

Sparkwell Parish Hall and Playground Trust Management Committee Meeting- Minutes

Date: 4th November 2024

Venue: Sparkwell Parish Hall

AGM Nov 2024

Agenda Item	Description	Action by/who
1 and 2	<p>Welcome</p> <p><u>Present:</u> Rebecca Collins Philip Gibson SATCo Nigel Thorne Joanna Cooper SATCO Fran McLoughlin sch Jessica Collins Nikki Harris SATCO Jenny Reynold WI Lynda Thorne Bill Warrender John Reynold Bowls Mark Vinall Jill Warrender WI Pete Tremain Peter Gold</p> <p style="text-align: right;"><u>Apologies:</u></p>	
3	Open Forum	
4.	<p>Constitutional Matters</p> <p>MV acted as chair until voted in, Lynda as Treasurer until voted in</p>	
5	Minutes of last meeting reviewed, accepted, and signed by MV	
6	<p>Financial Update</p> <p>Current Account £9770.20 Savings Account £20207.33 See attached treasurers report for the AGM.</p>	
7	<p><u>Acting Chairmans Report</u></p> <p>Mark thanked Vicki and Ray for all their support in the past and we all felt sad that they had to stand down for personal reasons. Vicki is still on hand if we need her for any help and guidance. Rebecca has filled the position of Bookings clerk and is doing brilliantly with it. Together, she and Lynda make a small but efficient team with bookings and invoicing.</p>	

We were sad to lose Christine as secretary, but she felt that she had other commitments with her granddaughter's band.

Corey stood down as Treasurer for family and personal matters but Lynda has taken over and simplified the process for obtaining funds for receipts etc,

Mark stressed that everything was done to try to continue the Farmers Market monthly but with the loss of Sister Snacks as a food provider, this was not possible. However, the new food provider can attend on a quarterly basis so this is a way forward.

Mark felt that although we have a smaller team, it is very efficient and motivated and we can see lots of exciting projects in the future.

He stressed how important SATCo were for the hall as the annual panto is known far and wide for its professionalism. We welcome Nikki onto the committee as a SATCo representative.

The Toddler group and Community Café had breathed new life into the hall and the village were coming together gradually as a community.

The school parking situation has been resolved and we are happy to see that the school staff reverse park for the safety of pedestrians.

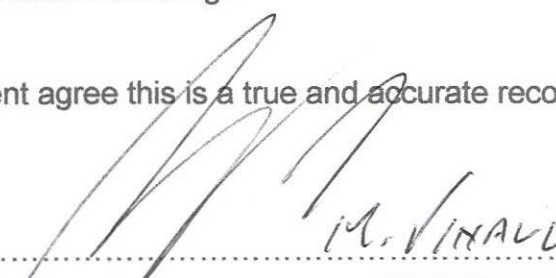
We thank them for this.

We probably wont be able to afford to tarmac the back carpark but the chippings seem to be working.

We will continue to try to find funding for this.

We are hopefully going to provide a safe pathway for the families living on the eastern side of the village to walk to school. This will hopefully be facilitated in the spring.

All in all, apart from a change in the Trustee positions on the committee it has been a successful year and we are going from strength to strength.

9	<p><u>Voting in of Officers</u></p> <p>Mark stood down as Chair and as no one else was nominated he was happy to continue.</p> <p>~He was nominated by Lynda and seconded by Peter</p> <p>Lynda stood down as treasurer and as no one else was nominated she was happy to continue.</p> <p>~she was nominated by Mark and seconded by Rebecca</p> <p>There was a vacant position for Secretary so Jess was nominated by Lynda and seconded by Mark.</p> <p>She was happy to take on this role as long as a laptop could be obtained for her, This was agreed by all.</p> <p>Nikki was welcomed onto the committee as a representative for SATCO and Peter Gold was welcomed onto the committee as a trustee as he local to Sparkwell.</p> <p>He was nominated by Lynda and Seconded by Mark</p> <p>He offered to help with IT matters.</p> <p>It was agreed to use Ivybridge Accountants to audit our accounts after our financial year in May.</p>	
10	<p>Unfortunately we were unable to conduct a formal committee meeting afterwards as a member of public turned up late</p> <p>Committee meeting to be arranged at a further date.9</p>	
	<p>Next Meeting to be arranged 9th December 2024</p>	
	<p>These minutes will remain in draft until approved and signed at the next Committee Meeting.</p> <p>All present agree this is a true and accurate record</p> <p>Signed..........Chairperson</p>	

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User Groups

SATCO

See Attached report for AGM

Farmers Market

We have successfully resurrected the Farmers Market by just holding a well advertised one every quarter.

