



MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 4th AUGUST 2014 AT 7.30PM IN THE COMMUNITY OFFICE

Parish Council members: Neil Boddington, Roddy Orr, Tony Williamson, Elizabeth Winton

Cricket Club representatives:

Football Club representatives: Keith Woolfson

Darts Club representative: Owen Lewis

Aunt Sally Club representative: Bill Mitchell

Officer: Kristina Tynan

In attendance: Ian Hill

40/14 **Apologies**

Chris Allen, Pete Hosking

41/14 **Declarations of interest**

There were none.

42/14 **To Accept the Minutes of the meeting held on Monday 30th June 2014**

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

43/14 **Matters Arising (not included in the Agenda)**

New Cricket Nets (Minute 35/14 refers) – OL reported that the bar across the open end has had red and white tape put over it as a temporary measure, but will be painted white as soon as possible.

44/14 **Pavilion Business Plan**

NB stated that he has received the Football and Cricket 5 year Business Plans.

Resolved: That both the Football and Cricket 5 year plans be sent to the Football Foundation as they are and then see what questions they ask.

NB and IH have had a conversation about the financial aspects of the business plan which is in its infancy. IH was invited to comment on this aspect to the meeting. IH stated that he has been revising it but still needs some figures which he will get and then go through with the Clerk. A lot of assumptions will need to be done in the interim until such time there is an agreed way of working with the Football and Cricket Clubs. The figures will need to be indicative rather than precise as there are so many unknowns at the moment. IH

agreed that he will complete this aspect and then will meet with NB on it and have this ready for the Football Foundation Support Meeting on the 18/8/2014.

IH read out a statement from the Football Foundation's Support Day Report 2013. (Under the Finance Section)

'There is only a draft business plan in place and this still remains in early form. On discussion it was clearly communicated that this was no longer acceptable. It has remained an incomplete action for a significant amount of time. The applicant has been actioned to circulate the current draft for any comments.. and be brought to the PSFC on the 14/7/2013 so it can be finalised as a matter of urgency. If this is not addressed within the actioned time period it was made explicitly clear that the FF would be taking further action with a letter from their Chairman and ultimately clawback if this remained unaddressed'

45/15 **Football Foundation**

1. Support Day – 19/8/2014 at 3.30pm at the Pavilion –Latest versions of the following documents will be needed for this meeting:

- **Football Development Plan** – This has been received.

- **Business Plan**- As discussed above.

- **Accounts** – Last year's accounts and this year's current accounts for the Pavilion Committee Account are available. We have the Sports Club accounts for last year but no information has been sent for this current year. KW agreed to obtain a set of accounts and bank statements for the Sport Club account and also a copy of the Bar Accounts. It was noted that detailed figures not just an overview are needed. It was also noted that the SC Accounts have not been audited.

- **Site Usage Plan**- KW and OL have met and discussed the joint usage and they have put together a plan which will go through the Football and Cricket Committees this week. The FF know we have a problem over the usage and it will be very useful if that plan is available for the meeting. NB reported that PG had stated that 2 more Football teams will be starting, however one is the Veterans who do not play in Watlington. A list of Football teams playing in Watlington will be needed.

Resolved: That this Plan be sent to NB as soon as it has been agreed so that it can be sent to the FF for the Support Day.

- **Maintenance programme** – NB to get the list of items that were put together by BA. KT will provide.

- **Hire charges** – List held in office.

NB stated that he asked IH to attend the Support Day meeting in his position of Chairman of the Parish Council. NB will also attend as will TW. PG will be representing Football and either OL or CA will be there to represent Cricket.

TW said that at the meeting the FF usually go through the report from the previous year and they have usually produced the agenda. However there are new people from the FF coming this year that we have not met. NB stated that they have 2/3 pages of tick boxes to complete and if you score less than 3 then need to have to have another Support Day the following year.

PSFC Committee Structure

NB stated that the FF Foundation is aware of the new structure in place following the inability of the Football and Cricket Clubs to work together and at the last Full Council meeting the new structure was agreed to be in place until December 2014. This can be reviewed by this committee at the next meeting. NB stated that this issue needs to be a priority for all sections. The sections need to meet and come back with an agreed workable structure to this committee. WPC had agreed that the SC would run the bar but this is now not operable and there needs to be a separate bar committee giving their account to WPC in the interim. The Committee Structure paper from NB to be sent to all members and IH again. KW said that

the Football Club had come back with comments on this and they do not seem to have been discussed. NB stated that it has to be agreed with All sections and then it will be discussed. It was also noted that the SC cannot exist as it has had no AGM, has no constitution and that there is no agreement in place with WPC. NB gave praise to the FC for their increase in membership but we do need to see what income has been generated.

For clarity, the Minute Agreed at the Full Council Meeting 8th July 2014 is shown at the end of these Minutes.

The PSFC then agreed to this working arrangement until December or until there is an agreement to change arrangements

KW said that he has sent the Football Foundation the annual Monitoring and Evaluation Form.

46/15 Pavilion building issues

- a. **Urinal quotations** (Minute 21/14b) – 2 received.- Agenda Item for September Meeting
- b. **Shelving** – update KW (Minute 33/14b) - KW reported that the Football Club had received full funding for this from the County Councillor fund.
- c. **Cleaning and kitchen issues** – EW (Minute 33/14c) – EW had obtained one quote. It was agreed that KW/EW and KT look at the critical days that need cleaning and then to try it on a trial basis. To discuss further at the September meeting.
- d. **Gas smell** – KT to investigate and call British Gas if necessary.
- e) **Light Bulbs** - KW reported that 4 new bulbs are needed in the Referees Room.

47/14 Sports Field issues

Hedges around Sports Field (Minute 22/14) – update KW after speaking to Steve Strong- KW reported that SS has said that to cut the grass below the hedge it has to be hand mown due to the tree stumps. KW to report further on this at the next meeting.

48/14 Health and safety issues –

- a) **Glass Door to Changing Rooms** – It was noted that this has been broken.

49/14 Financial issues

- a) **Budget report** – The report issued to members by the Clerk was agreed and noted. (Held in File)

50/14. General Issues

- a) **Height Barrier at Entrance to the Rec/Sports Field** – KT to obtain a quote for this for the September meeting.
- b) **Posts for front of Pavilion** – It was noted that BA has some posts and KT to ask that this be done ASAP by our caretaker.

51/14 Date of Meetings in 2014:

Monday 8th September
Monday 10th November

52/14 **Any Other Business**

Golf Playing on the Sports Field – KW requested that we put up a poster asking people not to play golf on the pitch areas of the Sports Field. It was noted that there is only one man who plays there at about 10am and NB to speak to him in the first instance.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.03M

PSFC Committee Structure – RESOLUTION FROM FULL COUNCIL ON 8TH JULY 2014

The Resolution agreed at the Full Council meeting held on 11th February was reviewed as it proposed a way of working that was only in place until this meeting on the 8/7/14. Following discussion it was

Resolved: That until the 31/12/2014 the following is agreed:

- a. PSFC membership would be 4 Parish Councillors, 2 representatives each from football and cricket and one representative each from the Darts and Aunt Sally Clubs. The Clerk would take minutes.
- b. Proposals for use and development on the recreation ground should be presented by either Club to the PSFC for discussion and ratification. Papers should be presented in advance to the committee. The Pavilion will operate in a similar way with responsibility for cleaning and maintenance the responsibility of the incumbent section. The section can either clean on a voluntary basis or use their own funds to have the pavilion cleaned professionally. It must be stressed that the main hall is hired out so must be kept in good order.