



## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE (PSFC) ON TUESDAY 30<sup>TH</sup> JUNE 2015 AT 7.30PM IN THE COMMUNITY OFFICE

**Present:**

**Parish Council members:** Ian Hill, Roger Beattie, Elizabeth Winton (from Agenda Item 7)

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

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

**In attendance:** Matt Reid

**Officer:** Kristina Tynan

15/15 Election of Chairman

Roger Beattie nominated Ian Hill and this was seconded by Owen Lewis. There were no other nominations.

**Resolved:** That Ian Hill be elected unanimously as Chairman

16/15 Apologies

Jon Lorimer.

17/15 Election of Vice-Chairman

OL nominated Keith Woolfson and this was seconded by Neil Boddington. There were no other nominations.

**Resolved:** That Keith Woolfson be elected unanimously as Vice-Chairman.

18/15 Declarations of interest

There were no declarations of interest notified.

19/15 To approve the Minutes of the meeting held on Monday 19<sup>th</sup> January 2015

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

20/15 Matters Arising (not included in the Agenda)

There were no matters arising other than agenda items.

21/15 Progress report from Sports Clubs – Are there agreed arrangements for working together as a Sports Club?

[If there is not a signed agreement in place by the 30<sup>th</sup> June 2015 the Stewardship Agreements will need to stand] Nb The Cricket Club have signed their Stewardship Agreement.

IH stated that before the Elections there were to be negotiations between the Football and Cricket Clubs to come together as the Sports Club. OL said that there has been no movement on this issue.

Therefore the Stewardship Agreements will need to be signed. The amendments to the agreement that Football Club have suggested were discussed point by point and changes were agreed by the Committee.

Changes that will be made relate to priority for use of the facilities, number of keys and membership to the PSFC. IH will clarify through the previous minutes the membership number for the sections

**[Post minute note: Cricket Club and Football Club both have 2 representatives on PSFC, however if one rep cannot make a meeting they can nominate someone to attend on their behalf]**

It was agreed that the both sections meet and agree a final version as some fine tuning is needed and it was agreed that an amended agreement will be signed by the 14<sup>th</sup> July 2015. Cricket Club will need to sign the new agreement which will supersede the one they have already signed. The agreement will run until January 2016.

OL stated that the Cricket Club are paying ½ the rent even though they are only using the Pavilion and Sports Field for 1/3<sup>rd</sup> of the year. The Football Club teams have increased from 2 teams 2 years ago to 10 so the split seems slightly unfair.

It was agreed that the Cricket Club to give out the dates of their fixtures to the Football Club and to the Clerk.

22/15 Pavilion Business Plan

This needs to be completed for the FF as is only in draft form and needs to be done ASAP when the stewardship agreements are signed. IH and NB will deal with this.

23/15 Pavilion Development Plan – How can we improve the building long term (KW)

**Resolved:** that this be deferred to the next meeting. NB, OL and KW to put together a skeleton plan to be available for the next meeting.

24/15 Preparation for FF meeting scheduled for 10am on the 4th August 2015- three deliverables required by Full Council on 14<sup>th</sup> July for approval.

The three points below were discussed:

Site ref	Organisation	Action Type	Action	Action Status
S20312	Watlington Parish Council	Finance	Once an agreement has been made on the organisational structure going forward upgrade the site business plan from draft to final and submit it to the Football Foundation and County FA	<b>Agreements to be signed by the Football Club and Cricket Club by the 14<sup>th</sup> July 2015. The Business Plan has only been half done and will need to be completed then submitted to the FF.</b>
S20312	Watlington Parish Council	Maintenance	Maintenance plan to cover the interior of the building to be created and sent to the Football Foundation. Plan to include timescales and milestones	<b>It was noted that this Maintenance Plan has been half done. Some of it will need re-writing and updating. OL and KW will work with IH on finishing this Plan It was agreed that the FF would be okay with a nearly finalised plan</b>
S20312	Watlington Parish Council	Management	Decision to be made on whether the Sports Club Committee is reformed or not and outcome communicated to the Football Foundation and County FA along with the alternative if a reformation does not occur.	<b>It was noted that this is not happening at the moment but discussion will continue on this. IH will provide a report for the FF meeting outlining the Stewardship Agreements with the FC and CC and the arrangements for shared use of the facilities</b>

IH to send a copy of the draft Business Plan to NB. It was noted that the rent on the Sports Field could be increased in 2017. It was noted that the date of the FF meeting is during our 'Get Watlington Active'

25/15 Football Development Plan - Next Phase of pitch barriers, dug outs etc – Email was sent by KW to all members prior to the meeting.

