

Watlington Pavilion and Sports Field Committee

Minutes of the 43rd Meeting held on Thursday 4th November 2010 at 8pm in the Pavilion

1. **Present** - Sports Club members - Sandra Griffiths, Malcolm Hoskin, Mick Lloyd, Tony Yeulett
Parish Council members - Barry Adby, Roger Beattie, Tony Williamson
2. **Apologies** -
3. **Declarations of interest** - none
4. **Minutes** of the 42nd Meeting held on Monday 13th September 2010 were agreed
5. **Football Foundation's "Support Day Report 2010"** – the Football Foundation report of the meeting held on 2nd September with Mick Lloyd, Tony Williamson, Melanie Antao (Football Foundation Facilities Programme Manager) and Andy Earnshaw (Oxon FA) had been circulated and was noted; there was anger that it had been sent to the wrong person.
6. **5 Year Review** -
 - a. Roger said that the agenda did not represent the decisions of the Strategy Committee, that would be reported to the Parish Council on 9th November. However it was agreed to go through the agenda. There was concern that the 5 year review was based on the original submission made to the Football Foundation in 2003.
 - b. The Strategy Committee had noted that the Pavilion Committee would be meeting on 4 November and be able to provide comments and suggestions for the Parish Council on 9th November - it was thought that there had not been time for the Sports Club to consider the points made.
 - c. The Strategy Committee had deferred consideration re the bar as Sports Club bar accounts were promised by the end of October – as the bar is run by the Sports Club, there were questions about why the Parish Council needed to see the accounts. In answer it was stated that the Parish Council, as owner of the pavilion, has overall responsibility for activities in the pavilion, that the constitution of the Sports Club, sent with the grant application to the Football Foundation and SODC, states *The treasurer shall keep such proper books of account as will enable him to present at the Annual General Meeting of The Club,.... an accurate Statement concerning the finances of The Club.....The accounts shall as soon as practical after the end of the financial year be audited by an independent accountant who shall be appointed at each Annual General Meeting and who shall not be a member of The Club.* The bar accounts had not been received.
 - d. The Strategy Committee had noted that Sports Club accounts had not been 'externally examined' but would be re 2010 accounts and in future
 - e. The Strategy Committee recommend the Parish Council that a Business Plan for the next 5 years be drawn up by the Pavilion Committee, taking into account - Income for the use of pavilion and sports field for football and cricket - Income from lettings - Income from bar - Cost of maintenance and regular cleaning - the financial value of the voluntary maintenance of the sports field - the cost of the sports field rent. The view was put that *Income from bar* should not be a separate item, as it is the responsibility of the Sports Club. There was discussion about the need for a written agreement between the Sports Club and the Parish Council and for 'brainstorming' ideas of ways for moving forward.
 - f. The Strategy Committee recommend the Parish Council that the Pavilion Committee draw up a 5 year Plan for the use of the Pavilion to meet the needs of those using the Sports Field and Recreation Ground, as well as hirers – discussion covered the need for more lettings, the possible use of the pavilion to provide refreshments and toilets for families using the recreation equipment, a publicity campaign, the practicality of on-line booking information, as parties are often provided for during the Sports Club booking of Friday

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- evenings and all-day Saturdays and Sundays and that the Parish Council revision of the plans to provide the present large social area had not involved the Sports Club.
- g. The Strategy Committee recommend the Parish Council that the Pavilion Committee be asked to open discussions with Oxon FA, Chalgrove Cavaliers, and Benson FC with a view to drawing up a 5 year Football Development Plan, on the basis that the clubs continue to be separate, with separate finances; members referred to the offer made to and rejected by Chalgrove Cavaliers to (i) become members of Watlington sports club, or (ii) hire facilities at £30 per game, clean changing rooms, mark out pitch, put up nets and fill in rabbit holes or (iii) hire facilities at £50 per game as hire rate with pitch marked and changing rooms done etc; TonyY offered to find out about the shared arrangements in Henley and it was agreed that Barry and TonyY discuss ways forward with Chalgrove Cavaliers.
 - h. The Strategy Committee recommend the Parish Council that the Pavilion Committee be asked to draw up a 5 year Cricket Development Plan - the intention is to continue to play a match every Saturday, sometimes on Sundays, practice on Wednesdays evenings and a school game one afternoon a week.
 - i. The Strategy Committee recommend the Parish Council that the Terms of Reference of the Watlington Pavilion and Sports Field Committee membership be changed to (a) increased membership to 8, of whom 4 would be nominated by the Sports Club to the Annual Meeting of the Parish Council, and (b) so that the Chair would be a member of the Parish Council. This was noted. The introduction of a new member was welcomed and it was hoped the s/he would be an active member.

