

MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS
FIELD COMMITTEE HELD ON MONDAY 21st JANUARY 2013
AT 7.30PM IN THE COMMUNITY OFFICE

Present:

Parish Council members: Barry Adby, Ted Backhouse, Tony Williamson

Sports Club members: Owen Lewis, Mick Lloyd

1/13 Apologies

Chris Allen, Bridget Griffiths, Roger Beattie

2/13 Declarations of interest

There were none

3/13 To Accept the Minutes of the meeting held on Monday 19th November 2012

Resolved: That these minutes are a correct record of this meeting and that they be signed by the Chairman.

4/13 Matters Arising

There were no matters arising other than agenda items.

5/13 Football issues

a) Development Plan- The Parish Council members were pleased to see this and had no issues to raise.

b) Charter Standard Membership – This has been awarded to the Sports Club from 1st January 2013 and they were congratulated on having achieved this.

6/13 Sports Pavilion Business Plan – Progress report – copy was attached to the agenda.

Resolved: That TW and BA and 2 nominated people from the Sports Club have a meeting to go through this document and amend/update as necessary. The new draft to then come back to this committee.

7/13 Pavilion building issues

There are a number of minor issues to be done eg closures on toilet doors. The boiler was serviced today.

Outside Bin Store for rubbish bags

Resolved: That we purchase a bin store up to a price of £150.

It was noted that this will be locked.

Changing Rooms

It was noted that it is coming up to the cricket season and that Changing Room 4 needs to be cleared out. Changing Rooms 1 and 2 will be used for football and 3 and 4 to be used for cricket. It was noted that all changing rooms need to be kept clear at all times. All items that need to be stored will be put in the loft.

Cleaning Items – KT is still awaiting a list of items needed. It was noted that 2 vileda mops will be on the list.

Main Room

OL and CA are looking at what changes can be made in the main room. They are looking into changing the dart and snooker area and putting up a trophy cupboard.

Photos of Main Room – KT asked to be sent any good photos of this room which could be used to promote hiring. OL said that he would email some.

8/13 General Issues

Rabbit Problem – It was noted that this is a real problem and this is the time of year best to get rid of them. We have a few people who deal with them and to ask them to come to the recreation ground whenever possible. BA to also have a word with John Errington (Beechwood Estates) as a lot of them are coming from Lampits Close.

Ash Tree by Pavilion – To note that the Council has agreed that this tree be taken down by Beechwood Estates at no cost to the Council

9/13 Financial Issues

a)Financial Update – This was attached to the agenda.

The accounts were noted and agreed. The current position is shown at the end of these minutes.

A letting review to be discussed at the next meeting and KT to do a report on last year's useage.

b)Budget 2013/2014 for Pavilion

The attached pavilion budget for 2013/2014 was agreed and this is shown at the end of these minutes.

10/13 Minutes of the Pavilion Extension Group meeting of 16th January 2013 – These minutes were circulated and the current position of PEG was noted.

11/13 Next Meeting: 7.30pm on 18th March 2013 in the Community Office

12/13 Any Other Business

Committee Structure Remit – The following wording to be given to the Strategy Committee who meet on the 22nd January 2013.

TERMS OF REFERENCE FOR WATLINGTON PAVILION and SPORTS FIELD COMMITTEE

1. **Name** The Committee will be known as **Watlington Pavilion and Sports Field Committee**. It will be a Committee of the Parish Council under s. 13 of the Local Government & Housing Act 1989 .
2. **Code of Conduct** All voting members of the Committee, both Councillors and Co-optees, are subject to the "Model Code of Conduct - Parish Councils" and will need to be aware of the contents of the Code, complete the Register of Interest and act accordingly.

