



## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 8<sup>th</sup> SEPTEMBER 2014 AT 7.30PM IN THE COMMUNITY OFFICE

### AGENDA

**Parish Council members:** Neil Boddington, Roddy Orr, Tony Williamson  
**Cricket Club representatives:** Chris Allen, Pete Hosking  
**Football Club representatives:** Keith Woolfson  
**Darts Club representative:** Owen Lewis  
**Aunt Sally Club representative:** Bill Mitchell

**Officer:** Kristina Tynan

**In attendance:** Ian Hill

**Members of the public:** 1

53/14 **Apologies**

Roddy Orr, Elizabeth Winton

54/14 **Declarations of interest**

There were none.

55/14 **To Accept the Minutes of the meeting held on Monday 4<sup>th</sup> August 2014**

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

56/14 **Matters Arising (not included in the Agenda)**

There were none other than agenda items.

57/14 **Pavilion Business Plan**

The Business Plan was submitted in some form 5 years ago and IH has now brought it up to date for the next 5 years however it is still fairly draft but this was available for the FF meeting. It sets ideas about how we envisage the useage of the Pavilion in the next 5 years and how it can be funded. NB stated that the Parish Council expenditure on the pavilion is about 10% of the precept and is one of the biggest chunk of WPC money spent. The Parish Council Finance Committee is looking into all items of spending and the Pavilion is not excluded from their scrutiny. IH/KT said that he will email the Business Plan to all members and asked that everyone looks at the figures and to see if there can be any savings made. IH has included a figure for 2 cleans per week.

TW said that a meeting with a few members should take place to look at these figures in detail.

58/14 **Football Foundation**

1. **Support Day – 19/8/2014 at 3.30pm at the Pavilion** –Report on this meeting

This meeting was attended by:

WPC - Neil Boddington, Ian Hill, Tony Williamson, Football Club – Paul Griffiths

NB reported on this meeting and said that they were pleased to hear that the Football Club has grown significantly. There was some determined conversation with regards to the pavilion but the FF did not want to get into great detail about the draft business plan and the agreements that still need to be put in place. There was a forthright and heated discussion but hands were shook at the end of the meeting. There was discussion about the Football Club's desire to put thing back as they were within a Sports Club framework and the possibility of having SLA's (Service Level Agreement) with the WPC and each individual sections. The FF has not yet sent a report back to us on this meeting as yet. All the documentation was reasonably well received and they noted that there is still work to be done on the Business Plan both physically and financially. Ian Hill and NB will work on this. NB stated that it looks like next year expenditure will exceed income and we also need to consider putting money into a sinking fund for repairs and items needed for the pavilion eg new urinals, painting etc as we need to increase the standard of the pavilion.

TW stated that with our deadline date of 31 December 2014 to sort out all issues about the Pavilion there is a lot of things that need to be done before our next meeting on the 10<sup>th</sup> November and if we need to have extra meetings than we should do so. NB said that there is only 3 months to pull everything together and everyone that has things to do needs to do it before the next meeting.

**2. FF Evaluation and Monitoring Form** – Figures need to be changed on this following the above meeting. None to date have been provided from the Football Club.

KW will speak to PG and will then give these to KT. OL will give KT the Cricket figures.

#### 59/14 **Accounts**

**1. PSFC Account** - It was noted that the Bank Balance of this account on the 31/8/2014 was £3075.51. Details of income and spending to date on the account are shown on the budget update at the end of these minutes.

**2. Sports Club Accounts** – These had not been received. KW said that he has spoken to Bridget Griffiths regarding this and that the account is only used for the Meat Draw income, the Bar Takings and payment of the Pavilion rent. This is an issue which will need addressing when the Sections meeting takes place. CA said he will give a copy of the accounts to KT as it is important that we have sight of these.

**3. Bar Club Accounts** – These should be shown in the Sports Club account above.

60/14 **Site Usage Plan**- OL showed a schematic plan that he has drawn up with KW but it has not yet been finalised. OL and KW will further discuss this on Saturday and hope to have this finalised very soon. As soon as it has been agreed and signed OL will send a copy to the Parish Council.

#### 61/14 **PSFC Committee Structure- Discussion/ Review needed following Full Council resolution.**

##### **1. Reformation of Sports Club or SLA**

NB stated that the paper from the Football Club which followed on from the acceptance of Neil Boddington's proposal was noted. The Cricket Club also came forward with ideas and a paper and this was discussed at the meeting that KW had said he would not attend. NB said that as, when and if the Sports Club get back together this will then need to be further looked at but in the meantime there needs to be some way of operating the Pavilion and the Sports that go on in this area and this is why the paper by NB is the way we are operating at the moment. If there is not agreement for the Sports Club to get back together by the deadline of the 31/12/2014 then will probably need to have SLA's in place and this will be discussed at the next meeting. All the WPC wish to do is have a mechanism on how the Pavilion and Sports Field operate. NB

stated that in July he said that it was up to the Sections to talk through and agree whether to get the Sports Club back together or not.

