



MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON SUNDAY 5TH MARCH 2017 AT 8PM IN THE PAVILION

Present

Parish Council members:	Ian Hill, Nicky Smallbone
Football Club representatives:	Keith Woolfson
Cricket Club representatives	Owen Lewis, Neil Boddington
Officer:	Kristina Tynan

- 01/16 Apologies for absence
Roger Beattie, Paul Griffiths
- 02/16 To approve the Minutes of the meeting held on Monday 21st November 2016 and to accept the Note from the Informal Meeting held on 30th January
Resolved: That the minutes from the above meeting be agreed as a correct record and that they be signed by the Chairman. The Note from the Informal Meeting was accepted.
- 03/16 Matters arising
Environment Agency – Permit to Discharge – We now have this and there is no longer any charge.

WPC Member for PSFC – IH said that as Jon Lorimer has resigned from the Parish Council they will need now need to appoint a new member.
- 04/16 Progress report from Sports Clubs
a. Report on Sport Club AGM on Sunday 5th February 2017.
This took place a new officers were appointed; Graham Logan as Chairman, Neil Boddington as Secretary, Susie Ingram as Treasurer and Chris Allen as Bar Manager. The next meeting will be held towards the end of March.
- 05/16 Stewardship Agreements
a. The final version has been signed by WTFC. WCC still have some queries that need to resolved at this meeting.
IH reported that NS and IH met with OL last week to discuss this issue. Following this meeting IH has made a few minor adjustments to the document.
Para 2 – Regarding the proportion of the PRS License, TV license and Wi-Fi – the costs will be split between WTFC, WCC and WPC and not four ways with the Sports Club.
Para 6 a – replacement of the word ‘fixtures’ with ‘activities’ on line 2.
Para 7 – Addition to the end of the sentence ‘ Where one of the Clubs wishes to use the hall for an event at a time which clashes with another long-term booking , they may arrange with the other user a rescheduling of their booking.
The following changes above were agreed and WCC have now agreed to sign it. The WTFC agreed to allow their signed agreement to stand until the end of the term in July 2017. IH will send the amended agreement to all PSFC members and await the signed copy from WCC.
- 06/17 Budget
a. Verbal report on 2016/17 budget – OL had raised concerns over the split of the utility bill between WCC and WTFC. WPC pays 50% and the remaining 50% WTFC have said should be split 50/50 between the Clubs. OL said that he thinks this is unfair as WTFC use washing machines etc. It was noted that we are soon to have a Smart Meter installed and this should enable us to see the useage more accurately.

Following discussion it was agreed to hold on billing the Sections for the Utility Bill (from April 2016) until we can look at the usage in more detail.

b. **Budget 2017/2018** – draft agreed 21 Nov 2016 – There was discussion on this and it was noted that as regards Insurance we need to have an asset list from WCC and WTFC which we can then look at with the WPC insurance. IH and KT will look at the 2017/2018 figures and will then send to Members. OL said that with the figures as they stand the WCC are looking at 50% increase on what they have paid in 2016/2017 and stated that they would not be able to afford this especially as they do not have sole use of the cricket pitch for 12 months of the year, they only have 4 months. If they could have the whole year they could then maintain and work on the pitch and felt that the increase would be more acceptable. WTFC use their pitches most of the year and also the cricket outfield.

c. **Discussion of how income for the PSFC can be improved – KW has put together a table of when the pavilion is used and available-** Not discussed.

07/17 Maintenance plan, Business Plan and Pavilion Development Plan –Update

a. **Pavilion Business Plan for Football Foundation – latest version including KW suggestions attached to the agenda.**

Following discussion:

Resolved: That this be agreed and sent to the Football Foundation.

b. **Management structure for building care and maintenance/ Pavilion Responsibilities** – NS has done this and KW has commented on this – It was agreed that both WCC and WTFC look at this and agree that the responsibilities shown are in order. WPC responsibilities have been agreed by NS and KT.

c. **Wi-Fi in the Pavilion** – As discussed at the last meeting the Wi-Fi Code has been put in a more discreet position to stop children accessing it.

d. **Defibrillator outside Pavilion** – location was agreed, to be installed by the outdoor cupboard facing the car park – This will be installed shortly.

