

Watlington Pavilion and Sports Field Committee

Minutes of the 42nd Meeting held on Monday 13th September 2010 at 8pm in the Pavilion

1. **Present** - Sports Club members - Sandra Griffiths, Malcolm Hoskin, Mick Lloyd, Tony Yeulett
Parish Council members - Tony Williamson, Roger Beattie (left 9.15pm)
2. **Apologies** - Barry Adby
3. **Declarations of interest**
 - a. SODC response (Minute 3b 3/6/2010) (printed below) was noted.
 - b. For this meeting – none
4. **Minutes** of 41st meeting held on Thursday 17th June 2010 were agreed
5. **Visit of Football Foundation and Oxon FA 2nd September 2010** – Tony reported -
 - a. Melanie Antao (Football Foundation Facilities Programme Manager) and Andy Earnshaw (Oxon FA) visited, met with Mick Lloyd and Tony Williamson and saw as much of the pavilion as they wished. They seemed very positive and helpful regarding the issues we face. They will send us a formal report in a few weeks time. They would like to see the Parish Council's 5 Year Review, when it is available and suggest that it includes a Business Plan and Sport Development Plan for the next 5 years. They expect to visit again next year
 - b. Football - In relation to both Girls and Youth football, they explained the value of partnership working with other clubs (eg for Watlington with Chalgrove and Benson) facilitated by Oxon FA. They explained the value of such partnership working between 3 clubs in Henley and between Thame and Chinnor clubs.
 - c. Finance and social use - They were surprised at the low level of income for letting the pavilion's social area and suggested that the Parish Council might cooperate with other bodies. Seeing the numbers of families using the play equipment, (some of whom used the toilets and a tree during the meeting) they wondered if it might be more economical to use the pavilion's facilities for refreshments and toilets rather than build new toilets. They floated the idea of having a mini-pitch between the pavilion and the cricket square, so that parents could watch young children in training – and spend money at the bar.
 - d. Explanations - Mick explained the demand on bar income for buying and maintaining sports field equipment, paying for the use of the pavilion (the £4,669 in 2009-10), and subsidizing young cricketers. TonyW explained the Parish Council's contribution, paying the increased sports field rent of £5000. We discussed the voluntary maintenance of the sports field by some Sports Club members, and the voluntary maintenance of the building – eg Tony Yeulett's and Barry Adby's cleaning up after the previous day's tank burst.
 - e. It was agreed by the Pavilion and Sports Field Committee -
 - i. Business Plan and Sport Development Plan for the next 5 years be drawn up by the Pavilion Committee, in conjunction with the Sports Club and Parish Council
 - ii. A meeting be arranged with Chalgrove Cavaliers to understand each other's issues
 - iii. The Sports Club Treasurer would meet with TonyW
6. **Football issues –**
 - a. Progress towards Charter Standard (Minute 5b) – Tony Y had been in touch with Owen Prosser (OFA Football Development Officer), who had suggested dates for a visit to go through the application in detail.

Watlington Pavilion and Sports Field Committee

- b. Response from Chalgrove Cavaliers on 12 July was "Thank you for the offer, but the charges proposed were considered by the Committee to be too high for us at the present time. I hope we can continue to discuss ways to work together in the future to promote youth football in the area."
- c. Meeting held at Chalgrove with Chalgrove Parish Council Chair, Ian Hill (Chair Watlington Parish Council) and Barry, Roger, Sandra and Tony W, was followed by a letter from Ian Hill, which was included in the "Draft Review Report" circulated on 15 August.
- d. For information – the recently revised fees for the use of 51 pitches in Oxford (including the use of changing rooms) are –
 - i. adult full size -£33 a game at week-ends or bank holidays or £272.25 for a 10-game block booking
 - ii. full size under 17 pitch - £16.50 or £136.13 for 10 games
 - iii. Mini-pitches for under 11s - £11.50 or £94.88 for 10 games
 - iv. (NOTE these were later checked on the Oxford City Council website)

