



## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 17<sup>th</sup> SEPTEMBER 2018 AT 8PM IN THE PAVILION

**Parish Council members:** Roger Beattie, Nicky Smallbone,  
**Football Club representatives:** Darren Maude, Nicola Challis  
**Cricket Club representatives** Owen Lewis, Neil Boddington

27/18 Election of Chairman

Roger Beattie nominated Nicky Smallbone, and this was seconded by Neil Boddington. There were no other nominations.

**Resolved:** That Nicky Smallbone be unanimously elected as Chairman.

OL thanked NS for all her hard work during the last year.

28/18 Election of Vice-Chairman

**Resolved:** To defer to the next meeting.

29/18 Apologies for absence

Rob Smith, Matt Reid, Keith Woolfson

30/18 To approve the Minutes of the meeting held on Monday 19<sup>th</sup> March 2018

**Resolved:** That the minutes from the above meeting be agreed as a correct record and that they be signed by the Chairman.

31/18 Matters arising

None other than agenda items.

32/18 Actions completed

- a. **Lighting for the Recreation Ground** – successful award of grant – work is completed  
It was noted that one of the sensors needs to be moved so that the light goes on when someone comes out of the front door – *RB will speak to our electrician regarding this.*
- b. **CCTV –successful award of grant** – work is completed.  
OL asked that two more cameras be installed, one to cover the container and one to cover the recreation area and WTCC would be prepared to contribute to these. *RB will investigate this.*  
  
OL asked about the GDPR notices for the CCTV. There is one on the noticeboard inside the pavilion and one on the outside one.
- c. **Fire Alarm/Emergency Light** –work done.  
OL said that since these works there needs to be some patching up of the paint. *OL said he would attend to this.*

### 33/18 Reports from Sports Clubs

#### a) **Football**

This season WTFC has 3 men's teams, 7 junior teams, 4 training groups (ladies, U16s, U5/6 and 3+). The main new developments this summer have been: home changing room painted in club colours, new larger youth goals added, and pitch plan extended to allow us to now host any age group up to men's level which they previously did not have the largest youth pitch size available needed but which now is needed for the oldest league team, U13s.

#### b) **Cricket**

OL reported that the season finished two weeks ago. They have 80 children in the junior teams between ages 5 and under 11. There will be an under 13 team next year. There have been girls only sessions with other clubs and it is hoped to have a girls only team next year. The women's team are going from strength to strength and 20 women train regularly and it is hoped to enter a team for next season. The 1<sup>st</sup> Team finished in 3<sup>rd</sup> place after losing the semi-final. The 2<sup>nd</sup> team were promoted. OL said it has been a fantastic season and very successful.

#### c) **Sports Club**

There has been no meeting since the AGM when all officers were re-elected. Chris Allen is looking into a new till and a machine to take card payments.

### 34/18 Stewardship Agreements

a) **Agreements to be signed by WTFC and WCC.** WTFC have signed and returned theirs for 2017/2018. WCC did not sign theirs. These expired 20<sup>th</sup> June 2018. New Agreements for 2018/2019 need to be agreed and signed.

NS asked WCC to sign the 2017/2018 agreement for the file. KT will send the 2018/2019 out.

b) **Stewardship agreement for the Sports Club to cover their use of the bar-** Awaiting the draft from Graeme Logan. **Clause 9 Key for the Bar** – Sports Club to update.

### 35/18 Budget/Financial Issues

a. **Budget 2017/2018** – The end of year budget to 31/3/2018 is shown below and was noted.

#### **PAVILION AND SPORTS FIELD COMMITTEE**

	2017/2018 Budget		Actual Budget	
	Budget	Excl VAT	Budget	Excl VAT
Pavilion and Sports Field	<u>2017/2018</u>	<u>31/03/2018</u>		
<b>EXPENDITURE</b>				
Pavilion Security + Phone/Wi-Fi	1500	581		
Pavilion Insurance (wpc)	1000	1000		
Water for Pavilion	700	228		
Electricity for Pavilion	850	2483		
Gas for Pavilion	800	1427		
Building Maintenance/supplies	750	2319		
Sewerage Unit Service/repair		715		
Sports Field Rent (wpc)	5000	5000		
Repairs to Outside of Pavilion (WPC)	300	300		
Business Rates PSFC	360	345		
Cleaning	1000	412		
PFS Licence	149	159		
Premises/Bar License (SC)	0	0		
TV License	50	147		
Slabs installation (Foskett)		147		

Pavilion Strimming /gardening		565
Planned Maintenance (earmarked)	500	0
Sinking Fund to earmarked	625	0
	<b>13584</b>	<b>15826</b>

**INCOME**

Pavilion Hire	2000	2561
WTFC + WCC Energy	1600	0
WTFC, WCC Rent, Bus Rates, TV/PRS	6000	4949
Youth Club	1200	638
WPC Sports Field Contribution	5000	5000
WPC Repairs to Outside of Pavilion	300	300
Cleaning	1000	1000
Insurance	1000	1000
VAT refund 16/17		1071
Other		863
<b>Total</b>	<b>18100</b>	<b>17382</b>
<i>Income minus expenditure</i>	<i>4516</i>	<i>1555</i>

**RECEIPTS**

b. **Budget 2018/2019** – This is shown below and was noted.

