



## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 29<sup>th</sup> JANUARY 2018 AT 8PM IN THE PAVILION

<b>Parish Council members:</b>	Ian Hill, Roger Beattie, Nicky Smallbone, Matt Reid
<b>Football Club representatives:</b>	Keith Woolfson,
<b>Cricket Club representatives</b>	
<b>Sports Club:</b>	Graeme Logan
<b>Officer:</b>	Kristina Tynan

01/18 Apologies for absence

Owen Lewis, Neil Boddington. Chris Allen had been invited but was unable to attend.

02/18 To approve the Minutes of the meeting held on Monday 27<sup>th</sup> November 2017

It was noted that the date for the next meeting was incorrect as shown as the 5<sup>th</sup> March.

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

03/18 Matters arising

**Sports Club Meeting** – (Minute 45/17 refers) – MR said that this took place on Thursday 25<sup>th</sup> January.

04/18 Reports from Sports Clubs

**a. Football – KW**

KW reported that they have extended the Soccer School to 3 and 4 year olds. This will happen after the half term. There has been a lot of interest in this. The Soccer School is on a Saturday morning and the coaching is now being done by Ravenscourt.

He said that all teams are doing very well this season. The Ladies team have just played in their first tournament. They have a 5 a side Team, which is now wanting to enter more tournaments.

**Go-Active** – This is run by SODC and it was agreed that RB and KT talk to them about if they could do some Walking Football etc for older/veteran members.

**b. Cricket**

There was no report.

**c. Sports Club- GL**

GL said that there are three issues that the Sports Club have been looking at: a new till for the bar with a card reader; glass washer,-whether this can be made better by a service or whether a new one needs to be purchased; and that of the bar rubbish – it was agreed that this issue be discussed under Agenda item 8j.

05/18 Stewardship Agreements

**a. Agreements to be signed by WTFC and WCC.**

WTFC have signed and returned theirs. WCC still need to sign theirs. IH/KT will send them the latest copy and ask them to sign and return it ASAP. WCC still have the issue of the split of the share of the utilities bills and think it is unfair that they are split into thirds as the WTFC uses much more gas and electric than them.

b. **A stewardship agreement for the Sports Club to cover their use of the bar-** GL said that this issue was discussed at the meeting on 25/1 and they have asked that some clauses be changed.

**Clause 9** – Key for the bar to be held with the Parish Council. The SC were not happy with this. However KT said that the building is insured by the WPC and if there was an issue within the bar area they may need to access it. It was agreed that this key could be held in a sealed envelope in the WPC safe which is kept in a locked room and would only be used in a dire emergency situation. GL thought that this would be acceptable to the SC.

**Clause 13** – to be removed - Agreed

**Clause 14** - ‘fundraising’ to be changed to ‘Promotions’ – Agreed

**Clause 16** – KT asked when the bar equipment had been last PAT tested. GL agreed that it would be sensible to get the bar equipment PAT tested at the same time as the Pavilion electrical items get tested. KT/GL said that this would be sensible and that when given the date of the test they will arrange for someone to open the bar. The SC to pay the cost of the test of the bar equipment electrical items. These issue to be included within this clause.

GL agreed to make the necessary changes to the Stewardship Agreement and send to Sports Club members for approval. He will also send the amended version to KT for WPC approval.

#### 06/18 Budget/Financial Issues

a. **Budget 2017/2018** – The Update to 21/12/2017 is shown below.

KT stated that since this date some high bills for the utilities have been received. IH said that he has now resolved the issue of the BT/Wi-Fi bills apart from a 15% increase in the line charge and will keep a close eye on them.

#### PAVILION AND SPORTS FIELD COMMITTEE

2017/2018 Budget	Actual Budget	
	Budget <u>2017/2018</u>	Excl VAT to 21/12/2017
<b>Pavilion and Sports Field</b>		
<b>EXPENDITURE</b>		
Pavilion Security + Phone	1500	135
Pavilion Insurance (wpc)	1000	1000
Water for Pavilion	700	171
Electricity for Pavilion	850	456
Gas for Pavilion	800	884
Building Maintenance/supplies	750	1345
Sewerage Unit Service/repair		575
Sports Field Rent( wpc )	5000	5000
Repairs to Outside of Pavilion (WPC)	300	150
Business Rates PSFC	360	345
Cleaning	1000	500
PFS Licence t o(1/3)	149	53
Premises/Bar License (SC)	0	0
TV License 1/3rd Cost	50	49
Wi-Fi 1/3rd Cost		72
Slabs installation (Foskett)		147
Planned Maintenance (earmarked)	500	
Sinking Fund to earmarked	625	
	<b>13584</b>	<b>10882</b>
<b>INCOME</b>		<b>RECEIPTS</b>

