



## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON THURSDAY 29<sup>TH</sup> SEPTEMBER 2016 AT 8PM IN THE COMMUNITY OFFICE

**Present:**

<b>Parish Council members:</b>	Ian Hill, Roger Beattie, Jon Lorimer, Nicky Smallbone
<b>Cricket Club representatives:</b>	Owen Lewis, Neil Boddington
<b>Football Club representatives:</b>	Keith Woolfson, Gabby Heycock
<b>Watlington Sports club (provisional):</b>	Matt Reid

18/16 Election of Chairman

Roger Beattie proposed Ian Hill and this was seconded by Neil Boddington. There were no other nominations.

**Resolved:** That Ian Hill be elected unanimously as Chairman.

19/16 Election of Vice-Chairman

Neil Boddington proposed Keith Woolfson and this was seconded by Ian Hill. There were no other nominations.

**Resolved:** That Keith Woolfson be elected unanimously as Vice- Chairman.

20/16 Apologies

Paul Griffiths

21/16 To approve the Minutes of the meeting held on Monday 21<sup>st</sup> March 2016 - attached

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

22/16 Matters Arising (not included elsewhere in the Agenda)

Environment Agency – Permit to Discharge – The Clerk reported that NS has been going through the O and M Manuals and noticed that this permission will run out in November 2016. We will need to re-apply for this and KT has the forms. This will cost £125.00. **NS/KT**

23/16 Progress report from Sports Clubs – Report on progress with agreements between the Watlington Sports Club and WTFC and WCC, especially with regard to operation of the bar (WTFC and WCC representatives)

KW reported that work has been done on the Sports Club Constitution which will be accepted at their AGM which both the Football Club and Cricket Club will be agreeing to.

**WCC** – OL reported that Cricket has had a very favourable cricket season. There will be a second team entered into the league next year. The Ladies Team will continue next year and there will be an extended area. The Cricket practice nets are used on Tuesdays and Fridays in the season.

**WTFC** – Football has gone down a Division but KW said that this is where the Football Club should be and will be playing at the right level next year. All Coaches are DBS checked.

**Safeguarding Policy** – WTFC and WCC to send their Safeguarding Policies to the Clerk.

24/16 **Budget 2016/17** – Budget proposed in December has not yet been accepted by the clubs. Updated Budget figures were sent to members. These figures were noted. IH stated that there will be a rent review on the Sports Field in November 2017.

**1. Discussion of how income for the PSFC can be improved-** RB suggested looking into installing solar panels to save on energy costs. RB will investigate if there are any grants available to do this. KW suggested that an on-line booking form would be a good idea. The Clerk stated that last time she looked at doing this the cost was very expensive but will re-visit this.

25/16 **Stewardship Agreements with WTFC and WCC** – These have not yet been signed by the Clubs. The two points that they are querying are items 2 and 10.

**Item 2** – This refers to the payment of utility bills – WCC and WTFC are now happy to agree to this and will need to agree the percentage that each Club should pay. It was noted that we should add other items such as Wi-Fi, TV and PRS shared costs. IH will update the agreements and these will be re-sent to the Clubs.

**Item 10 – Sinking Fund** –After discussion the Clubs said that they could see that this would be sensible and will go back to their committee on this.

26/16 **Maintenance plan, Business Plan and Pavilion Development Plan** – None of these has yet been accepted and implemented.

KW and OL said that the WTFC and WCC have formally accepted these plans. IH will now submit the final version to the Football Foundation.

a) **Wi-Fi in the Pavilion** – This has now been installed.

b) **Defibrillator outside Pavilion-** the Public Charities have offered to meet the cost of the outstanding amount that Mark Carter still needs to raise. KT will contact Mark Carter and organise the ordering of this.

c) **Planned Maintenance of the Pavilion** – To be an agenda item for the next meeting.

27/16 **Football Development Plan - Next Phase of pitch barriers, dug outs etc** – A letter has been sent to Mr Drew regarding the barriers. We await his response.

28/16 **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 – update. An inspection was carried out by RB and NS. NS has written a report which was discussed.

b) **Timers of boilers and boiler service /electrical works** – KW said that the Football Club have the showers on a timer. GH will look at this.

c) **Any other issues:**

**Downpipes** - It was noted that there is a broken downpipe which needs to be replaced.

**Tree** - It was agreed that we ask our tree wardens to have a look at the tree by the corner of the building.

**Trackway** – It was agreed that we get the nettles weed killed in the Spring. The vision splay onto Shirburn Road also needs cutting back.

KT/IH

**Broken Fencing around Pavilion and Sports Field** – The Operations Committee have ordered these works to be done.

**Boot Brush needs replacing** – The Football Club will do this and relocate it to a better position which will need to be agreed by WCC.

**Occasional strange smell in the kitchen** – KT to ask a plumber what it could possibly be.

**Leaking Taps/Shower Heads** – It was agreed that RB and NS look at these.

**Dirty sinks etc** – KT to ask Azure who supply our cleaning materials for the public convenience to come to the pavilion and recommend the best products to use.

It was noted that it would be useful to have a timetable of regular tasks that need to be done and their frequency. **NS will do this.**

29/16 **Sports Field issues**

a) **Cars on Sports Field** – CA/OL to put in the posts.

30/16 **Health and safety issues**

31/16 **General Issues**

a) **Container Alarm**- This needs to be investigated, JL will do this. Also KW and OL to give a definitive breakdown of items that are in the container. IH will then check these with our Insurance Policy.

b) **Car Park** – KT awaiting final plan from KW to give to the Operations Committee

c) **Oxfordshire 2016 Football Foundation Support Day** – 19<sup>th</sup> October at 5pm. **MR and NS will attend as WPC representatives.**

32/16 **Date of Meetings in 2016**

The next meeting will be held on Thursday 24th November 2016. PSFC Budget 2017/2018 will need to be discussed

33/16 **Any Other Business**

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.35PM**