

# **FRIENDS OF SPENCER PARK**

## **REPORT OF THE TRUSTEES**

**for the period 1 April 2020 to 31 March 2021**

### **OBJECTIVES AND ACTIVITIES**

The object of the Friends of Spencer Park is to provide, or assist in the provision of, facilities for recreation and other leisure time occupation in the interests of social welfare, with the object of improving the conditions of life of the inhabitants of Coventry, in particular but not exclusively by the preservation, promotion and improvement of Spencer Park Coventry.

The monthly meetings of the trustees were suspended in March 2020 because of Government restrictions but resumed on Zoom in December 2020. However during that time, while not organising their own events, they continued to promote the value of the Park through the local ECHO community newspaper and on social media.

### **ACHIEVEMENTS AND PERFORMANCE**

When planning its activities for the year, the charity considered the Commission's guidance on public benefit. However, because of Covid-19 restrictions, very few of those activities actually took place. Exceptions were the virtual Dog Show in June and the pumpkin carving competition on Facebook in October. Against that the Park became a vital exceptionally well-used lifeline during lockdown for parents and children from the local area and beyond, as well as for anyone struggling to cope with the effects of self-isolation on their mental wellbeing.

The Friends, when the rules allowed, worked together with a number of local community organisations including Good Gym Coventry runners (clearing weeds and leaves), Coventry Grapevine (a picture trail), Windows Wonderland and the Albany Crown Bowls Club. They are particularly grateful for the cooperation received from Coventry City Council.

To encourage users from further afield to cycle to the Park they had four bike stands put in place funded by Transport for the West Midlands via Park That Bike. It also had a further picnic-table and bench installed, donated by a local family. The table has been designed to have a space for a wheelchair or pushchair.

The Tennis Club attracted a membership of 189 during the year including a very gratifying 120 new members and one corporate member. The income is ring-fenced to help pay for

the future refurbishment of the courts. The Club is now registered with the Lawn Tennis Association in its own right rather than through the Local Authority. The courts are checked weekly to ensure they are safe to play on.

The now-mature west border and other beds maintained by the Friends are a major feature of the park and receive constant positive comment.

## **PAVILION REFURBISHMENT**

Pavilion Refurbishment Subcommittee continued to meet virtually during lockdown and in early 2021 was expanded to include a volunteer project manager, a lawyer with expertise in community asset transfers, a professional caterer and a strategic planner. It also received advice from a local highly successful fundraiser.

Architectural plans have been drawn up and a survey of park users has ascertained strong demand for a café and community space in the Pavilion. A strategic plan for 2021/22 has been agreed and the respective roles of the trustees and the Pavilion Subcommittee clarified. Negotiations have begun with the Council over the heads of terms for the lease.

## **FUTURE PLANS**

The next stage in the refurbishment of the Pavilion will be to complete the business plan and carry out a feasibility study. A pop-up café to serve drinks and snacks from the Pavilion will operate at weekends in the summer to establish demand for a more permanent facility.

Following the sad death of a runner on the recreation ground the Friends are raising funds to install, and maintain, a defibrillator outside the Pavilion.

It is hoped that activities organised by the Friends will restart in the autumn. A Park Life photographic competition is already under way and, subject to Covid-19 rules being lifted, there will be a Dog Show and Pumpkin event.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The inaugural meeting of the Friends of Spencer Park & Recreation Ground took place on 18 June 2012 in Earlsdon, Coventry. A constitution was formally adopted on 10 September 2012. It was registered as a Charitable Incorporated Organisation on 16 December 2017. Its only voting members are its trustees who are elected for a term of three years at its annual general meeting.

**REPORT ON THE FINANCES FOR THE  
FRIENDS OF SPENCER PARK  
CHARITY 1176323  
FOR THE YEAR ENDING 31 MARCH 2021**

In December 2017 the organisation was recognised by the Charity Commission and the name was abbreviated to Friends of Spencer Park. The report on the finances attached shows the income and expenditure of funds for 2020/21. In previous years income and expenditure had been reported by project type but due to COVID-19 there were no activities except tennis in the fiscal year, although donations were received, including those from individuals grateful for the hand-made masks supplied by one of the Trustees.

