

Watlington Parish Council

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

Present:

Parish Council members: Barry Adby, Roddy Orr, Tony Williamson

Sports Club members: Owen Lewis, Bridget Griffiths

Officer: Sarah Pullen

In attendance: Keith Woolfson, Paul Griffiths, Steve Strong

1. Apologies

Mick Lloyd, Chris Allen, Neil Boddington

2. Chairman's remarks

Tony Williamson stated that since the last Parish Council meeting he has given a lot of thought to the Football Foundation meetings as this relationship is very important. WPC needs to take seriously what both the Football and Cricket Clubs are doing. The FF have been requesting a Business Plan since 2010

It is hoped that the Sports Club will agree to send an interim Business Plan to the Parish Council's November Meeting. This should contain, as a minimum

- a. A 5 year financial forecast
- b. Description of each Football and Cricket Team (league, day, am or pm, 5,7, or 11 a-side, training night, and if not playing at Watlington) and any changes now envisaged for future years – [Nb: This information has since been received from KW]
- c. Facility changes envisaged
- d. Available letting times and any changes envisaged

3. Declarations of interest

there were no declarations of interest notified.

4. To Accept the Minutes of the meeting held on Monday 22nd September 2013

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

5. Matters Arising (not included in the Agenda)

There were none other than agenda items.

6. Business Plan

- a. **Report from Sports Club Sub-Committee** – It was noted that there has been no progress since the last meeting due to the amount of work required for the crowd barrier and sign proposals. The Football Club stated that the FF are completely understanding of this matter.

b. **5 year financial forecast (attached at end of Minutes)**

This table has been drawn up by Ian Hill and is key to the relationship with the Parish Council and the Sports Club

It was noted that clearing the hedges around the cricket pitch should be added to the budget even though it has been sent to the Operations Committee to look at this issue in the first instance.

Repairs are under the control of the Operation Committee and will be in their next year's budget.

OL stated that the increased rent shown will be of major concern to the Sports Club however it was agreed that this is not a commitment at this stage to increase the rent.

TW stated that WPC has to request it's precept for 2014/2015 to SODC in January 2014.

It was stated that the Sport Club AGM will take place Jan/Feb 2014 and they are having to fundraise to pay the current rent. Income is trying to be raised for Development Plans and OL stated that he has canvassed the opinion of the cricket club of increasing the rent and there was an overwhelming 'no' reply to this question. TW stated that this will need to be reported back to WPC that there is difficulty in paying the rent. BG stated that they have to fundraise £3000 pa to pay for the rent. TW said that it is vital that there is transparency in the Sports Club finances particularly as the original 2003 5 year Development Plan envisaged most of the pavilion running costs being met from bar profits. OL said that the bar is not able to make any more money and that they are overburdened with facilities that cannot be made use of. BA stated that the facilities are as the FF insisted upon and these were not the original choice of the Parish Council.

Resolved: That the points above about clearing of hedges and rent increases are noted and taken to Full Council.

c. **Additional information (2a and 2b above)**

RO asked for clarification on work done by the Sports Club

7. Football Report

The following report was given: That there have been some challenges and lots of hard work. The AGM took place last night and was a great success. The Football Club have had a fantastic 16 months. There was 42 players and now there is over 100 and have moved from having 2 teams to 8 teams.

There is now a Mini Soccer School and the Sports Field is packed with over 100 people watching each Saturday morning.

The Football Club have had a turnover of £20,000 from £0 a year ago. The core revenue is from Fundraising, Sponsorship and the Soccer School,

At the AGM all members were re-elected plus 3 new members:

The Chairman is Paul Griffiths

The Vice-Chair is Keith Woolfson

The Treasurer is Jan Lorimer

It was noted that there is a new Junior Manager, Matt Reid.

The Football Club is delighted with their achievements and the facility developments that will be delivered.

TW asked if the Football Club report in a similar way to the Sports Club? OL said that the minutes from the Sports Club should be sent to the WPC.

8. Cricket Report

The cricket season is now over. There was an Award Evening which was very good. The CC are busy fundraising and they have raised a sizeable amount toward the practice nets. The OCA are requesting that the top 3 divisions have adequate cricket covers which are not cheap and there are not necessarily grants available as the grant committee has been dissolved. The nets will also fulfill the facilities needed for youth development.

SODC do have some grants available for Sports and OL said that BA has been helpful with some other contacts. Nets are £1600 plus hardcore will be needed. Covers will cost in the region of £5,000. SODC will fund projects up to a maximum of £50,000.

