



## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 21<sup>ST</sup> SEPTEMBER 2015 AT 7.30PM IN THE PAVILION.

**Present:**

**Parish Council members:** Ian Hill, Elizabeth Winton, Roger Beattie, Jon Lorimer

**Cricket Club representatives:** Owen Lewis, Neil Boddington

**Football Club representatives:** Keith Woolfson, Paul Griffiths

**Officer:** Kristina Tynan

**In Attendance:** Matt Reid

35/15 Apologies

There were none.

36/15 Declarations of interest

There were none declared.

37/15 To approve the Minutes of the meeting held on Monday 30<sup>TH</sup> June 2015 which were received by Council on the 8<sup>th</sup> July 2015

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

38/15 Matters Arising

**Meeting with Football Foundation** – IH reported that MR will stand in for IH at this meeting which will take place on 24/9/2015 at 5.30pm

**Defibrillator** – KW stated that money is being raised to install one on the outside wall of the pavilion. It was noted that if it is needed to be used one phones 999 and is given instructions on how to access and use it.

**Resolved:** That this be done and when it is in place to put on the Pavilion Insurance policy.

39/15 Management Plan – *Review of draft maintenance plan* (this was attached to the agenda)

IH stated that this now reflects the agreements that are in place with WTFC and WCC and also the one we hope will be in place soon with the Sports Club.

40/15 Progress report from Sports Clubs – *Report on progress with agreements between the Watlington Sports Club and WTFC and WCC, especially with regard to operation of the bar.*

MR reported that he will call a meeting of the Sports Club when Chris Allen is back from holiday. Agreement from WTFC and WCC on the Terms of Reference is needed. CASC can bring additional funding. MR said that the Sports Club are also looking into gift aid. He hopes that WTFC and WCC can do some unified events to bring extra money in. IH said that in terms for the meeting with the FF on Thursday we will need to tell them that progress is being made but that we do not yet have a date for a signed agreement.

41/15 Maintenance Plan – *Review of draft maintenance plan* (this was attached to the agenda)

IH stated that this is by no means a solid document as yet. It was prepared after IH and RB went round the pavilion looking at issues that need attention. It is trying to come up with an annual maintenance cost for the next ten years. IH said that about £5,000 needs to be put aside annually so that when issues come up there is money available. At present there is a small sum set aside annually for maintenance (£1000) which WPC is

paying out of its general budget. This cannot continue so we need to include an allocation from the PSFC income to address this. This amount is an indication of what is probably needed. There has been a fundraiser for decorating by the WCC and MR said that this money will be put into the SC account shortly and then the work can be done.

RB asked if the PSFC had considered installing solar panels which they have not. **RB** to investigate costs and to see if there are any grants available.

It was noted that the AV Equipment is owned by the Youth Club and it is in working condition.

The figures in the Maintenance Plan were accepted as working figures.

42/15 Pavilion Business Plan - Review of draft business plan 2015 – 2020 (this was attached to the agenda) **Aunt Sally and Darts** – These have been incorporated in the WCC agreement. IH said that the FF have been asking for this document since 2011. The gist of this document is showing Management Structure, Key Objectives, Maintenance (Dealt with above), Current Use – this information has been provided by the Sports Club, Pavilion Income etc.

It was noted that we have lost Scouts and Youth Club are not using the Pavilion at the moment as they are trying to form a new Youth Club Management Committee. This will lead to a big hole in our income this year and we will need to address this.

IH said that there are some external events that take place for both cricket and football (eg OFA matches), and asked if they pay to use the pavilion and field. If they do so, the money should come to the PSFC. We need to show our residents transparency in the accounts, what WPC pay for and what the lettings pay for. When the sports field rent is increased this will increase our costs. At the moment WPC pick up the deficit but this cannot continue. It was noted that the sports sections' payment for the pavilion use have not increased for many years.

IH said that in the business plan all costs are linked to inflation (RPI) which is 3.2% averaged over the last 10 years. We need to come back to the next meeting with comments on how costs and income can be addressed.

The annual maintenance has been phased into the business plan and starts off in the first year as £2,500 and after that it jumps to £5000.

Overall we need to:

- Find some way of boosting income. This is essential. We could potentially lose 50% of letting money as Scouts have left and Youth Club not using the facilities at present. RB asked if cost was a factor in why Scouts stopped using the pavilion and it was agreed to ask them if this was the main issue. A banner stating that the pavilion is for hire could be put up in a prominent position and this needs to be looked into (RB). OL said that we should put notices in the WT and on noticeboards. *Any information to be brought back to the next meeting.*
- Set up a maintenance sinking fund of £2,500 in the first year and then £5000 for the next 4 years.
- Need to be much clearer about the financial roles. What are WPC Costs and what are Sport Club/WTFC and WCC costs and all need to be happy about these. *NB will have a look at the schedule for the next meeting.*
- Need to start looking at what control we can have on the increase of the Sports Field Rent. The lease states that reviews happen every 10 years and 2017 would be the next review. MR said it is very important that in the NP that this field is there for sport and leisure.

