



MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 21st MARCH 2016 AT 7.30PM IN THE PAVILION

Present:

Parish Council members: Ian Hill, Roger Beattie, Jon Lorimer

Cricket Club representatives: Owen Lewis, Neil Boddington

Football Club representatives: Keith Woolfson

In Attendance: Matt Reid

Officer: Kristina Tynan

01/16 Apologies

Paul Griffiths.

02/16 Declarations of interest

03/16 To approve the Minutes of the meeting held on Monday 3rd December 2015

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

04/16 Matters Arising

Soccercise – KW said that this has now moved to Chalgrove and therefore will not be using the Pavilion.

Youth Club – This is starting up again on 12th April and will be held in the Pavilion on Tuesday nights.

Scouts – IH has been in discussion with them and they will be returning to the Pavilion on the 11th April. IH is at present negotiating a fair hourly rate with them.

05/16 **Progress report from Sports Clubs** – Report on progress agreements between the Watlington Sports Club and WTFC and WCC, especially with regard to operation of the bar (WTFC and WCC representatives)

MR reported that the Secretary of the Sports Club, Steve Strong, has resigned due to him feeling that there has been no positive movement. This led to the bar having to be closed for about a week but has now re-opened. Graham Logan has taken over the Secretary's position in the interim period. Chris Allen has put in new protocols as regards the bar. There is also now a Member's Book. The Sports Club Accounts are in the process of being audited. KT asked that when they are complete if a copy could be sent to her. The Sports Club AGM will be taking place shortly and the Constitution is being looked at prior to this meeting.

NB said that things seem to be moving in the right direction. Maintenance and decoration of the Pavilion is being looked at using the pot of money that Cricket and Football have raised. This is held in a 'Pavilion Development Fund Account' and is administered by KT. This account has £637.82 in it at present.

The Sports Club Committee is looking to have 2 reps from Football and 2 from Cricket with possibly another 2 reps, one from each section. They will be looking to have a rolling income of about £1500 pa. Things such as the PRS License and the TV License could possibly be funded from this. There is now a Sports Club Health and Safety Officer in position. The Sports Club are also looking into the Container issue. A new base may be

needed. It was noted that the Container is owned by the Sports Club. Some of the contents are insured by the Parish Council. Detail on this to be sent to MR.

06/16 a) **Budget update 2015/2016**

KT had circulated this prior to the meeting. This was accepted and KT is working on the end of year accounts.

b) **Budget 2016/17** – Budget proposed in December has not yet been accepted by the clubs

IH reported that at the last meeting the Budget for 2016/2017 was agreed. However following this meeting, PG, who was not present at the meeting sent an email stating the Football Club did not accept it.

Discussion took place on this and it was agreed by all present that in regard to the:

Energy Costs – WPC to pay half the cost of the bills and the other half to be paid by Football and Cricket who will need to sort out what their percentage split will be in the light of the Football Club using washing machines etc. It was agreed that the amount be added in a separate line on their monthly bills for rent from WPC. KW said he will look into the usage by the Sections and will discuss also with OL.

The budget attached to these minutes was agreed.

07/16 **Maintenance plan, Business Plan and Pavilion Development Plan** – None of these has yet been accepted and implemented but the Football Development Plan has been completed and sent.

IH reported that now the Budget for 2016/2017 has been agreed he will insert it into the Business Plan and that this can then be sent to the Football Foundation. This will be sent to all members and MR prior to being sent to the Football Foundation.

a) **Wi-Fi in the Pavilion** – KW said that there would be a one-off cost of £115. A monthly line rental of £15 and a £20 monthly cost also after the first 6 months which would be free. He will look into whether the existing phone line which is used for the alarm system could be used for Wi-Fi also which would mean that if it could we would not need to pay the £115 one-off cost. IH will contact Executive Alarms about this and KW will contact BT.

Resolved: That it is agreed in principle to install Broadband in the Pavilion subject to the detail being sorted out. It was agreed that the costs be split three ways, WPC, CC and WTFC.

That the PSFC committee commit no more than £200 pa for this in the 2016/2017 Financial Year.

That the sections amount would be put on their monthly bills.

It was thought that having an incoming calls phone in the Pavilion would be useful so that if necessary we could be contacted by the Emergency Services.

b) **Defibrillator on the outside of the Pavilion** – KW said that this is making progress.

c) **Curtains in the Main Hall** – It was noted that these do not look very good. This will be considered as part of the decorating discussions.

08/16 **Berinsfield Contract** – costs and payment

There is a map which shows the part of the Sports Field which is to be cut by Berinsfield and KW will send this to IH and KT. There would be 16 cuts between March and October on a fortnightly basis.

Resolved: That the WPC set up this contract with Berinsfield Community Business once a signed agreement between WTF and WPC is in place which will state that the WTFC will pay the costs of this contract. IH will draft this contract and sent to all members.