3. **Meetings** Three clear days before a meeting notice of its time and place must be posted in a conspicuous place in the parish. Also three clear days before the meeting a summons (i.e. the agenda) specifying the business to be transacted must be sent or delivered to the usual residence of each member. Meetings of the Committee must be open to the public and the press who may, however, be excluded by resolution if publicity in a particular case would prejudice the public interest.
4. **Terms of Reference**
- 4.1. The Committee shall maintain in good order and manage the Pavilion and the Sports Field (leased by the Parish Council from Beechwood Estates) on behalf of and within a budget fixed by the Parish Council.
 - 4.2. The Committee will be responsible for the maintenance of the Sports Field grass and for keeping the Pavilion and Sports field tidy and free from litter.
 - 4.3. The Committee will advise the Parish Council on the terms and conditions upon which the Pavilion and Playing Field may be used and the sum (if any) to be paid for such use.
 - 4.4. The Committee will be responsible for administering such lettings as are appropriate
 - 4.5. The Committee may recommend to the Parish Council the spending of such sums as it thinks fit on the improvement of the pavilion and sports field.
 - 4.6. The Committee may raise such funds as necessary to supplement that provided by the Parish Council.
5. **Membership**
- 5.1. The Committee will consist of
 - Four members appointed by the Parish Council at the Annual Parish Council meeting in May, of whom at least two should be members of the parish council..
 - Four members *nominated* by the Sports Club
 - *A casual vacancy on the Committee may be filled by the Parish Council at the Committee's, Parish or Sports Club recommendation to Council.*
 - 5.2. The Parish Council may dissolve or alter membership of the Committee, but shall notify such a decision to the Committee at least three months before the date on which the Parish Council wishes the Committee to cease.
 - 5.3. The assets shall belong to the Parish Council.
6. **Officers**
The Committee at their first meeting in each year shall elect from their number the following officers: Chairman and Vice Chairman.
7. **Report and Accounts**
The Committee will present an Annual Report and Accounts to the Parish Council in April of each year and, in addition, quarterly reports of their business including a financial report to the Parish Council.
8. **Minutes**
A minute book shall be provided and kept by the Committee. Minutes of each meeting shall be circulated to each member of the Committee not later than the day of issue of the summons to attend the next meeting. After consideration the minutes shall be approved for signature by the person presiding as a correct record. All minutes of the Committee shall be given to the Full Council monthly meetings.
9. **Accounts**
A bank account shall be managed by the Parish Council in the name of the Committee. Cheques must be signed by two people authorised by the Watlington Pavilion and Sports Field Committee, one of whom must be a Parish Councillor or the Parish Council Clerk. The Committee will submit its budget recommendations, to include income and expenditure, for the following financial year to the Parish Council in November of each year. The Parish Council will fix the budget for the following year and determine the amount to be obtained from Parish Council resources. The Committee will be responsible for raising any additional funds. The Parish Council will pay any rates or taxes due on the Sports Field if appropriate. The Parish Council will make arrangements to adequately insure the Sports Field and the activities of the Committee.
10. **Meetings**
- 10.1. The Committee will meet at least 4 times each year. If the Chairman is absent from any meeting, the Vice-Chairman shall preside. Otherwise the members present shall choose one of their number to preside at that meeting. The Chairman (of the Committee or the Parish Council) may summon an additional meeting of the Committee at any time.

10.2 Voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

10.3 The Committee shall decide on the number of members who shall form a quorum at meetings provided that the number of members who shall form a quorum shall not be less than 3, which must include at least one member appointed by the Parish Council and at least one member appointed by the Sports Club.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.55PM
PAVILION AND SPORTS FIELD COMMITTEE

2012/2013 Budget	<u>Budget</u> 2011/2013	<u>PAYMENTS</u> <u>Excl VAT</u> <u>to</u> <u>19/10/2012</u>	<u>Budget</u> 2013/2014
Pavilion and Sports Field			
EXPENDITURE			
Pavilion Security Phone)		144)	
ADT Security)	1840	751)	£895 1840
Pavilion Insurance (wpc)	1060	1000	1000
Water for Pavilion	880	297	880
Electricity for Pavlion	1430	1017	1430
Gas for Pavlion	2700	1276	2700
Building Maintenance/supplies	1000	1731	1000
Sports Field Rent(wpc)	5000	5000	5000
Repairs to Outside of Pavilion (WPC)		1006	500
Business Rates (SC)	350		350
PFS Licence	285	86	285
Premises License	180		180
TV License	145.5	146	145.5
Last Years Payment for Licenses		610	
	14871	13064	15311
INCOME			
RECEIPTS			
Pavilion Hire	3100	2412	3100
Sport Club Contribution	4670	3240	4670
Youth Club	1000	500	1500
WPC Sports Field Contribution	5000	5000	5000
WPC Insurance Contribution	1000	1000	1000
WPC Repairs to Outside of Pavilion		1006	500
Scouts		979	1200
Total	14770	14137	16970
<i>Income minus expenditure</i>	<i>-101</i>	<i>1072</i>	<i>1660</i>
	£		
Bank Balance 17/12/2012	2555.00		