The accounts for 2020/21 have been prepared on an accrual's basis, recognising accrued income for the flat green and expenditure for furniture ordered and supplied but not charged in year. The anticipated Gift Aid claim for 2020/21 has not been accrued for prudence as HMRC reviews the claim each year and may query the return after the accounts have been approved at the AGM. Income from Gift Aid to be refunded by HMRC is anticipated to be £458.50.

The balance available in the accounts at the end of the year was £18,641.03, represented by a balance at the bank of £18,556.03 with £85.00 cash in hand. The cash in hand consists of £25 Petty Cash and floats of £20 x 3 for sales, donations and tombola when park functions can recommence.

Tennis income and expenditure is the only restricted part of the funds with the long-term aim of accumulate funds to resurface the tennis courts. With the restrictions forced by COVID-19 there has been significant interest in the Community Tennis Club resulting in an increase in membership.

### **Tennis**

In 2020/21 the income for Tennis was mainly through the club membership. There was no coaching carried out. Expenditure had been for membership of the LTA and the purchase of some minor equipment. One person had duplicated their membership payment and the funds were credited back to them. This project is building a reserve towards payment for refurbishment of the tennis courts.

### **General**

Income not specifically taken at or donated to one of the projects is included in the General fund. All non-specific expenses are paid from this fund and agreed transfers are made to support agreed projects. This fund is also used for expenses incurred to fund activities not covered by the projects. As there were no activities in year only general expenditure was incurred.

## **Gardening**

Gardening has few cash donations and expenses but a great deal of time is donated to keep the park looking at its best. If a value were to be assigned to this function it would be greater than the total income for all the other projects. There was no income or expenditure in 2020/21.

## **Bowls**

The protection and maintenance of the Flat Green has been a major consideration since the responsibility for this area has been assigned to the Friends of Spencer Park. In 2020/21 there was a donation received of £300 and a donation accrued of a further £300 received to fund the flat green. Expenditure of £123.86 was incurred for repairs to the fence and padlocks for the gate.

The Albany Bowling Club had taken responsibility for the flat green from 2019/20 and the plans to develop their teams and the Friends of Spencer Park donated £750 towards the green costs in that year. Financial support was offered again in 2020/21 but was not required due to minimal maintenance of the green because of COVID-19. During 2020/21 the Albany Bowling Club decided that from April 2021 they would not be involved in the flat green maintenance.

## **Room Hire**

The meeting room at the pavilion is available for hire when a Committee member is available to supervise the user. The individual supervising the room hire must be in the park for the whole period. Due to COVID-19 the room was not used in 2020/21

## **2021/22 and onward priorities**

Future priorities agreed include temporary refurbishment of the pavilion. This development will facilitate the use of the pavilion to offer high quality refreshments on a frequent basis. Volunteers will be asked to offer their time on a rota basis to offer refreshments. The long-term plan is to redevelop the pavilion and this interim measure of offering refreshments will be used to ensure that park users are engaged.

The long-term plan for the use of the restricted tennis funds will be to refurbish the courts.

The provision of a storage container is still a priority as identified in 2019. This will be essential when the pavilion is being refurbished and fully used as it will minimise the space used the storage of sports equipment, freeing space for catering equipment.

A defibrillator is to be installed in the pavilion as soon as possible. Funding for the purchase and ongoing maintenance of the equipment has been raised and will be a restricted fund in the accounts from 2021/22 onwards.

Grants have been secured to fund seating in the recreation ground. The facilities will be installed during 2021/22.

### **2021/22 functions**

Due to the uncertainties around COVID-19 no budgets have been set for the usual projects in year. As soon as possible refreshments will be provided from the pavilion but the potential costs and income have not been quantified.

