



## NOTES OF THE INFORMAL MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE ON MONDAY 30<sup>th</sup> JANUARY 2017 AT 8PM IN THE PARISH OFFICE

### Present:

**Parish Council members:** *Ian Hill, Roger Beattie, Nicky Smallbone*  
**Football Club representative:** *Keith Woolfson*

- 1 Apologies for absence  
Paul Griffiths, Neil Boddington, Owen Lewis  
It was agreed that in the absence of any representatives from the Cricket Club it would not be possible to take any of the key decisions needed, but the meeting would continue as an informal meeting to discuss those issues that could be addressed.
- 2 To approve the Minutes of the meeting held on Monday 21<sup>st</sup> November 2016 – to be approved at the next meeting.
- 3 Matters arising  
**Environment Agency** – Permit to Discharge – We now have this and there is no longer any charge.
- 4 Progress report from Sports Clubs  
KW reported that there is a Sport Club AGM on Sunday 5<sup>th</sup> February 2017.
- 5 Stewardship Agreements – These need to be signed. KT suggested that a clause to better define the Sports Club priority use of the facilities should be added. The final version will be sent to WTFC and WCC.  
The sinking fund item KW thought was in order and will need agreement on how the sections should be split, WTFC/WCC/Sports Club or WTFC/WCC.
- 6 Budget 2016/17
  - a. Budget 2016/2017 – KT had emailed these out and it was noted that these all look in order.
  - b. Discussion of how income for the PSFC can be improved – KW will do a table of when the pavilion is used and available.
  - c. Budget 2017/2018 – Not discussed.
- 7 Maintenance Plan, Business Plan and Pavilion Development Plan –Update
  - a. Management structure for building car and maintenance/ Pavilion Responsibilities – NS has done this and KW has commented on this.
  - b. Pavilion Business Plan for Football Foundation – this was emailed to Members. There needs to be an Asset list from WTFC/WCC and the Sports Club. IH said that it was important that this plan be completed and agreed by the end of March which was the Football Foundation deadline for receiving it.
  - c. Wi-Fi in the Pavilion – KT is still investigating the bills for this.
  - d. Defibrillator outside Pavilion – location was agreed, to be installed by the outdoor cupboard facing the car park.

e. Management of the Pavilion and Sports Field – September 2017 - RB has asked if the Sports Club Committee would like to take this on – Not discussed.

8 Pavilion building issues

**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. Some works have been done by RB and NS: the showers have been sorted out, the dishwasher has been done. Need to have notices in the changing rooms to open windows when being used. There is no notice in the Away Room. KW to do this. With regards to the broken glass in the corridor to the changing rooms WPC will arrange for new glass to be installed. RB will have a look at the guttering.

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

**Maintenance issues**

**Improving/Decorating Pavilion** – NS and KW will discuss this. There has been some interest in helping with this from U3A.

**Any other issues**

1. Key Pad lock on door to changing rooms – RB said that he thought this would be a good idea as it will stop people forgetting to lock it. **It was agreed that WPC arrange this.**

2. Baby Changing Unit in Disabled Toilet – KT said that she has had a request for one of these from the Music Mayhem group. **It was agreed that WPC arrange for one to be installed in the disabled toilet.**

3. Air Fresheners in the toilets – KT suggested that we put some automatic air fresheners into the toilets to make them smell more fragrant. **Agreed that we order these.**

9 Sports Field issues – No issues were discussed.

10 Health and safety issues-No issues were discussed.

11 General Issues

1. PSFC –Terms of Reference – **To be discussed at the next meeting. KW has sent comments. IH/NS to have a look at these for the next meeting.**

2. Extra Container for Youth Club – **To be discussed at the next meeting.**

3. Football Brush Cleaner – **WTFC will arrange a new one in a better location.**

4. Information Sheet for Hirers – This has been sent to all Members by KW. **It was agreed that this should be given out to hirers.**

5. Booking Agreement – Review- attached – Discussion of adding TENS- **Not discussed**

6. Proposal by FC to provide a goal for use by the community on the empty grassy area near the basketball court – **KW to send a proposal which can be discussed by the Operations Committee. It was also agreed to look at the cost of a MUGA.**

7. 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.**

8. Car Park – **KT brought a layout plan to the meeting and this will be given to the Operations Committee to discuss.**

12 Dates of Meetings in 2017

27<sup>th</sup> March, 19<sup>th</sup> June, 2<sup>nd</sup> October and 27<sup>th</sup> November. It was thought it may be better to have meetings on a Sunday so that all sections can attend.

13 Any Other Business

**The meeting ended at 9.30pm**