KW said that there has been some preliminary negotiation with Football and Cricket and if this is to happen it needs to move forward quickly with this and also a constitution, modus operandi, voting system etc. But NB will progress the SLA's so at the end of December something will be put in place.

TW said that it is essential for KT that there is proper day to day running of the Pavilion.

It was noted that the license for the Bar is with an entity that does not exist at the moment and there will need to be a way of deciding who hold the license if SLA's need to be put in place. This is an important issue. BM said that there needs to be a meeting of the 4 sports sections very soon.

*NB agreed to send all members his paper that was adopted as a refresher to these discussions.*

#### 62/14 **Pavilion building issues**

a. **Urinal quotations** – There is only one written quotation received to date. KW to chase up the second quote.

#### b. **Cleaning and kitchen issues**

It was noted that the Parish Office is getting very fed up with the amount of complaints about the cleanliness of the Pavilion. EW has been leading on this issue. It was noted that at the moment the Parish Caretaker has been doing some cleaning for the non-sports related bookings but this is taking his time from his allocated duties such as the Town Hall and Street cleaning and the PSFC are not giving any money back to the WPC for his time. The Finance Committee are looking into this issue.

**Toilets in Main Area** - It was noted that we need to have self closures and push plates on the mens and ladies toilets. CA will look into extractor fans.

**Floor in Main Hall** - It was noted that the floor condition is one of the main concerns and Bob Thomas to show CA how to use the one we have purchased.

#### 63/14 **Sports Field issues**

**Hedges around Sports Field**– KW to update

#### 64/14 **Health and safety issues –**

a) **Glass Door to Changing Rooms** It was noted that this has been done by the handle on the gas cupboard. This will happen again unless the handle is changed. CA and OL to look into a solution to this problem.

b) **Damage to table in Main Hall by Youth Club** – KT to email Harvey Batten regarding this

#### 65/14 **Financial issues**

a) **Budget report** – The current position shown at the end of these minutes were noted. NB said that the income will be skewed as some receipts relate to last year. NB said that one thing to consider is that at present the water is hot permanently and perhaps we could look into this. It was suggested that the water be turned off during the week when the showers are not needed and a water cylinder be put in the kitchen so that there is hot water in the kitchen during the week.

#### 66/14 **General Issues**

a) **Height Barrier at Entrance to the Rec/Sports Field** - to discuss at another time. It was noted it is much more important to put the posts by the Pavilion back in place. These are in a side cupboard in the pavilion and CA will find them and liaise with KT about installing them.

b) **Golf playing on the Sports Field** – This issue was discussed and it was agreed to put up some signs requesting that golf is not played on any pitches and to be respectful of any people in the area. It was also agreed to put a note in the Watlington Times on this. KT to draft and email to members for their comments.

67/14 **Date of Meetings in 2014:** Monday 10<sup>th</sup> November 2014. If the 4 sports sections decide that we need a meeting prior to this date KT to be informed and she will then organise a suitable date.

68/14 **Any Other Business**

**Youth Club** – NB said that he has been asked to attend a meeting of the Youth Club Committee to address some issues and this should take place soon.

**Rats** – It was noted that a rat has been seen outside the pavilion building. BM said he would deal with this issue.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.24PM**

**PAVILION AND SPORTS FIELD COMMITTEE**

2014/2015 Budget	Budget		
	Excl VAT		
Pavilion and Sports Field	2014/2015	21/08/2014	
<b>EXPENDITURE</b>			
Pavilion Security + Phone	1500	709	
Pavilion Insurance (wpc)	1000	1000	
Water for Pavilion	700	260	
Electricity for Pavilion	1550	1020	
Gas for Pavilion and Boiler Main	2600	1720	Gas changed contract a £900 relates to 2013/2014
Building Maintenance/supplies	1000	49	
Sports Field Rent( wpc )	5000	2500	
Repairs to Outside of Pavilion (WPC)	500	0	
Business Rates (SC)	350	0	
PFS Licence to May 2015	0	0	Paid last year
Premises License	185	0	
TV License	146	146	
	<b>14531</b>	<b>7404</b>	
<b>INCOME</b>			
<b>RECEIPTS</b>			
Pavilion Hire	3100	495	
Sport Club Contribution	4670	1800	
Youth Club	1500	1000	relates to last year
Scouts	1200	2666	Part relates to last year
WPC Sports Field Contribution	5000	0	
WPC Insurance Contribution	1000	1000	
WPC Repairs to Outside of Pavilion	500	0	
Total	<b>16970</b>	<b>6961</b>	
<i>Income minus expenditure</i>	2439	-443	
<b>Bank Balance 31/8/2014</b>	<b>£3,075.51</b>		