7. Football issues –

- a. Progress towards Charter Standard (Minute 6a). TonyY had not met Owen Prosser (OFA Football Development Officer), as the application form had been changed and there are now two areas that the Sports Club do not meet. **Mick , TonyY**
- b. Report on progress of present teams – no change – 1 Watlington adult team on Saturdays, 1 adult Chalgrove team on Sundays, 1 U14 and 1 U15 team

8. Pavilion building issues

- a. Extension of rail in social room (Minute 7a) – **Tony Y**
- b. Boiler servicing (Minute 7b) carried out
- c. Health and Safety (Minute 7f) - Coke machine still needs to be taken to Redbridge **Roger**
- d. Book for reporting maintenance problems and repairs(Minute 7d) It was agreed that a book would be provided and would include a table for the following - **Barry**
 - i. *Routine maintenance and reporting* –
 1. the Fire Alarm Emergency lights have been tested
 2. check carried out jointly by a Parish Council and Sports Club representatives of cleanliness and safety equipment, to include floor scrubber and Dyson area surrounding pavilion
 - ii. *6 monthly report* that ADT have checked the intruder & fire alarms & emergency lights
 - iii. *Annual report* –
 1. Domestic boiler serviced
 2. Shower boilers checked
 3. PAT testing carried out
 4. Fire extinguishers checked
 5. Premises licence up to date
- e. Water tank and doors to be repaired **Barry & TonyY**
- f. Curtain rails over doors – agreed to replace 2 (1 charged to Youth Club)

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- g. Outside shutter had been repaired.
- h. "Storage" was introduced by Roger, requesting space for large items, like the table tennis table, to be nearer to the pavilion than the present container and for space so that tables and chairs could be stored to free up the whole of the social area; members considered there was general need for more storage, At present most of the ground maintenance storage is in the large container and Youth Club storage occupies most of the small container. It was understood that it would not be possible to build storage in the corner on the skate board side of the pavilion, as this would have to have a flat roof, and so would enable climbing on to the roof of the pavilion. There appears to be room for two large cupboards in two of the changing rooms. Application is being considered for a £20,000 grant for an outside toilet, which would involve re-arranging, but not necessarily increasing storage space.

9. Site issues

- a) Planning application (Minute 8a) for portacabin and adjacent toilet had been withdrawn.
- b) Corner, outside the main entrance & borders (Minute 8c) – grass sowing etc would be taking place shortly **TonyY**
- c) Borders on skate-board side of pavilion had been included in the revised Parish Council grass-cutting contract.

10. **Sports Field** – there was discussion about rabbits.

11. Finance

- a) Accounts for April to September were received showing that the Parish Council loan (Minute 10d) of £500 had been repaid, but that a number of letting fees were due from the time when the Town Hall was being re-decorated.
- b) The cost of the Grondon's bin was discussed; it was agreed to check Operations Committee Minutes, but that it does not seem to be needed by the Parish Council, Pavilion Committee or Sports Club. (*Note – Operations Committee resolved on 22 July 2009 to hire a bin costing £164 per quarter*)
- c) Insurance – it was agreed to remove cover for gaming machines and reduce cover for 'business interruptions' . **Barry**
- d) Budget for 2011-12 was agreed (below)

12. Building letting issues

- a. Letting agreement (Minute 11a) – further revision was agreed **TonyW**
- b. Letter to Youth Club (Minute 11b) had been sent.
- c. Complaints procedure (Minute 11c) is being revised by the Parish Council **TonyW**
- d. Letting arrangements - the possibility of including on-line letting in the Parish Council website was noted. **TonyW**

13. **2011 Meeting dates** were agreed (8pm in Pavilion; if let in the Community Office)

Monday 24 January 2011
Monday 14 March
Monday 9 May
Monday 25 July
Monday 12 September
Monday 14 November (Budget)

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Pavilion & Sports Field Committee						
				Revised	2010	BUDGET
	2007-8	2008-9	2009-10	Budget	April-Sept	2011-12
	Actual	Actual	Actual	2010-11	Actual	PROPOSED
Expenditure						
Water	310	480	1072	720	438	880
Security	1018	1223	1699	1620	921	1840
Electricity	2095	1920	1747	1500	373	1430
Gas	1565	2580	1855	1500	1248	2300
Insurance	1047	1011	1057	1050	529	1060
Building Maintenance	171	3960	679	1000	233	1000
Business rates	0	333	349	350	0	350
Equipment	199	894	408	0	0	0
WPC repay	0	0	500	500	500	0
Other	0	0	85	85	0	0
	6405	12401	9451	8325	4656	8860
VAT	-533	-340	-747	-700		-400
						8460
Income						
Sports Club	4320	4653	4669	4650	2160	4670
Lettings	1235	4829	2805	3600	1565	3100
Youth club	720	750	1000	1000	0	1000
WPC loan			500	0	0	0
Other				0	0	0
	6275	10232	8970	9250	3725	8770
Excess income	264			925		
Excess expenditure		773	264			
Brought fwd 1-4-2009			785			
Balance 31-3-2010			1049			
Owed to WPC			500			
Net 31 March 2010			549			
Net 31 March 2011				1900		