9. Development Plan issues

- a. **Football Development Plan progress** – This is reviewed and updated every 3 months. PG has circulated this.
- b. **Cricket Development Plan** – This was done in the spring and the CC are still working to the same plan. This has been circulated to KT. The Financial Framework was completed in late August.
- c. **Football crowd barrier** – The Football Club have stated that they have sent all information that has been requested by the WPC. TW read out the draft minute on this issue from the Full Council meeting held on the 8th October 2013. There is now a measured plan showing the crowd barriers. The emails from Chris Allen were also read out (held on Pavilion file). All that seems to be now is confirmation from the Cricket Club that they agree that these barriers can be installed (*Nb This was received from the Cricket Club on letterhead and signed on the 22/10/2013*)
It was noted that Full Council at the meeting held on the 8/10/13 that the Chairman of the Parish Council and the Chairman of the Pavilion Committee have been delegated to authorise the letter to be sent to Beechwood Estates when they are satisfied that they have all relevant information.
- d. **Lighting for Football training** – The Football Club were looking at a portable floodlight unit but there is a security difficulty to sort out. The Football Club now intends to use the fixed lighting posts.
- e. **Hedge cutting** – BA stated that this is being dealt with by the Operations Committee who will be submitting their budget for 2014/2015, which will include this item, to the Finance Committee meeting on the 25th November.
- f. **Football Club Sign** – proposal was received from Keith Woolfson today.
This issue was discussed and it was agreed that the guideline document on signs be looked at. The Football Foundation agreement will be need to move the sign If all the planning conditions are satisfied there would be no problem with this proposal.

TW stated that when proposals are being considered the Sports Club must come to the WPC at a very early stage to discuss proposals as this will save time in the long run. This was done with the Cricket Club practice area and the issue was dealt with relatively quickly as by working together all issues can sorted out at the beginning.

The Clerk could be asked to put together a procedural process for the Sports Club is they wished for this to be given to them.

Resolved\: that as long as the following criteria is met the Chair and Vice-Chair can authorise that the sign be erected.

1. Planning Conditions are met. (*Nb This has been confirmed by K Woolfson by email sent 23/10/13*)
2. Confirmation from the Football Foundation that they are in agreement with their sign being moved. Installed. (*Nb This has been received 24/10/2013*)
3. That written confirmation is given by the Cricket Club that they have no objection to the sign. (*Nb This was received from the Cricket Club on letterhead and signed on the*

22/10/2013)

4. That any costs incurred are met by the Football Club

10. Pavilion Building issues

a. Pavilion Letting Review

This was discussed and it was:

Resolved: That we send this letter (attached) to all hirers of the Pavilion and ask for their comments back before the next PSFC meeting.

There was a request that extra signs are put up in the kitchen area saying that the kitchen must be kept in a clean condition. KT to do this.

b. Letting Review (this as circulated with the agenda)

This was discussed and it was noted that we will need to let Alzheimers know that rates will be going up in January,. A note to be put on their next invoice. The amount of the increase will need to be agreed at the next meeting.

c. Other matters

BA stated that there will be a problem soon as bookings are not being dealt with properly. The Sports Club are taking bookings and not informing the office. This nearly led to a double booking with a fun run and a party coinciding which could have been disastrous. Bookings must be done through the office whilst the WPC are responsible for coordinating bookings.

11. General Issues

Dog Fouling on Sports Field – It was noted that this is still a real problem. The WPC office have put up signs. BA witnessed someone letting their dog foul and asked them to remove it. She has since complained to the WPC about this. The Sports Club suggested some signs saying that dogs to be kept on leads and that the WPC pay for someone to check the field before matches. They also asked that banning dogs from this area be looked at. It was agreed that we ask the Operations Committee to look into this issue.

5. Finance

a. April to September 2013 Income and Expenditure

PAVILION AND SPORTS FIELD COMMITTEE

<u>2013/2014 Budget</u>	<u>Budget</u>	<u>PAYMENTS</u>
		<u>Excl VAT</u>
<u>Pavilion and Sports Field</u>	<u>2013/2014</u>	<u>to 20/9/2013</u>
EXPENDITURE		
Pavilion Security Phone)		51)
ADT Security)	1840	516
Pavilion Insurance (wpc)	1000	1000
Water for Pavilion	880	276
Electricity for Pavilion	1430	678
Gas for Pavilion and Boiler Main	2700	945
Building Maintenance/supplies	1000	396
Sports Field Rent(wpc)	5000	2500
Repairs to Outside of Pavilion (WPC)	500	
Business Rates (SC)	350	
PFS Licence to May 2015	285	335
Premises License	180	
TV License	146	146
Assets - Purchase Floor Buffer		495
	15311	6844
INCOME		RECEIPTS

Pavilion Hire	3100	1114
Sport Club Contribution	4670	2160
Youth Club	1500	250
Scouts	1200	338
WPC Sports Field Contribution	5000	2500
WPC Insurance Contribution	1000	1000
WPC Repairs to Outside of Pavilion	500	
Total	16970	7362
<i>Income minus expenditure</i>	<i>1659</i>	<i>518</i>
Bank Balance 20/9/2013	£2160.75	

The above position was noted

b. Budget for 2014-15 – Not discussed due to time constraints.