The Halloween market wasn't overly busy but all stall holders said that they enjoyed it and sold a few bits.

I think people were missing the fried breakfast but soon realised that the Breakfast Bap supplied by Clipperty Clop said Fred was just as good, if not better.

We did have a full hall of stalls. 14 in total

Hopefully We can juggle dates in the future so that the food supplier and the important stalls such as the meat and cakes can be on the same date.

Christmas market 15th Dec, Easter one 13th April.

Toddler and Community Café

The Toddler group and community café is open all day from 11 in the morning until 4.30 in the afternoon.

It is doing very well, and brings in approx. £140 a week.

The sole object however is to bring the community together rather than make a profit but it seems that we manage this too.

We have a lovely group of parents and grandparents that have really gelled and support us in other events such as the Halloween party and upcoming Christmas party.

WI The WI reported as having no problems

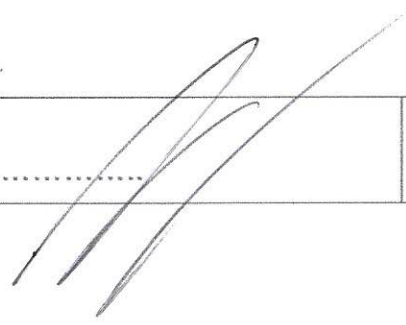
Bowls There was not report submitted

Bookings – We are doing extremely well with back to back bookings for parties at weekends and enquiries regarding weddings and Galas

We have a good system now with bookings and invoicing but it does mean that we are working every day all day long.

We have a very committed group of members.

	Date 12/11/2024	
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Sparkwell Hall and Playground trust

Treasurers Report for AGM November 4th 2024

I am submitting the figures from May 1st 2024 as this is the date that our new accountancy year starts.

The figures previous to this have been verified by the accountant.

The Balance at present in the general account is as of 31st October £9770.20

This does include £4000 obtained from a grant from the Newnham solar power of £4000.

This will be used for the fire doors in the hall, the ones nearest to the committee room.

We are expecting payments of £3250 from SATCO in respect of the Pantomime and an overdue payment of £1493.85 from the school representing rent due from September and the annual car parking fee. The latter has increased from £500 this year to £618.85 in accordance with instructions from the rental agreement.

Our opening balance in May was £16307.16

We transferred £10,000 to the savings account and now have a balance of £20207.33 in that account.

Please see attached sheet for an outline of income and payments.

We are at present doing really well with parties as I think word has got around about the facilities we offer.

We have an annual car parking rent from the school of £618.85 which will be reviewed in 3 years time and increased in line with the consumer price index.

And a quarterly lease payment of £875. This was reviewed recently in line with the lease agreement and it was agreed in accordance with the surveyors report to keep it as £3500 yearly.

The Toddler group is making a small profit each month but we have been able to purchase several large items with this profit. Such as the dishwasher, cold drink fridge and microwave,

We do save £156 a month by not employing cleaners. Instead volunteers clean for us, taking payment from free admission to the toddler group and a free lunch.

It is hoped that in the new year we can provide a safe pathway for local people in the eastern side of the hall to access the school. This would benefit the community too as an access to the picnic tables on the green by the woods,

We are hoping that the cost will be around £10,000 and that we can be seen to be giving something back to the community.

We hope too to purchase new curtains and it would be nice to have the lobbies painted and refreshed especially if we are hosting weddings and Galas. We have had a few enquiries about these large events.

We would also like to purchase a laptop for Jess to use to provide posters for advertising and spreadsheets for further fund raising ventures.