43/15 Pavilion Development Plan – How can we improve the building long term? We need to get the building into a reasonable state. Decorating will be done by SC. Curtains need cleaning and putting up neatly. RB is looking into the cost of the curtains. We need to optimise the building and make it more attractive. The idea of money coming from sponsorship, the community and grants was mooted. It was noted that grants would be for capital costs only. IH said we need to come up with a list of improvements to make it more attractive and then make a programme to do so. JL suggested that we put a call out to the community for help. KW asked if we could rename the pavilion. There was a suggestion from

Youth Club in the past to put on an extension for use by Youth. OL said that one concern about this was who would meet the costs of this is there was no Youth Club. OL said that there is an ECB grant which would cover cost of outdoor furniture and this would improve the look of the outside area which was thought to be a good idea. It is thought we need to have an indoor and outdoor list of tasks that need to be done. IH/RB have done one for the inside of the pavilion. IH said that we need to have an electrician and a plumber in to advise on some things eg the shower heads are badly scaled up and a few need replacing. OL and NB will have a look at these.

44/15 Football Development Plan - Next Phase of pitch barriers, dug outs etc – Progress report

This has been submitted to the FF.

OL said that there will be some focus groups to get ideas for the pavilion and he and KW have discussed this. They will report back when these have happened.

45/15 Discussion of how income for the PSFC can be improved

Rates of the pavilion hire was discussed and it was:

**Resolved:** That we increase the hourly cost from £10 to £11 per hour for one-off lettings and to increase the cost to current users to £11 per hour from 1<sup>st</sup> January 2015 so that KT can let them know the increase in plenty of time.

46/15 **Requirements for 2016/17 budget** – 2015/16 budget attached with spend to date

IH said that we need to propose a budget to the Finance Committee by the end of November so we need to think about the 2016/2017 budget and what we can do that is realistic and how can we fill in the gap left with the decrease in lettings income with Scouts and Youth Club no longer hiring the pavilion. At the moment WPC are putting in £7,500 from the WPC Budget. We need to look into if we can get any additional funding from other sources.

47/15 **Pavilion building issues**

a. **Cleaning and kitchen issues** – WPC have employed a cleaner to do main hall/kitchen and toilet area. This was subject to matched hours by the Sports Sections. It was noted that the sections are doing this.

**Extractor Fan in Kitchen** – JL said this is in a dreadful condition and needs sorting out. He offered to do this when he is free

*[Post Minute Note: Bob Thomas has cleaned this out thoroughly and put in new filters]*

**Kitchen Shutter** – This is not working. KT to contact the company who installed this and obtain a quote for its repair. There was discussion on whether this shutter is needed.

b. **Damaged table** – OL has this in hand.

c. **Timers of boilers and boiler service** - It was noted that the water heaters are on all the time and perhaps these should be on a timer so they only come on when there are matches scheduled. It was also noted that the electricity bills are much higher with WTFC washing machines and tumble dryer being used for washing and drying kit. A water heater in the kitchen was mentioned. MR mentioned free fuel sources and he and RB will look into this.

A smart meter was installed two weeks ago in the Pavilion.

Anders Heating have done the boiler service and the water is hot.

d. **Toilets – Self closures and push plates** – Need to check what still needs to be done. Bob Thomas has installed some.

e. **Pavilion Keys – Possible changes to locks** - It was thought that we should replace the shutter lock with a security lock. We have had one quote for changing locks. IH, KW and KT are looking into this issue.

f. **Any other issues**

**Security Costs** - JL will look into the security alarm costs.

**PAT Testing** – RB to check when this was last done

**First Aid Kit** – KT to order one.

**Referee Rooms** – It was noted that 2 metal storage cupboards will be put in these rooms. They need to have push plates put on. *IH to add to list.*

**Main Hall Improvements** – OL said that WCC have ordered a new chalk board, new shelf etc to improve the look of the darts corner. They asked for approval to have a 2<sup>nd</sup> dart board in the corner by the TV. This was agreed.

48/15 **Car Park** – IH to update following Operations Committee meeting

JL said how well the working party did to improve the car park area/edges. 20 people turned up to help and achieved a huge amount in the time they were there. Things are do-able with the community on board.

IH said that Jeremy Bell has done a scaled up drawing but did not really increase the number of car parking spaces. It is thought we need to look at a different orientation for spaces. NB will do this. KT will send him the JB Plan.

49/15 **Sports Field issues**

a) **Cars on Sports Field** – CA/OL to put in the posts.

b) **Hedge on Sports Field** – this needs to be kept at the same width when major cut was done so it does not encroach on the Sports Field. The Sports Sections should be doing this. PG said that because of the roots there is it very difficult to cut close to the hedge.

c) **Grass Cuttings** – RB said that there seems to be a number of piles of grass cutting by the hedge area and asked if it would be better to have these just in one place. OL said he would prefer a clipping box so that the cuttings could be composted. OL and MR to also look at the height at which the grass is mowed for the football pitches. A Capital Grant could be looked at to purchase another mower. It was noted that the Saltex Exhibition is being held on the 4<sup>th</sup> and 5<sup>th</sup> November and always has a lot of equipment on show. It may be useful for someone from WTFC or WCC to attend this.

**Due to Standing Order 3(w) and with the time being nearly 9.30 it was:**

**Resolved:** That the meeting be allowed to continue until 9.40pm at the latest.

50/15 **Health and safety issues** –

a) **Glass Door to Changing Rooms** – IH reported that a clear film has been ordered to address this problem. Bob Thomas will install.

b) **Rat issue Update** – No further problems have been reported and this will now be taken off the agenda.

51/15 **General Issues**

a) **Height Barrier at Entrance to Rec/Sports Field (off Shirburn Road)** – On-going.

b) **Container Alarm** – Is this still an issue? It was noted that this is now working after Executive Alarms were called out to attend to this issue.

52/15 **Date of Meetings in 2015**

**This will take place on 9/11/2015 and the main item will be the Budget for 2016/2017.**

IH will be away so this will be chaired by KW.

53/15 **Any Other Business**

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