Pavilion Hire	2000	1594
WTFC + WCC Energy	1600	0
WTFC,WCC Rent, Bus Rates, TV/PRS	6000	3650
Youth Club	1200	308
WPC Sports Field Contribution	5000	5000
WPC Repairs to Outside of Pavilion	300	190
Cleaning	1000	750
Insurance	1000	1000
Total	<b>18100</b>	<b>12493</b>
<i>Income minus expenditure</i>	<i>4516</i>	<i>1611</i>

<b>Bank Balances 21/12/2017</b>	<b>£</b>
Pavilion General Account	2581.60
Pavilion Development Fund	1811.42
	4393.02

b. **Budget 2018/2019** – No discussion.

c. **Bar Accounts** – We have the 2016 Bar Accounts. It was agreed that the SC send the ones for 2017 when available.

GL said that Chris Allen is very keen to charge corkage on alcohol when the bar is not used. KT said that it would be impossible to do this for private parties as there is no license needed unless it is sold. Any events which sell alcohol would need to either use the bar or have a TENS license. It was agreed not to charge corkage at the present time.

d. **Electric and Gas Bills** – KT and IH have looked into these. It seems what has happened is that they have been undercharging us for the last year or so. They had told us that they were taking remote readings however when we recently contacted them they said that there had been a problem and therefore all bills have been estimated which we were unaware of. However we now think this has been resolved and the bills will now be accurate.

It was noted that SSE have said they will not install a Smart Meter as we are not a domestic property. KT/IH will contact them to see if there is some way of installing one.

e. **Pavilion Bookings** – NS brought up the issue of WCC booking out New Year's Eve last year. She said that we had had a request for a private booking which we had to refuse. She said that WCC have now booked this date for 2018 and thought that WCC should have every other year so the PSFC can make some money on this popular night. It was agreed to discuss this with WCC.

07/18 Maintenance plan, Business Plan and Pavilion Development Plan –Update  
There was no discussion on this.

08/18 Pavilion building issues

a. **Cleaning and kitchen issues** – RB brought up the issue of food safety for users of the kitchen. KW stated that he has the Food Safety Certificates held by members of WTFC.

b. **Maintenance issues** – thermostat covers – RB is looking into these and will be ordered ASAP.

c. **Improving/Decorating Pavilion** – NS – Painting start date 12<sup>th</sup> February.

d. **Baby Changing Unit in Disabled Toilet** – KT said that she would order this at the appropriate time when there is money available for this in the bank account.

- e. **Lighting for the Recreation Ground** – Awaiting grant request response from Anna Badcock. KT will send her email asking if there is a decision on this.
- f. **CCTV** – Awaiting grant request response.
- g. **Fire Alarm** – NTR
- h. **Gutters** – RB is dealing with this.
- i. **Outdoor Tap** – This issue is with WTFC to resolve. They are looking into the issue of a soakaway.
- j. **Recycling Contract for Sports Club/Rubbish** - KT had given quotes for this to the SC. Following the SC meeting on 25/1 GL said that this was agreed subject to a slight change of collection pattern. It was agreed that the contract should be with WPC as owners of the building and that KT arrange the contract with Grundon, with the necessary change and that the SC will then be billed for the service.
- k. **Any other issues** – None raised.

09/18 Sports Field issues

- a) **Dog fouling** - KT has ordered the PooVac – This should be delivered this week and will be given to KW.
- b) **Hedge Cutting** – This works has been completed without the net being removed. The hedge now looks very much better.

10/18 Health and safety issues

**Legionella Disease** – MR asked if we need to do this. IH said that he has looked into this issue and we do not need to do this.

11/18 General Issues

1. **PSFC –Terms of Reference 2018** – These were agreed
2. **Extra Container for WTFC** – Nothing to report.
3. **Football Club end of season pitch maintenance.** – RB asked for the WTFC programme for this. KW said that they have had a Pitch Improvement Report from the Oxfordshire Football Association. However a lot of the items are very costly. He said he would email the report to KT/RB. RB will have a look at the report. It was asked if there would be any grants available for this work. KW will look into this.

12/18 Dates of Meetings in 2018

19<sup>th</sup> March  
18<sup>th</sup> June

13/18 Any Other Business

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.40PM**