The functions in the park are normally focussed around quarters 1 and 2. There have been no functions in quarter 1 and there will probably be only “Bands in the Park” to take place in August and for the Dog Show to take place in September.

Halloween and Christmas functions are planned to take place as usual. The flat green will be available to hire for a minimal fee.

### **ADMINISTRATIVE DETAILS**

Charity Registration Number: 1176323

Other working names:

Friends of Spencer Park Coventry

Friends of Spencer Park & Recreation Ground

Principal Address: 80 Broadway, Coventry CV5 6NU

Email: [friendsofspencerpark@gmail.com](mailto:friendsofspencerpark@gmail.com)

Website: [www.friendsofspencerpark.org](http://www.friendsofspencerpark.org)

The charity trustees who manage the charity:

Anthony Godber

Carol Bayliss

Elizabeth Bayton

Helen Elias

Helen Spence

Jane Donovan

Karen Berry

Patricia Ryan

Paul Smith

Tim Brooke

Zilpha Reed

Grants have been secured to fund seating in the recreation ground. The facilities will be installed during 2021/22.

#### DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees on 5 July 2021

*K. Berry*

KAREN BERRY

TRUSTEE

#### ADMINISTRATIVE DETAILS

Charity Registration Number: 1175323

Other working names:

Friends of Spencer Park Coventry

Friends of Spencer Park & Recreation Ground

Principal Address: 80 Broadway, Coventry CV5 9NU

Email: [frs@spencerpark.org](mailto:frs@spencerpark.org)

Website: [www.friendsofspencerpark.org](http://www.friendsofspencerpark.org)

The charity trustees who manage the charity:

Anthony Godber

Carol Bayliss

Elizabeth Bayton

Heleen Ellis

Helen Spence

Jane Donovan

Karen Berry

Patricia Ryan

Paul Smith

Tim Brooks

Zilpha Reed



**Friends of Spencer Park Accounts**  
**Charity number 1176323**  
**1 April 2020 - 31 March 2021**

Opening Balance at Bank  
 Plus Income to bank  
 Less Expenditure from bank  
**Closing Balance inc accrued I & E**

Opening cash  
 Float to make up £20 x 3 as required  
 Petty Cash  
**Closing Balance of Cash in hand**  
**Funds available**

2020/21  
 £12,822.50  
 £8,879.54  
 -£3,146.01  
**£18,556.03**

£0.00  
 £60.00  
 £25.00

£85.00  
**£18,641.03**

**Gift Aid Calculations**  
 Individual donations  
 General small donations

HMRC anticipated refund  
 £1,362.00 £340.50  
 £472.00 £118.00  
**£1,834.00 £458.50**

**Represented by:**

**Opening Balance for Unrestricted Funds**

**Plus income, from:**

Donations Gift Aid  
 General Personal Donations  
 Other general income  
 Sales income  
 Gardening  
 Bowls  
 Furniture  
 Rooms Rental Income  
 Accrued Bowls income

**Less Expenditure, on:**

General  
 Sales  
 Gardening  
 Bowls  
 Furniture  
 Room Rental  
 Accrued furniture expenditure

**Total in year**

**Carried Forward Unrestricted Funds**

**Restricted funds - Tennis**

**Opening balance**

**Plus income from:**

Club Membership  
 Coaching income

**Less Expenditure on:**

Membership credit  
 Equipment  
 LTA membership

**Total in year**

**Carried Forward Restricted Funds - Tennis**

Prepared by:

Approved by:

*Colin Kelly*

£6,933.34  
 £3,501.39

£1,362.00  
 £472.00  
 £817.39  
 £0.00  
 £0.00  
 £300.00  
 £250.00  
 £0.00  
 £300.00

**£2,548.72**

£846.98  
 £0.00  
 £0.00  
 £123.86  
 £0.00  
 £0.00  
 £1,577.88

£952.67

£7,886.01

£5,889.16  
 £5,463.15

£5,463.15  
 £0.00

**£597.29**

£25.00  
 £92.29  
 £480.00

£4,865.86

£10,755.02