The tarmacking of the hall carpark is just too expensive at the moment but we hope that we can get funding in the future. In the meantime with less vehicle movement during school time the gravel may last a fair while.

The car park at the rear is being used mainly for staff parking for teachers, for which they pay a rental fee. Parents are being discouraged to use the back carpark on school pick up time.

We have had a rather large electricity bill of £1700 but have managed to pay this without too much damage to the accounts. I have noticed that we are now in credit by £195.

All in all its been a very successful 6 months financially and hopefully this will continue as we have a few fund raising schemes in the pipe line.

Lynda

SATCO Report – Hall AGM Nov 2024

SATCO AIMS – To encourage all the people in Sparkwell Parish, of any age, in an appreciation of the dramatic arts, and the pleasure of working and communicating to a common end.

This year has been a very successful year in which the company continues to exceed expectations in achieving our aims. In doing so it is the envy of many Amateur Dramatic groups across the region.

In last year's production of Robinson Crusoe, we had cast members from 7 to 84 all sharing the stage together, learning from each other and contributing to a strong sense of community and friendship.

Last year it was particularly pleasing to see several younger people step up by taking responsibility for production roles including stage management. Many of whom have developed their interest over the years having appeared on stage themselves when children of the Parish.

Whilst not the primary aim of the company, a small profit was achieved. In addition to the hire costs paid to the hall, part of the surplus profit was returned to the hall, whilst allowing for a working balance to be retained by the company.

Finally, as a company we appreciate and value all of the volunteers who continue to help ensure that the audience experience is the best that it can possibly be, thereby ensuring that the aims of the company remain firmly not only for its members but also for the wider community many of whom continue to see the annual pantomime as the traditional start to the festive period.

Phil Gibson

Chairperson

SATCO

Sparkwell Parish hall and Playground Trust.

Financial report AGM November 2024

Sparkwell Amateur Theatre Company Treasurers report.

The SATCO account with Barclays bank had an opening balance of £7500 as of May 1st 2024

£1000 was highlighted for new backdrops

Payments assumed to be going out are as follows

Insurance	£640
Lighting and sound	£6000
Scaffold	£200
Costumes	£5000
Painting	£800
Choreography	£700
Payment to hall	£3250
Props	£100

The balance with ticket sales is at present £18020.59.

This would leave a balance of £1330.59 in the account. It is hoped that fund raising and front of house activities during panto week will up the balance to around £6500 to retain the float.

There are another £2500 worth of tickets still to sell.

Lynda

6 month accounts

Credits

	User Groups	outside groups	parties	toddler group	School	Farmers market	fundraising	lotto
May-24	£881.75		£755.50	£291.53	£184.11			£2.50
Jun-24	£375.00	£242.50	£450.00	£332.46		£210.00		£2.00
Jul-24	£399.00	£125.00	£350.00	£400.87	£875.00		£461.87	£2.00
Aug-24	£329.00	£394.75	£205.00	£221.04				£2.50
Sep-24	£555.00		£1,065.00	£403.97		£55.00	£4,000.00	£4.00
Oct-24	£669.00	£243.00	£210.00	£323.46		£30.64	£940.02	£5.00
Totals	£3,208.75	£1,005.25	£3,035.50	£1,973.33	£1,059.11	£295.64	£5,401.89	£18.00

£4000 = grant

debits

£15,997.47

	electric invoices	utilities	playground	toddler group	cleaning	invoices	misc
May-24		£464.44		£ 70.00	£ 82.24	£ 112.00	£ 1,020.00
Jun-24		£641.04				£296.50	£11,392.11
Jul-24	£508.57	£286.50		£143.91		£350.00	£100.00
Aug-24		£196.84		£258.43			£1,033.79
Sep-24	£1,700.79	£617.81	£130.00	£851.42		£560.66	£121.60
Oct-24		£692.08		£418.50	£69.77		£250.33
Totals	£2,209.36	£2,898.71	£130.00	£1,742.26	£152.01	£1,319.16	£13,917.83

toddler group £317.20 profit
 fund raising £1,029.96 profit

£22,369.33
 - £10,000.00
 £12,369.33

to savings a/c

Balance £3,628.14