wanting to join the committee as elected members as within the Sparkwell Parish. Other attendees are the co-opted or group representatives all voted and agreed. a. Chair – Lynda Thorne proposed herself, seconded by Ray, Lynda joined as Co-opted member b. Vice Chair – Ray, happy to support the Chair. c. Secretary – Lynda proposed Christine Angle, seconded by Vicki. Chris to be Co-opted onto committee, Treasurer – Corey-Ann Lidstone proposed herself. Seconded by Lynda		



3.	Constitutional Matters: Safeguarding Policy to be signed by new members Dealeration of interests	<u>LT</u>	Next meeting
	None	Windows and the supplementary consists and the supplementary particular for the supplementary parti	
<u>5.</u>	Review the minutes of previous meeting: The minutes of the previous meeting were agreed and signed. They will be published on the website.	<u>VF</u>	
<u>6.</u>	Financial update: CL Financial update covered in AGM but current bank balance is £22,024.73 @ 6/11/23 Trust account £7,553.06 @6/11/23 SATCO £6657.52 @ 31/3/23 But currently around £18,000 as ticket money being credited.	A COLUMN TO THE PROPERTY OF TH	
7.	Correspondence received: No Correspondence discussed		



8. User Group Reports

WI, JR – All ok however chairs after last party were left outside of the cupboard so access was difficult. Vicki to remind the users of the hall to use the end of use check list provided. **Bowls**, JohnR –Attendance good but looking for machine to help roll up mats as due to the age and ability of the attendees that are not struggling to put away.

£5-6k needed for double machine £3k for single. No additional storage needed.

SATCo, LT- Trying to curb this years spend as last year was done 'big' to drum up interest following the stopping of the event for covid. Tickets are selling fast but some held back pending the capacity issue being resolved and then they can be released but have names wating already for them.

<u>School</u>-FM -All ok. Only issue is the capacity issue will effect the schools use of the hall so needs to be resolved for them too.

Highways – Claim to be submitted for the fence via the link provided. Not sure if we must pay and then recover tor they will pay once quote provided.

Ocean City – FM -No update but another club is interested in starting one for the girls but no reply yet.

<u>Farmers Market</u> – CL All but fully booked for Nov and Dec dates for 2024 to be confirmed with Vicki

<u>Fundraising</u> – Halloween was successful, team was happy to support and plan next one, maybe for Christmas.

Youth Academy – RF- Ray stepping back from organising as does not have the time. The community need to step up to take over, ideally needs to be more than once a month to maintain interest.



Matters Arising		10
PPL/PRS CL now that financial report is nearly finished submission can be made as value based on total income for the hall. Maintenance/Toilets – Toilets need repair to future proof as the parts are obsolete. PT to look into contacting someone to do the work. Park Defect Report – Chris to get access to secretary report and the pick up and chase the installers to repair Woodland Project – no update but fallen tree on the wood path, School has someone with chainsaw licences that can cut it down, Car Park – Update from Kathryn needed. Ray to help support and see about funding.	<u>CL</u>	
Capacity -Lynda has emailed confirmation of max capacity. The values seem very high for actual use in the hall so agreement to go for numbers to cover actual hire requirements. Figure to submit for licence 180 seated for performance, 120 seated meal. Total if standing 250 Lynda to submit the form to the licencing and recover the £89 fee	<u>LT</u>	
Bookings update/Calendar/Door Lock/New bookings instructions (VF) Nothing to report Parties are now all unmanned using key code entry. Someone needs to be 'on call' from the local area to check and close up at end of the day. Look to create a rota. Vicki to update the list of contacts on the door to include Lynda.	VF	
Fund Raising Events/Events Barn dance was a success and Sarah from Theatre Royal said 'it was a stand out venue from the whole tour they would like to donate the £100 refundable deposit to the hall' CL to update accounts for this.		
AOB SATCO programme - £60 contribution for the advert in the SATCO programme to share about party booking costs and other events held at the hall .Kathryn to be told about contribution and then we can sort the page advert. Bank Access to be given to Lynda as signatory and Vicki and Chris as viewer.	<u>CL</u>	
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	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	