**PAVILION AND SPORTS FIELD COMMITTEE**

**2018/2019 Budget**

	<b>Budget</b>	<b>Actual</b>
	<b>2018/2019</b>	<b>Excl VAT</b>
<b>Pavilion and Sports Field</b>	<b>2018/2019</b>	<b>to 30/8/18</b>
<b>EXPENDITURE</b>		
Pavilion Security + Phone/Wi-Fi	1500	779
Pavilion Insurance (wpc)	1000	1000
Water for Pavilion	700	147
Electricity for Pavilion	850	768
Gas for Pavilion	800	913
Building Maintenance/supplies	750	470
Sewerage Unit Service/repair		189
Sports Field Rent (wpc)	5000	2500
Repairs to Outside of Pavilion (WPC)	300	591
Business Rates PSFC	360	304
Cleaning	1000	396
PFS Licence	149	159
Premises/Bar License (SC)	0	0
TV License	50	151
Slabs installation (Foskett)		147
Pavilion Strimming /gardening		321
Planned Maintenance (earmarked)	500	0
Sinking Fund to earmarked	625	0
	<b>13584</b>	<b>8834</b>

**INCOME**

**RECEIPTS**

Pavilion Hire	2000	1840
WTFC + WCC Energy	1600	0
WTFC, WCC Rent, Bus Rates, TV/PRS	6000	2232
Youth Club	1200	484
WPC Sports Field Contribution	5000	2500
WPC Repairs to Outside of Pavilion	300	591
Cleaning	1000	396
Insurance	1000	1000
Other		
Total	<b>18100</b>	<b>9042</b>
<i>Income minus expenditure</i>	<i>4516</i>	<i>209</i>

<b>Bank Balances 3/9/2018</b>	<b>£</b>
Pavilion General Account	1827.42
Pavilion Development Fund	45.42
	1872.84

- c. **Budget discussion for 2019/2020** – OL asked if there could be planting at the back of the building to stop guttering being damaged by balls. It was noted that there were previously thorny bushes planted there and then these were removed. It was also noted that thorns could be a problem with small children. This will be discussed in detail at the next meeting.
- d. **Bar Accounts** – We had received the accounts for 2017 and we await the ones for 2018.
- e) **Electric and Gas Bills**- Rachel Gill (WPC) had produced a spreadsheet showing monthly figures for utilities. There was some discussion on the amount of useage and it was agreed that WTFC does have the biggest use. The Parish Council will pay 50% and the percentage of the remaining 50% needs the split to be agreed between WTFC and WCC. KT to send the spreadsheet to Nicola who will look at the figures and then suggest a split. It was mooted that 75% WTFC and 25% WCC during the Football Season would seem fair. We have been told that we cannot have a Smart Meter for a commercial building.
- f) **Pavilion Bookings** – After discussion it was agreed to promote the Pavilion for more weekday activities by using the Facebook Page showing potential availability. KT to do.

36/18 Maintenance plan, Business Plan and Pavilion Development Plan –Update

It was noted that the Development Plan will need updating. KT will check when this needs to be done. RB said that the planning application for the MUGA will be resubmitted once all the information has been put together. The residents will also be contacted.

37/18 Pavilion building issues

- a. **Cleaning Issues** – It was noted that we do not have a cleaner now that Dan Hendy has resigned. Bob Thomas is keeping the main areas clean for now. It was noted that WTFC need one for the changing rooms. We need to see if we can recruit one and perhaps have a joint contract.
- b. **Maintenance issues**
  - 1. **Thermostat covers** – RB to give a key to WTFC
  - 2. **Old Tables to be removed** – OL said that this is not an urgent requirement.
  - 3. **Improving/Decorating Pavilion** – NS – This work has now been completed.
  - 4. **Baby Changing Unit in Disabled Toilet** – It was noted that the one that was donated is a table one and too big for the disabled toilet. It has been put in the Ladies. It was asked if it was appropriate that men with

babies go into the Ladies to change them. It was thought this was perfectly acceptable. KT to make a sign to be put up.

6. **Kitchen Issues** – DM said that there is an issue that when cooking bacon, the fan does not seem to work, and it sets off the fire alarm. He said that there was an embarrassing incident when the Fire Engine came out. He said that if the smoke alarm goes off because of this 999 should be phoned to cancel the visit. NS suggested cooking bacon in the oven.

5. **Shutters** – There was a problem with the Kitchen shutter which Bob Thomas has temporarily fixed. There will be an electrician coming out.

6. **Recycling Contract for Sports Club/Rubbish**- this has been commissioned.

7. **Fire Evacuation Plan for the Pavilion** – KT will do this

38/18 Sports Field issues

a) **Dog fouling** – DM said that KW is very pleased with the Poover. However, there is still the same problem of dog owners letting their dogs foul on the pitches. The only way they can be fined is for the PCSO to witness this happening.

b) **Rabbits** – OL said that there is still a big issue with rabbits.

39/18 Health and safety issues

a) **Legionella and kitchen cleanliness** -Legionella issue deferred due to MR's absence. NS said that the Kitchen Freezer needs to be defrosted. NC said she would do this.

b) **Any other issues** – There were none.

40/18 General Issues

1. **Extra Container for WTFC** – An application will be going in soon for this.

2. **Football Club end of season pitch maintenance** – RB asked if this is going to be done. It was noted that the pitches need aerating. DM said that the person who maintained the pitches has had a stroke. DM will speak to KW regarding this.

3. **Insurance issues** – OL asked about the items in the container and are they covered in WPC Insurance. KT to check.

4. **Car Park Lining** – These need to be re-painted. KT to deal with.

41/18 Dates of Meetings in 2018

Next Meeting Monday 29<sup>th</sup> October 2018

42/18 Any Other Business

**Idea of a dedicated Youth Room, Extra storage for Pavilion and Toilets for the Recreation Ground users** – RB said he has been investigating this. OL said the only thing he would have a problem with potentially is the Youth Room if it is going to be on the pavilion building.

**Solar Panels** – RB said he has looked into getting these by way of a grant but our usage is too low to apply.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.35PM**