

**Sparkwell Parish Hall and Playground Trust Management Committee Meeting-  
Minutes**

Date: 27<sup>th</sup> January 2025

Venue: Sparkwell Parish Hall

Agenda Item	Description	Action by/who
1 and 2	<p><b>Welcome</b></p> <p><b>Present:</b></p> <p>Lynda Thorne Nigel Thorne Peter Tremaine Rebecca Tierney Jessica Collins Mark Vinell Peter Gold Jenny Reynolds John Reynolds</p> <p><b>Apologies:</b></p> <p>Nikki Harris</p>	
3	<p><b>Open Forum</b></p> <p>Birds – Bird boxes to be installed and situated on the stone wall adjacent to the wooded entrance. Blue cedar Fairway Garden residence have a grant to encourage wildlife and can situate these boxes on the hall premises.</p>	
4.	<p><b>Constitutional Matters</b></p> <p>None</p>	
5	<p>Minutes of last meeting reviewed, accepted, and signed by MV</p>	
6	<p><b>Financial Update</b></p> <p>Closing account balance £11,621.96 Amounts to go out £4000 for new windows. Credits £273.94 <u>Instant Access Account</u> £20,258.31 This month with the addition of the credit from SATCO we are in debit by £805.77 This is understandable as we didn't have any</p>	

hirers as such in December.

Payment to EON £486.27

Water Bill £160.73

Items paid upfront for café stock. Bookers & Nisbets.

7

**Correspondence –**

Accountants -

8

**User Groups**

Bookings

Bookings going well. Quiet during December and January. February onwards is looking good. We have some big 24hr bookings for later on during the year and parties being booked as usual.

4hr kids party price £70

Full day function £575 (decorated before)

RT

W

There's a bit of worry about recruiting younger members. W are having a meeting this coming Thursday 30<sup>th</sup> Jan to discuss how they can approach this. JR

Short Mat Bowls

Membership is static – Regular membership.

SATCO

Great success with the panto 2024 – SATCO made a profit £2773.94.

We as a committee it must not be ignored that the £10k is a profit that has been created for the hall but will be held in the SATCO account as a working fund. MV

SATCO committee are aware that according to the constitution this amount should be paid into the hall account for the use of the community. However, they have requested that an amount of £10k to be left in the SATCO account to cover any eventuality of a storm that would mean cancelling and refunding tickets. As treasurer (LT) This would be a perfect amount as it would cover costumes and lighting. SATCO are only insured for £2000 for such and eventuality. This would leave surplus of £273.94 which they would like to give to the hall for the community. Lynda would like this amount to cover Toddler group purchases please.

Baby & Toddler Group

Lots of new faces to the start of the year. Lots of local advertising on social media trying to draw people in. LT & RT

Badminton

Not present.

9	<p><b>Matters Arising</b></p> <p>Pathway – Going ahead for February half term.</p> <p>Need to put a notice on social media (facebook page &amp; School newsletter)</p> <p>Need to contact the school to put a notice in the newsletter to inform parents and carers of the work. From 17<sup>th</sup> – 24<sup>th</sup> February. JC to speak to school.</p> <p>Press down taps for toilets – Contact Danny Horswell about this (local plumber)</p>	
10	<p><b>Matters Outstanding</b></p> <p>SATCO Profit</p> <p>Curtains – Lang and Potter PT. Currently dunelm ones. LT to have a look at dunelm. Fire retardant curtains.</p> <p>Ceiling of committee room – PT to look at a companies to do a cost for the suspension ceiling.</p> <p>Telephone Contract (SATCO Phone) – Keep phone contract live for £7.50 a month.</p> <p>Backdrop – To be used for Gala and balls as a backdrop and needs to be updated and renewed. JC to update this in Feb.</p> <p>Solar Panels – PG to contact the company that installed his solar panels to see if they can come look at our solar panel systems and give us options as to what we can do.</p> <p>RT found the certificate needed to proceed with checks in regards to EON.</p> <p>Phoned to request attach to grid need certificate (NSC4) &amp; approval letter.</p> <p>Also Lynda can't get on the app as someone is already on it. Previous committee can't help and we can't find it upstairs in the files.</p> <p>Phoned EON – no certificate and not registered – can we get a qualified solar panel company to check fitting and register and certificate.</p>	
11	<p><b>Any Other Business</b></p> <p><u>Toilet Light</u></p> <p>Sensor for disabled toilet light – To contact the electrician.</p> <p><u>Concertina Doors</u></p> <p>Nigel has fixed this.</p> <p><u>Helium Balloons</u></p> <p>Not advised to have helium balloons (in hirer letters)</p> <p><u>Accounts</u></p> <p>MV to contact Ivybridge Accountants to provide us with confirmation letter to forward</p>	

onto the charity commissioner. WE have already paid £300 for them to finalise the accounts.

Loose Tile

Loose tile on roof at front of the building just above the wooden sign. MV & NT to have a look at it.

Fire Doors

they were unable to fit them because of the weather. They have been stored in the lobby for fitting later

Summer Fayre

School have a PTA meeting 3<sup>rd</sup> February. Hopefully they will discuss yearly diary. (8<sup>th</sup> June suggested). We can link the summer fayre with the hall and farmers market.

Next Meeting AGM 17<sup>th</sup> March 2025.

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

All present agree this is a true and accurate record

Signed.....  
..... Chairperson

M. V. VILLAVU

Date.....  
.....

11/02/2025