KT to speak to Berinsfield with regard to this contact and seek to minimize costs eg if the weather is dry and the grass does not grow then they will not do the fortnightly cut. KT also to ask if they need a key for the gate.

09/16 Football Development Plan - Next Phase of pitch barriers, dug outs etc – Response from Beechwood
Jonas Carter had sent a response on behalf of Beechwood Estates which stated:
The Company have previously given revocable consent for barriers to be erected on two sides of the pitch (letter dated 12th November 2013) but this permission was not granted on the basis that there would be further requests for development and the Company are extremely concerned at the creepage of this form of development.

It was noted that with regard to the parish boundary revision which Beechwood, wanted restored to the position before the changes a few years back, this is something that SODC legally have to do every 10 years so there will no change till then. At this point Pyrton Parish can submit a view that it is put back into the Pyrton Parish. The boundary change was a suggestion from WPC but it was SODC who regarded it as logical and made the decision to change it. With regard to the Football Barriers these will not be permanent and this issue should not be used in regard to the boundary change.

Resolved: That NB draft a response which will be sent to all members prior to it being sent by KT.

10/16 Discussion of how income for the PSFC can be improved
RB suggested that we put up a 2ft banner advertising the pavilion for hire. After discussion it was:
Agreed that in the first instance we promote via our Facebook Page, Watlington Town Noticeboard Facebook Page, The Watlington Times and Parish News.

11/16 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 – This was not discussed.

b) Timers of boilers and boiler service /electrical works/plumbing works.

IH reported that there are still a few electrical things that need fixing such as: securing the uplighter in the main hall, replacement of bulbs, strip lights not working even though they have been replaced, cooker hood light and fan is not working. IH will speak to our Electrician and arrange that these be fixed ASAP. It was also asked that the Electrician look at the fire shutter in the Kitchen.

It was noted that some of the shower heads are not working very well and one head needs replacing. OL and NB will deal with this issue.

12/16 Car Park – IH to update

This had been discussed by the Operations Committee but no actions have been taken. It was agreed that we ask the Operations Committee to look at the plan by Jeremy Bell (KW to send to KT) and ask them to arrange for the spaces to be marked out. KT stated that we do have a lining machine in the office so this could be done by this first to see if it would work before paying a company to do a more lasting marking.

13/15 Sports Field issues

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. It was noted that the hedge is no problem at the moment. Take this item off the agenda.

14/15 Health and safety issues

There were no issues discussed.

15/16 General Issues

a) Container Alarm – There was a callout to repair the alarm for the Sports Club container. This will need to be paid by the sections.

16/16 Dates of Meetings in 2016

Next meeting will be held on Monday 20th June 2016.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.17PM

PSFC Budget 2016/2017

	Budget	Actual	Budget	Planned			
OUTGOINGS	2014/15	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Pavilion Security	£1,500	£1,402	£1,500	£1,500	£1,548	£1,598	£1,649
Pavilion Insurance	£1,000	£1,000	£1,000	£1,000	£1,032	£1,065	£1,099
Water for Pavilion	£700	£592	£700	£700	£722	£746	£769
Electricity for Pavilion	£1,550	£1,854	£1,550	£1,300	£1,342	£1,385	£1,429
Gas and Boiler service.	£2,600	£3,303	£2,600	£1,600	£1,651	£1,704	£1,759
Sports Field Rent	£5,000	£5,000	£5,000	£5,000	£5,250	£5,250	£5,250
Minor Repairs	£300	£1,160	£500	£750	£774	£799	£824
Hedge cutting		£760					
Boiler repairs		£1,083					
Business Rates	£350	£350	£350	£360	£372	£383	£396
PFS Licence to May 2015	£0	£9	£0	£285	£285	£285	£285
Premises License	£185	£180	£185	£185	£185	£185	£185
TV License	£146	£146	£146	£150	£150	£150	£150
Cleaning hall, lobby, kitchen	£340		£1,840	£1,000	£1,032	£1,065	£1,099
Planned Maintenance	£1,000	£913	£1,000	£500	£516	£533	£550
PM Sinking Fund				£2,000	£2,064	£2,130	£2,198
Field maintenance	£0		£0	£1,200	£1,238	£1,278	£1,319
Total	£14,671	£17,752	£16,371	£17,530	£18,161	£18,554	£18,960

INCOME 2016/17	PSFC income	WPC	Sports Clubs	TOTAL
Beechwood Rent	0	5000	0	5000
SC Use of Pavilion and Field	0	0	5000	5000
WPC and SC share of insurance	0	750	250	1000
SC share of utility costs	0	0	1600	1600
WPC & SC share of licences	0	50	180	230
WPC Planned Maintenance	0	500	0	500
Youth Club	1500	0	0	1500
Scouts	750	0	0	750
Other Pavilion Hire	750	0	0	750
Football Club Field Maintenance	0	0	1200	1200
	£3,000	£6,300	£8,230	£17,530

A full budget with explanatory notes is included in the April 2016 update of the business plan