

**MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD
COMMITTEE HELD ON MONDAY 19th NOVEMBER 2012
AT 7.30PM IN THE COMMUNITY OFFICE**

Present:

Parish Council members: Barry Adby, Ted Backhouse, Roger Beattie, Tony Williamson

Sports Club members: Chris Allen, Owen Lewis, Mick Lloyd, Bridget Griffiths

Officer: Kristina Tynan

In Attendance: Paul Griffiths

1. Apologies

There were none.

2. Declarations of interest

There were none.

3. To Accept the Minutes of the meeting held on Monday 24th September 2012

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

4. Matters Arising

There were none other than agenda items.

5. Football issues

a) **Development Plan**- Progress report

PG had prepared a paper for the meeting and he reported on this. The Watlington Town Football Club Development structure is based on a 5 year plan and includes growth and retention of teams and players: developing the players; managing the club; promoting the game; financial issues and fundraising.

The paper is attached to these minutes.

TW stated that there seems to be great work going on in developing the Football Club.

b) **Charter Standard Membership** – Progress report

ML reported that this is in progress and being dealt with by Tony Yeulet. The application has been sent in and it is hoped that they will achieve this standard by January 1st 2013.

6. Sports Pavilion Business Plan

This issue was discussed and it was agreed that we need to speak to the FF to see what their requirements are. It was noted that it was thought that Tony Yeulet had prepared a draft which will need to be seen.

NB Since the meeting the draft version of the 5 Year Business Plan document (November 2011) has been found by ML. This needs to be reviewed and sent to the FF as soon as possible.

7. Pavilion building issues

a) **Rubbish in disabled toilet** – BA reported that this is still a problem. BA and KT to look into a way of stopping this.

Discussion also took place about having some recycling banks in this car park.

This to be an agenda item for the Operations Committee.

b) **Internal Refurbishment** – CA reported that he has cleaned and painted the Kitchen. He will continue to paint some other areas of the pavilion.

c) **Handrail to outside of Pavilion and patio tiles** – The handrail has been installed and the repairs to the patio tiles have been done.

d) **Lights left on/Shutters** – BA reported that frequently lights are being left on inside and outside. It was noted that there is a note on top of the alarm asking everyone to turn off lights. It was also noted that sometimes the shutters are not being completely closed. It was thought there needs to be another poster in a more obvious position.

e) **Toilet doors** – These need to have self closing locks – BA to do

f) **Plastering in Gents Toilet** – OL to do this.

g) **Cleaning Materials** – CA to give KT a list of products used.

h) **Condition of Pavilion after hiring** – BA reported that this is still a problem.

8. Financial Update

The budget and update to 19/11/2012 was given by the Clerk and the budget for 2013/2014 was agreed.

The figures for these are shown on the next page.

2012/2013 Budget	<u>Budget</u> 2012/2013	<u>PAYMENTS</u> <u>Excl VAT</u> <u>to</u> <u>19/10/2012</u>	<u>Proposed</u> <u>Budget</u> <u>2013/2014</u>
<u>Pavilion and Sports Field</u>			
EXPENDITURE			
Pavilion Security Phone)		95)	
ADT Security)	1840	572) £667	1840
Pavilion Insurance (wpc)	1060	1000	1000
Water for Pavilion	880	231	880
Electricity for Pavlion	1430	791	1430
Gas for Pavlion	2700	1006	2700
Building Maintenance/supplies	1000	1538	1000
Sports Field Rent(wpc)	5000	2500	5000
Business Rates (SC)	350		350
PFS Licence	285	86	285
Premises License	180		180
TV License	145.5	146	145.5
Last Years Payment for Licenses		610	
	14871	8575	14811
INCOME			
RECEIPTS			
Pavilion Hire	3100	1260	3100
Sport Club Contribution	4670	2520	4670
Youth Club	1000	500	1500
WPC Sports Field Contribution	5000	2500	5000
WPC Insurance Contribution	1000	1000	1000
Scouts		608	1200
Total	14770	8388	16470
<i>Income minus expenditure</i>	<i>-101</i>	<i>-188</i>	<i>1660</i>
	£		
Bank Balance 19/10/2012	1817.90		

It was agreed that we need to know if the Premises License and the Business Rates have been paid by the SC and BG to let KT know.

9. Next Meeting: Monday 21st January and KT to schedule the meetings for the rest of the year and circulate to members.

10 Any Other Business

Potholes and bad Kerbing on Shirburn Road near entrance to the Rec – It was noticed that this is in bad condition and KT to contact OCC

PEG Proposed Pavilion Extension – RB gave out an amended plan and said that there will be a PEG meeting in the very near future.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.55PM