08/17 Pavilion building issues

a. **Cleaning and kitchen issues** – It was noted that last weekend the oven was left on. All users to ensure that if they use it they turn it off. KT reported that our cleaner Paul will be leaving and that she is hopeful that she has someone interested in taking the job over.

b. **Timers of boilers and boiler service /electrical works** – The annual service has been done.

c. **Maintenance issues** – The location of the thermostat in the main hall was discussed and it was thought it should be moved to the kitchen in a higher position so that it is less likely to be adjusted unnecessarily.

d. **Improving/Decorating Pavilion** - On-going

e. **Key Pad lock on door to changing rooms** – This will be installed shortly. This is to stop children accessing the changing areas. OL said that the Youth Club will need to be informed of this.

f. **Baby Changing Unit in Disabled Toilet** – KT and RB have been investigating these and will order one soon.

g. **Air Fresheners in the toilets** – KT will order soon and BT will put them up.

h. **Any other issues**

Switch to Light in the Recreation Ground – OL said that these are often left on and not turned off. He will put up some signs by the switch. Agreed to also ask for a quote to move it higher up.

Floor Washer – KT said that the machine, which has been in the office for a few years is unsuitable for washing the wood floors in the Pavilion but after discussion with NS and RB it is thought it may be suitable for the changing rooms. They will bring this up and test it out in the next few weeks.

Loft Ladder - It was thought that a better loft ladder would be useful and KW will look into options and cost.

Hand dryers in all washrooms – OL asked that these be looked at as they are very slow and not very effective. KT will ask BT to look at them.

Boiler Room – The committee looked at this area which is very untidy and full of items that need clearing out and tidying up. It was suggested that there be hooks to put up the brushes and it was also agreed to put up a shelf for the Wi-Fi router which keeps on being moved. NS/RB and Bob Thomas to look into this.

09/17 Sports Field issues

a. Dog fouling –KT has sent through the Operations Committee discussion of this issue. The various options were considered and after discussion it was agreed that WCC and WTFC take this back to their committees and give their preferred options to the Operations Committee. It was noted that people attending Smurf Fit and helpers of Youth Club allow their dogs to roam free and KT to request them that this does not occur as dogs should be on leads in the recreation area.

10/17 Health and safety issues

There were none raised.

11/17 General Issues

1. **PSFC –Terms of Reference** – IH/NS still to do.

2. **Extra Container for Youth Club** – To discuss when RB is present.

3. **Football Brush Cleaner** – WTFC have ordered this and will put in a new location. It was requested that the area be kept free of mud. OL also asked that people do not go into the building with football boots. It was suggested that some benches may be good idea so there is somewhere to sit and take them off. KW will speak to players about taking boots off and will try to monitor this.

4. **Booking Agreement** – KW has made some suggestions for this and this will be discussed at the next meeting. KW had also put together a Hirers Information sheet which KT will give out to Hirers.

5. **Proposal by FC to provide a goal for use by the community on the empty grassy area near the basketball court** – *KW sent a proposal to the Operations Committee who were minded to agree to this. KT will be writing to WTFC. It was also agreed to look at the cost of a MUGA and the Operations Committee are also looking into this.*

6. **Christmas Tree Recycling at the Rec Car Park** – It was noted that we will need to have an alternative location next year as the trees whilst awaiting collection were move around the rec daily and it took Bob Thomas a lot of time to put them back in the correct location.

7. **Car Park** – Marking will be done on a trial basis in April/May. It was asked that some yellow hatching be put by the entrance to stop cars blocking it.

12/17 Dates of Meetings in 2017

The next meeting will be held on Sunday 11th June at 7.30pm in the Pavilion.

13/17 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.55PM