7. Pavilion building issues

- a. Extension of rail in social room (Minute 7a) – **Tony Y**
- b. Boiler servicing prices (Minute 7b) would be carried out before the end of September for £85 **Barry**
- c. Health and Safety (Minute 7f) - Coke machine to be taken to Redbridge **Roger**
- d. Book for reporting maintenance problems and repairs(Minute 7d) needs to be provided **Barry**
- e. Routine maintenance and reporting – following Barry and Tony W going round the pavilion on 27 August it was agreed that the "Maintenance and Repair Book" be seen at every meeting of the Committee and that the Pavilion Committee's standard agenda should include a number of routine reports, to ensure that important aspects of the property are not forgotten (**TonyW**)–
 - i. *Monthly report* that –
 - 1. the Fire Alarm Emergency lights have been tested
 - 2. a check carried out jointly by a Parish Council and Sports Club representatives of
 - a. of cleanliness and safety
 - b. equipment, to include floor scrubber and Dyson
 - c. area surrounding pavilion
 - ii. *6 monthly report* that ADT have checked the intruder alarm and emergency lights
 - iii. *Annual report* –
 - 1. Domestic boiler serviced
 - 2. Shower boilers checked
 - 3. PAT testing carried out
 - 4. Fire extinguishers checked
 - 5. Premises licence up to date
- f. Break-in to storage container had taken place at 10.45pm on Tuesday 31 August. The alarm had gone off and nothing was stolen
- g. Water tank damage – at midday on 1st September an expansion tank had split. This was discovered very soon and cleared up by Barry and Tony Y. The tank must be replaced and two doors need adjustment **Barry & TonyY**

8. Site issues

- a. Planning application (Minute 8a) has been prepared by Rhian Woods and submitted by the Youth Club for a portocabin and WC to be placed between trees on the East side of the car park. In supporting this the Parish Council's Strategy Committee had decided that, if planning permission is obtained, no action should be taken until agreed by the Parish Council, after it has received the views of the Pavilion

Watlington Pavilion and Sports Field Committee

Committee. It was agreed to have a special meeting to consider this, if necessary.

- b. Metal bin (Minute 10b) has been removed from the car park
- c. Corner, outside the main entrance and borders – it was agreed that the Sports Club would sow with grass and maintained the borders on either side of the entrance.

TonyY

- d. Border on side facing skate board facilities – it was agreed to ask the Parish Council to grass and mow this TonyW.

9. Sports Field

- a. Sports field rent (Minute 9) has been agreed at £4,500 per year for the 3 years February 2007 to Feb 2010 and £5,000 per year for the next 7 years. As the Parish Council has been paying £1,500 a year, it now needs to pay an additional £3,000 per year for the last 3 years (up to March 2010) and interest of £817.24 – total £9,817.2

10. Finance

- a. Accounts were accepted
- b. Water expenditure (Minute 10a) it was noted that direct debit reduced from £86 to £47 per month.
- c. Grundons contract for bins (Minute 10b) Kristina says that £85 is less than half the cost. r
- d. Repayment of loan to Parish Council (Minute 8j) – £500 returned.
- e. Budget Revision (Minute 10a) was agreed (printed below).

11. Building letting issues

- a. Letting agreement (Minute 11a) – further minor changes were requested **TonyW**
- b. Letter to Youth Club – it was agreed to write emphasizing the need to leave the building clean and tidy, with all lights turned off. **TonyW**
- c. Complaints procedure was discussed –
 - i. In the light of the two complaints received, it was agreed that a clear procedure was needed for acknowledgement, objective investigation, decision and response.
 - ii. It was suggested that all complaints received by the Parish Clerk be referred to the Pavilion Committee
 - iii. It was suggested that complaints might be investigated by the Pavilion Committee Chair, or (in his absence) the Vice-Chair
 - iv. It was agreed to seek a decision on procedure from the Parish Council **TonyW**
- d. Payment by last complainant – agreed to check if complete payment received (It has)

12. Next meeting - Monday 8 November 2010 (Budget)

13. Dates for meetings in 2011 @ 8pm at the Pavilion were agreed -

Monday 24 January 2010
Monday 14 March
Monday 9 May
Monday 25 July
Monday 12 September
Monday 14 November (Budget)

14. Draft "Watlington Pavilion and Sports Club 5-Year Review Report" circulated 15 August 2010 was discussed –

- a. Page 1 'Aim 1' – "1 Watlington Town FC team will be playing on Saturdays"
- b. Page 2 'Aim 5' – "Tony Y had been in touch with Owen Prosser (OFA Football Development Officer), who had suggested dates for a visit to go through the application in detail

Watlington Pavilion and Sports Field Committee

- c. Income and expenditure figures in "progress" column would be revised By TonyW with Kevin House (Sports Club Treasurer); this would include appropriate reference to the value of the voluntary maintenance of the field
- d. Page 8 & 9 revised to read

Pavilion and Sports Fields Committee's comments on 5 Year Review

- A. Enlarged building – the social area, as built is much larger than in the original plan. This has been successfully used for a number of children's parties, weekly Youth Club sessions, the Sports Club and a number of other functions.
- B. Football Development Plan – Since the opening of the Sports Pavilion, Watlington has, for the first time in its history, had a girls side and various boys sides from Under 7 to Under 15. There have been some notable successes e.g. last seasons Under 14's won their league without losing a game and they'd previously won an invitational tournament at Henley versus teams from Holland.

