

# Watlington Parish Council

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## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 11<sup>th</sup> November 2013 AT 7.30PM IN THE COMMUNITY OFFICE

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**Present:**

**Parish Council members:** Barry Adby, Roddy Orr, Tony Williamson, Neil Boddington

**Sports Club members:** Owen Lewis, Bridget Griffiths, Mick Lloyd, Chris Allen

**Officer:** Sam Hobbs

**In attendance:** Paul Griffiths (SC), Harvey Batten (WPC), Ian Hill (WPC)

**1. Apologies**

No Apologies

**2. Chairman's remarks**

Tony Williamson made two remarks

- a. That the meeting should aim to last no more than 2 hours in accordance with WPC guidelines
- b. That the committee needs to show the Football Federation and the Parish Council that they are moving towards a completed Business Plan. This meeting will be commenting on the draft recently circulated and should bear in mind that it will continue to be a draft at this stage as the finances will not be set in place until the New Year. Also that the relationship between the Parish Council and Sports Club needs to be clarified as there is no Landlord/Tenant agreement. This needs to be addressed by the committee.

**3. Declarations of interest**

There were no declarations of interest notified.

**4. To Accept the Minutes of the meeting held on Monday 22<sup>nd</sup> September 2013**

**Resolved:** That, after the corrections noted below, these minutes are a correct record of this meeting and that they be signed by the Chairman.

- a. It was agreed that in 6b para 2, both references to 'rent' should be replaced by 'contribution' as there is no tenant/landlord relationship
- b. Also in 6b para 2, OL stated that he had raised the issue with the Sports Club not the Cricket Club as stated.

**5. Matters Arising (not included in the Agenda)**

Tony Williamson indicated a request from the Youth Club for consideration

## 6. Finance

The following comments and amendments were made

### Expenditure:

- a. The cost of providing security will fall as the provider is changing from ADT to Executive Alarms. This change also brings the added security of a connection to the police.
- b. The cost of water has fallen as it was based on an initial estimate and the real figure used over the last 6 months was less, at £276. The estimate has therefore been revised down.
- c. The cost of electricity has been estimated with an increase due to rising prices
- d. The cost of Gas has fallen due to a change in provider to Crown
- e. The Business Rates are paid by the Sports Club and reimbursed by the Parish Council
- f. PFS license should read PRS and has been paid for 2 years
- g. There are queries concerning the TV license and whether the Parish Council will be paying for this.
- h. A letter has been sent to users and the decision about cleaning depends on the response to this.

### Income

- i. ML raised a query concerning the Youth Club and BA clarified that the Tuesday costs are paid in advance and the Thursday in arrears. £880 has been invoiced and £250 paid so far. Due to increases the figure of £1500 should now read £1750
- j. BA said that Street Dance is having a trial of 6 weeks for 7.30 – 8.30pm on Wednesdays and seems likely to continue so long as there were no objections. ML raised the possibility of a conflict with Cricket but it was felt this could be worked around.
- k. Due to the change in cost to the Youth Club, the total receipts should now read £2689.

BP raised the issue of Tree Clearance and it was clarified that this will be dealt with by the Operations Committee following the precedent of the External Repairs of the Pavilion.

RO raised the issue of budgeting for capital depreciation. BA commented that there is currently no reserve fund for such. TW commented that maintenance is currently covered on an ad hoc basis from reserves.

With the one amendment noted above, this budget was accepted.

2014/2015	Budget		DRAFT	WPC Sports Club
	2013/2014	End of Year Provisional	Budget 2014/2015	
<b>Pavilion and Sports Field EXPENDITURE</b>				
Pavilion Security Phone)				
ADT Security )	1840	1500	1500	Exec Alarms Feb 2014
Pavilion Insurance (wpc)	1000	1000	1000	
Water for Pavilion	880	700	700	
Electricity for Pavilion	1430	1400	1550	
Gas for Pavilion and Boiler Main	2700	2600	2600	
Building Maintenance/supplies	1000	1000	1000	
Sports Field Rent( wpc )	5000	5000	5000	
Repairs to Outside of Pavilion (WPC)	500		500	
Business Rates (SC)	350	350	350	
PRS Licence to May 2015	285	342	0	Paid for 2 years
Premises License	180	180	185	
TV License	146	146	146	
Assets - Purchase Floor Buffer Cleaner		495		
	<b>15311</b>	<b>14218</b>	<b>14531</b>	

### PAVILION AND SPORTS

## **FIELD COMMITTEE**

### **INCOME**

Pavilion Hire	3100	3100	3100
Sport Club Contribution	4670	4670	4670
Youth Club	1500	1500	1750
Scouts	1200	1200	1200
WPC Sports Field Contribution	5000	5000	5000
WPC Insurance Contribution	1000	1000	1000
WPC Repairs to Outside of Pavilion	500	500	500
Total	<b>16970</b>	<b>16970</b>	<b>16970</b>

### **RECEIPTS**

*Income minus expenditure*                      1659                      2752                      2689

£

Bank Balance 21/10/2013                      **2429.25**

## **7. Correspondence**

The letter from the Youth Club, mentioned previously, will be addressed in AOB

## **8. Draft Business Plan**

This was discussed in detail and the following actions agreed:

- a. Page 6. PG will send TW and KT a fuller table which shows future plans too. OL to send relevant details for other clubs.
- b. Page 9. OL will send TW and KT an updated table and PG will send relevant details for the football club
- c. Ian Hill mentioned that he is currently in communication with the Football Federation as to whether they would prefer to receive a version of the draft plan or wait until the financials could be added in the New Year. It was agreed to act as appropriate on their response.
- d. A new draft will be produced and circulated by TW as soon as possible, clearly indicating both inclusions and exclusions. SH to send TW any relevant notes.

## **9. Date of Next Meeting**

The next meeting will be held on 13<sup>th</sup> January 2014 at 7.30pm in the Community Office.

## **10. AOB**

- a. Youth Club Storage – ref email sent to Kristina on 8/11/13 forwarded from Jamie Hazeldine (Youth Club Leader) by Martin Edis  
The Youth Club would like to find storage for several large items which currently have to be brought in for each session which is difficult, especially in the dark.  
OL, whilst happy to help if possible raised several issues of concern: potential damage moving items from storage to social areas, need to keep all the changing rooms actively used due to boiler issues, heavy usage of changing rooms during the 'crossover period', PAT testing of the oven mentioned.  
TW acknowledge tacit concern that such requests have increased in the past and suggested that perhaps one particularly large item, such as the table tennis table, might be considered.  
OL to take the issue to the Sports Club for consideration.
- b. Following on from this, the issue of improving the current lighting provision was raised.  
OL wondered if stronger bulbs might be fitted.  
BA raised the idea of moving one of the spotlights and adding a motion sensor – to be active only when someone was in use.  
BA to look further into possibilities for lighting.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.23PM**