Pitch Barriers – FC stated that these are to complete the ones already erected which were agreed by Full Council in October 2013 and given permission from Beechwood Estates relates to all the barriers and not just the two already put in. PG said that the dug outs were also part of this proposal. KW stated that the Football Club need to have closed barriers as this is one of the rules of the League.– *IH/KT to check this Minute and see what Beechwood Estates agreed to at this time.*

26/15 Management/Bar Committee - update

IH said that he has concerns that the Club Premises License is under the Sports Club which WPC do not recognise and therefore cannot give permission for the bar to be used as there is no agreement between WPC and WSC. There could be potentially 2 licences 1 for Cricket and 1 for Football. IH said that the sections

need to sort out this with urgency as WPC cannot let this drift. It was noted that a Club License only allows service to members of that Club.

NB stated that at the last Sports Club AGM they voted that the Cricket Club is part of the Sports Club even though Cricket has said they did not wish to be part of it and no Cricket Club members attended the meeting.

*[Post Meeting Note: We have since had notification from SODC that from April 2015 Clubs will have to be able to demonstrate that at least 50% of their membership are actively involved with sport with the club in order to qualify for CASC status. This may have some bearing on the WSC or WTFC&WCC licence issue.]*

#### 27/15 Accounts

**1. PSFC Budget End of Year 2014/2015 and Account Balance** – There was discussion on this and the year end 2015 position was noted. The Clerk reported that no rent had been received from the sections for March 2015. It was agreed that she invoice Football and Cricket for the missed month with a 50/50 split. It was noted that the Business Rates are being paid by WPC and these are now invoiced with the rent. The boiler has played up a lot during the year which has been costly. Two quotes have been received for servicing of them. It was agreed to monitor this situation.

**2. PSFC Budget 2015/2016** – This was noted and an update for this year will be available at the next meeting.

**3. Fuel Bills** – Electricity has been changed to Opus Energy from SSE

**4. FC and CC Accounts** – It was noted that annual accounts for the Football and Cricket Clubs need to be sent to the Clerk. This just needs to a one page summary on receipts and payments for the year.

#### 28/15 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 both clubs clean the main rooms when they use the pavilion.

**Septic Tank** – It was noted that this needs to be cleaned out as it is thought that the problem with the ladies toilet is due to this. The Clerk will deal with this with urgency as this is deemed an H&S issue. She will also ask if there should be any special detergent used.

b. **New Urinals** – These have been installed.

c. **Damaged table** – OL - on-going

d. **Shutter in Kitchen** –The shutter needs to be checked to see if it working correctly.

e. **Timers of boilers** – CA was to update us on this. KT to check on this with CA

f. **Toilets** – Self closures and push plates – These still need to be done

g. **Pavilion Keys** – The lock for the Pavilion was discussed and it was:

**Resolved:** That the Clerk order a new lock and the number of keys needed for both sections to be given to her. The keys will be master keys that can only be copied with authorisation from WPC.

h. **Any other issues**

**Alarm for Pavilion**– There is a sheet given out with instructions on how to operate the Alarm when keys are given out.

**Inspection of the Pavilion** – RB asked that an inspection of the building should be carried out annually. It was agreed that this be done by RB/IH and the Clerk. A date will be organised for this and a report will come back to the next meeting.

i. **Youth Club** – CC concerns after their bookings. Email from CA – These were discussed and it was noted that there will be a change to the Youth Club Management Committee in September. It was noted that we expect better treatment of the premises and also the outdoor area. There had also been an incident on a Youth Club night which involved setting of a fire extinguisher to which the police were called out.

#### 29/15 Car Park – Update following Operations Committee meeting and site visit with FC

Jeremy Bell is drawing up a scaled plan for the car park which will be discussed at the next Operations Committee meeting.

30/15 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. *Deferred to the next meeting.*

31/15 Health and safety issues –

- a) **Glass Door to Changing Rooms** – This has not yet been fixed. OL
- b) **Rat issue Update** – Gaps have been filled in – No problems have been reported to the office since this has been done.

32/15 General Issues

- a) **Height Barrier at Entrance to Rec/Sports Field (off Shirburn Road).** *Deferred to the next meeting.*
- b) **Container Alarm** – It was noted that new sensors need to be ordered. This is owned by the Sports Club and therefore the cost will be billed back to them or the two sections. Matt Reid will look into this issue.
- c) **Public Space Protection Order** - *Deferred to the next meeting.*
- d) **Annual Maintenance of the Sports Field** – There needs to be plan for this.

33/15 Date of Meetings in 2015

Next Scheduled meeting is 26<sup>th</sup> October 2015

34/15 Any Other Business

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.30pm**