The Sports Club continues to provide facilities for adult football (both Saturday and Sunday), cricket and more recently Darts and 'Aunt Sally' teams. Watlington is a friendly club with fair play and camaraderie as its major tenets.

The ability to maintain the existing teams and establish new ones is wholly dependent on volunteers willing to devote a significant amount of time and effort. Invariably youth teams are run by a parent of a player, so networking is vital to starting and running these teams. Unfortunately the local demographic and competition from more established clubs with a more proven volunteer network (e.g. the well established set up for girls in Chinnor and for boys in Chalgrove) has limited the Sports Club's achievement versus the original plan.

Football in particular competes with a multitude of other sports and leisure activities for its participants, the FA recognising that rural clubs face particular difficulty in that they are often competing for a limited pool of players in a limited catchment area.

With this in mind it makes sense to pursue opportunities to forge links with other clubs and schools in the area, looking for ways in which resources could be pooled, maximising the use of local facilities to the benefit of the local community and surrounds. The Sports Club will continue to broaden its reach in this regard.

- C. Finance – The "*Projected income and expenditure*" submitted with grant application" is compared with the last 3 years' Pavilion Accounts, Sports Club Accounts, Parish Council contribution for the rent of the sports field (just been settled at; and the voluntary maintenance of the sports field by Sports Club members.
- D. Pavilion balances - it has not been possible to build up any balances, and so it has been necessary to borrow money from the Parish Council, which has been repaid.
- E. Lettings The Sports Club use the social area on Friday evenings and all day Saturday and Sunday – but make time for children's parties. The Youth Club have Tuesday evenings and a new 'keep fit' session is booked for Thursday evenings. So Monday and Wednesday evenings are available for letting – as well as most of the day time.
- F. Cleaning is a continuing problem. It is difficult to achieve adequate cleanliness for lettings with voluntary cleaning, and hirers of the social area expect high standards. While it is reasonable that those using the changing rooms should leave them ready for the next teams, periodic thorough cleaning will be needed if standards are to be maintained. Cleaning estimates are being obtained.

Watlington Pavilion and Sports Field Committee

- G. Terms of Reference of Watlington Pavilion and Sports Field Committee – this was drawn up before the Grant Application was submitted in 2003. After 5 years use of the Pavilion, the Pavilion Committee is not suggesting any changes.
- H. Watlington Sports Club Constitution is included both because it was attached to the Grant Application and because close cooperative working between the Sports Club and Parish Council is essential to the future of the Pavilion.
- I. The Terms and Conditions of Football Foundation grant are included because of the commitments entered into by the Parish Council, when it accepted the £256,000 grant. These will continue to apply until 2024.
- J.** Football provision for Watlington's young people – while the Pavilion Committee's main concern is the use of the pavilion and sports field, there has been concern within the Parish Council that there is very limited provision for boys and girls football in Watlington. The recent approach by Chalgrove Cavaliers has shown that under 12 football is provided in Chalgrove, and over 13 in Watlington. Chalgrove Cavaliers provide for Under 7s, 8s and 10s (on 2 mini-pitches), a girls 9-a-side U14 and U 11 and U12 (on an intermediate pitch) and U13 on a poor quality adult pitch. Chalgrove Cavalier representatives are being invited to meet the Pavilion Committee to listen to each other's views.