6. Correspondence – Not discussed.

7. Date of Next Meeting: - Not agreed

8. Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10.32PM

5 year financial forecast (Minute 6b)

INCOME	3 year Avg 2009/12	Actual 2012/13	Budget 2013/14	2014/15	2015/16	2016/17	2017/18
Sports Club fees	£4,437	£4,670	£4,670	£4,823	£4,980	£5,143	£5,311
Youth Club lettings	£917	£1,500	£2,000	£2,065	£2,133	£2,203	£2,275
Scouts	£0	£1,317	£1,200	£1,239	£1,280	£1,322	£1,365
Other lettings (field or pavilion)	£3,279	£2,667	£3,100	£3,357	£3,636	£3,938	£4,265
Sports field rental (WPC)	£3,833	£5,000	£5,000	£5,000	£5,000	£5,000	£5,500
Insurance contribution (WPC)	£1,000	£1,000	£1,000	£1,033	£1,066	£1,101	£1,137
Exterior repairs (WPC)	£0	£1,006	£500	£516	£533	£551	£569
Total	£13,466	£17,160	£17,470	£18,034	£18,629	£19,257	£20,422
OUTGOINGS							
Gas	£1,911	£1,884	£2,700	£2,788	£2,879	£2,974	£3,071
Electricity	£1,800	£1,357	£1,430	£1,477	£1,525	£1,575	£1,626
Water	£1,104	£422	£880	£909	£938	£969	£1,001
Field rental	£3,833	£5,000	£5,000	£5,000	£5,000	£5,000	£5,500
Rates	£359	£329	£350	£361	£373	£385	£398
Building maintenance	£699	£1,890	£1,000	£1,033	£1,066	£1,101	£1,137
Exterior repairs	£0	£1,006	£500	£516	£533	£551	£569
TV licence	£0	£146	£146	£151	£156	£161	£166
PFS licence	£0	£696	£285	£294	£304	£314	£324
Premises licence	£0	£180	£180	£186	£192	£198	£205
Insurance	£1,082	£1,000	£1,000	£1,033	£1,066	£1,101	£1,137
Field maintenance	£0	£0	£0	£0	£0	£0	£0
Cleaning hall, lobby and kitchen	£0	£0	£0	£2,000	£2,065	£2,133	£2,203
Security	£1,750	£1,304	£1,840	£1,900	£1,962	£2,026	£2,093
Total	£12,540	£15,214	£15,311	£17,648	£18,062	£18,489	£19,430
Income minus expenditure	£926	£1,946	£2,159	£386	£567	£768	£992
Reserve	£800	£2,746	£4,905	£5,290	£5,857	£6,625	£7,617

Pavilion Letting Review letter (Minute 10a)

Dear *Pavilion user*,

The Parish Council is most grateful to your organisation for your regular use of the Pavilion and hope your use will continue into the future. We do recognise that there have been problems for some users, particularly related to the cleanliness of the hall when you arrive. For this reason we are proposing a number of changes to the hire conditions, and we would be grateful for **your views on the following before decisions are taken.**

- Cleaning** - A number of users have stressed the importance of the hall, kitchen and toilets being really clean when they start their letting. Up to now basic cleaning has been left to users before they leave, but not all users have accepted this responsibility. We think that users must be responsible for the condition that the next user will come into. We therefore **suggest that a simple check-list for cleaning is produced and given to all users; that each user has the choice of either ensuring that the hall, kitchen and toilet is up to check-list standard or of paying £20 for a cleaner to bring it up to standard.** Where the Pavilion is left in an unacceptable condition, a charge of £30 would be made.
- Hourly charges** - Although charges were originally made on a session basis, effectively the hourly charge has been £10 since the Pavilion opened in 2005. As the Parish Council is not able to subsidise the running costs on top of all the other costs leasing of the sports field and repairs to the Pavilion, **we suggest an increase to £11 per hour to fund regular professional cleaning.** This cleaning would be in addition to the end of session user cleaning.
- Preparation time** - In order to clarify preparation time before lettings, we **suggest that users should pay £11 per hour for any exclusive period before a use.** Where another user is in shared occupation of the hall, kitchen and toilet during the preparation period, the charge for the preparation time would be £5.50 per hour. The same rates would apply to any time needed for clearing up etc after a booking.
- Insurance** - You are reminded that the Parish Council's insurance will cover you against accidents or loss resulting from incidents related to the property and its fittings. However, **it does not cover risks introduced by hirers'.** For example if a visitor to the Pavilion received an electrical shock from a faulty electrical appliance, our insurance would only cover them if they if we provided the appliance for use by users of the building. If the hirer brought in a faulty item, they would not be covered by our policy.
- Deposits** - The Letting Agreement requires all users to pay a deposit of £50, which is normally refunded in full, as long as there have not been problems. In future regular users should submit one deposit of £50, from which the "unacceptable cleaning" charge of £30 (and any damage etc) could be met. One-off users would provide a separate cheque for £50, which will normally be returned, as long as there have not been any problems.