Watlington Pavilion and Sports Field Committee

| Pavilion & Sports Field Committee | | | | | | |
|--|--------------|-------------|-------------|-------------|-------------|-------------|
| Summary April 2009 - March 2010 | | | | | | |
| | REVISED | | | | Difference | REVISED |
| | BUDGET | Budget | Net | Budget | actual to | BUDGET |
| | | | | 2010-11 | 2010-11 | 2010-11 |
| Expenditure | | | | | budget | Sept 2010 |
| Water | 1072 | 480 | 1072 | 480 | 592 | 720 |
| ADT | 1464 | 1000 | 1464 | 1200 | 264 | 1400 |
| Elect | 1920 | 2000 | 1747 | 2000 | -253 | 1500 |
| Gas | 1855 | 2000 | 1855 | 2500 | -645 | 1500 |
| BT | 235 | 220 | 235 | 220 | 15 | 220 |
| Insure | 1057 | 1050 | 1057 | 1050 | 7 | 1050 |
| Repairs | 679 | 1000 | 679 | 1000 | -321 | 1000 |
| Business rates | | 333 | 349 | 698 | -349 | 350 |
| Grundons | 85 | | 85 | 0 | 85 | 0 |
| Equipment | 408 | | 408 | 0 | 408 | 0 |
| WPC repay | 500 | 1000 | 500 | 0 | 500 | 500 |
| Other | 570 | | | 0 | | 0 |
| VAT | | | -747 | | -747 | -700 |
| | 9847 | 9083 | 8707 | 9148 | -441 | 7540 |
| Income | | | | | | |
| Sports | 4320 | 4560 | 4669 | 4560 | 109 | 4650 |
| Lettings | 2875 | 3750 | 2805 | 3600 | -795 | 3600 |
| Youth club | 1000 | | 1000 | 1000 | 0 | 1000 |
| WPC reimburse | 496 | | 496 | 0 | | 0 |
| Electric reimburse | 173 | | | | | 0 |
| WPC loan | 500 | | | | | 0 |
| VAT returned | 747 | | | | | 0 |
| Other | | | | | | 0 |
| | 10110 | 8310 | 8970 | 9160 | -686 | 9250 |
| Excess income over expenditure | 264 | 773 | 264 | | | 1350 |
| Brought forward at 1st April 2009 | | | 785 | | | |
| Balance at 31st March 2010 | | | 1049 | | | |
| Owed to Parish Council | | | 500 | | 500 | |
| Net position at 31 March 2010 | | | 549 | | 549 | |
| Projected position for 31st March 2011 | | | | | -196 | 1900 |

Watlington Pavilion and Sports Field Committee

Declaration of interest –

Minute 3b of the Watlington Pavilion and Sports Field Committee of 3 June 2010 reads

Members of other organisations – it was agreed to seek SODC’s guidance, through Kristina,

- i. Do members of the Watlington Youth Committee, which is an independent body, have “interests” in relation to the Youth Club’s hiring of the pavilion ?
- ii. Do members of the Town Hall Charity Body, which consists of Parish Councillors carrying out the responsibility of the Parish Council as Trustee of the Town Hall, have “interests” when the Pavilion Committee is considering charges for the Pavilion ?

The Response from Kathy Fiander, Democratic Services Officer, Legal and Democratic Services, South Oxfordshire District Council -

Question 1

I understand that some members of Watlington Parish Council are members of a separate body, Watlington Youth Committee, which has responsibility for the youth club. The youth club hires the pavilion. The parish council’s *sports field and pavilion committee* considers hiring out the pavilion.

A member of the parish council should include on their register of interests their membership of any body that has appointed them. In this case they should register membership of the Watlington Youth Committee. When a matter relating to that body is considered by a committee of the parish council, they have a personal interest because it is an item on the register of interests.

A councillor should then consider whether they have a prejudicial interest. I understand that the issue for consideration is the cost of the pavilion to the youth club. In this case the matter will not fall into the *exempt* categories of decisions so the councillor should consider:

- whether the matter will affect their financial position or the financial position of any person or body through which they have a personal interest or
- whether the matter relates to an approval, consent, licence, permission or registration affecting them or the body and
- whether a member of the public, who knows the relevant facts, would reasonably think the personal interest is so significant that it is likely to prejudice the judgement of the public interest.

In this case “yes”, they have a prejudicial interest as the decision on the cost of the pavilion will affect the financial position of the youth club. At the meeting, they should declare that they have a personal and prejudicial interest and state why. If the public is allowed to address the committee they can do the same but once the committee enters into debate and makes its decision they should leave the room.

Question 2

The parish *council* is the custodian trustee of the town hall, which generally means that it holds the charity’s land or investment. By virtue of their parish council membership, the parish councillors act in the interests of the charity.

Standards for England’s guidance states that councillors will not have a personal interest because only corporations or organisations (in this case the parish council) can be custodian trustees, not individuals. As they do not need to register an interest they have no personal interest and therefore no prejudicial interest.

On the understanding that the parish council is the custodian trustee and parish councillors do not act in a position of general control or management, parish councillors will not need to declare an interest when matters arise on an agenda.