

## Watlington Pavilion and Sports Field Committee

### Minutes of the 44<sup>th</sup> Meeting held on Monday 31<sup>st</sup> January in the Pavilion

1. **Present** - Sports Club members - Sandra Griffiths, Mick Lloyd, Tony Yeulett  
Parish Council members - Barry Adby, Roger Beattie, Tony Williamson  
Ian Hill for item
2. **Membership –**
  - a. Sports Club - Malcolm Hoskin had resigned from the Committee. Sandra Griffiths said that she was resigning with effect from the end of this meeting. Tony Yeulet said he would be resigning at the end of the football season in April.
  - b. Parish Council – Neil Boddington has been appointed as a fourth Parish Council representative. Roger Beattie said he was resigning with effect from the end of this meeting.
3. **Declarations of interest** - none
4. **Minutes** of 43rd meeting held on Monday 4<sup>th</sup> November 2010 were agreed.
5. **5 Year Review** -
  - a. The Minute of the Parish Council's November 2010 had been sent to members in December and is attached to these minutes.
  - b. Draft Business Plan produced by Parish Council Strategy Committee had been circulated.  
Ian Hill, Parish Council Chair, introduced the report, which arose out of the 5 Year Pavilion Committee Review, suggesting that a new 5 year Business Plan might be rolled forward each year. His report addressed this but recognised that the Football Foundation and Oxon FA had asked for a new 5 year Football Development Plan as well. The present report contained changes from the original draft, received both before and at the January Strategy Committee. He explained the figures in the tables and said points 'a' to 'f' on page 3 should be included in an agreement between the Sports Club and Parish Council. The aim is the better use of all the facilities and building up a reserve, but he did not expect financial contributions from the Sports Club to increase above inflation.  
Sandra was not happy with the phrase "payment in kind" in para 'b', or with the "Benefits in Kind" table.  
The report and comments were noted and it was agreed that the new Committee would work together on both a new Business Plan and Football Development Plan.  
Ian was thanked and left the meeting.
6. **Football issues –**
  - a. Progress towards Charter Standard (Minute 7a). TonyY said that two matters were outstanding
    - i. Personal accident insurance for players
    - ii. A designated volunteer organiser **TonyY**
  - b. Report on progress of present teams 1 Watlington adult team on Saturdays, 1 adult Chalgrove team on Sundays and 1 U14 and 1 U15 team in Oxford Mail league. Next season the U14 team would continue as U15. It was not yet known clear if the U15 team would continue as an adult team or not.
  - c. Discussions with Chalgrove and Henley (Minute 6g)
    - i. Barry had spoken with Mark Wasnuth (Chalgrove Cavaliers) and understood that a farmer had given Chalgrove Parish Council land for two more pitches; any request for use of Watlington pitches would therefore be temporary.
    - ii. TonyY understood that there was liaison in Henley, as part of Charter Standard terms, whereby players from Henley Boys Club could move on to Henley Town or YMCA clubs

## Watlington Pavilion and Sports Field Committee

### 7. Pavilion building issues

- a. Extension of rail in social room (Minute 8a) **TonyY**
- b. Health and Safety (Minute 8c) - Coke machine still needs to be taken to Redbridge **Roger**
- c. Book for reporting maintenance problems and repairs(Minute 8d) is available with an Accident Book.
- d. Water tank and doors has been repaired.
- e. Curtain rails over doors – 2 to be replaced (1 charged to Youth Club) **TonyY**
- f. Planning Application for extension for public toilet is being prepared, along with an application for a 100% capital grant. As this would become part of the Pavilion building, members asked to see any planning application and grant application before they were submitted. The cost of cleaning and maintenance would have to be provided for in advance of any construction. **Neil**
- g. Cleaning Barry will clean the hall and its toilets once a week for a trial period **Barry**
- h. 3 shower heads missing **Barry , TonyY**
- i. Health and Safety re Youth Club – Barry reported that an inspection had been satisfied with everything, except that an electricity check is needed. **Barry**

### 8. Site issues

- a) Corner, outside the main entrance & borders (Minute 8c) – grass seed had been purchased and would be sown in March **TonyY**

### 9. Sports Field - No issues

### 10. Finance

- a) Accounts for April to December were received; these showed -

<b>Expenditure</b>	<b>Budget 2010-11</b>	<b>Actual April-December 2</b>	<b>Budget 2011-12</b>
Water	720	626	880
Security	1620	1400	1840
Electricity	1500	849	1430
Gas	1500	2108	2300
Insurance	1050	1057	1060
Building Maintenance	1000	1089	1000
Business rates	350	350	350
Equipment	0	0	0
WPC repay	500	500	0
Other	85	0	0
	8325	7979	8860
VAT	-700	-499	-400
	<b>7625</b>	<b>7480</b>	<b>8460</b>
<b>Income</b>			
Sports Club	4650	3950	4670
Lettings	3600	2549	3100
Youth club	1000	1000	1000
WPC loan	0	0	0
Other	0	0	0
	<b>9250</b>	<b>7499</b>	<b>8770</b>

- b) Barry said that electricity account is owed £371
- c) Need to check gas payments **Barry, TonyW**

## **Watlington Pavilion and Sports Field Committee**

### **11. Building letting issues**

- a. Sandra would be responsible for lettings until 28 February and then hand over information and keys to Kristina, allowing time for the Parish Council to make arrangements for future lettings.
- b. Letting form needed revision **TonyW**

### **12. Meetings** (8pm in Pavilion)

- Monday 14 March (Annual Report for Parish Public Meeting on 7 April)
- Monday 9 May
- Monday 25 July
- Monday 12 September
- Monday 14 November (Budget)

**13. Thanks** were expressed to Sandra, Malcolm and Roger for all the work they had done throughout the planning and construction of the pavilion and in relation to the lettings, management, cleaning and maintenance of the pavilion since it opened.

## Watlington Pavilion and Sports Field Committee

Minute of Watlington Parish Council Meeting held on 9<sup>th</sup> November 2010.

### **Five Year Review of Current Arrangements with Sports Club**

Minute 88/10 states that we need to see the Sports Club Bar Accounts. However we have since found out that these accounts are included within the Sports Club Account and have not been separated out although there is a paper record kept. It was noted that therefore they have not been externally audited.

Tony Williamson has had a discussion with Brian Spragg at OALC who stated that we should have had a formal agreement with the Sports Club, which we have not but we need to move forward and draw up an agreement. The original pavilion was drawn without a 'let-able' area, but the final version included the main social room. There is an agreement with the Football Foundation and SODC to fulfill certain criteria and the liability is with the Parish Council to fulfill certain objectives. It was noted that the Sports Club have not got occupation of the building. They have control over the bar at present and only they have got keys for the bar.

At the last meeting with the Football Foundation it was noted that there is a general trend that Sports are going downhill, it is not only Watlington that is having a problem.

**Resolved:** That we talk to Oxford Football Association and seek advice on agreements/leases.

### **Resolved:**

#### **a) That a Financial Business Plan be drawn up by the Parish Council to take into account:**

1. Income for the use of pavilion and sports field for football and cricket
2. Income from lettings
3. Income from bar
4. Cost of maintenance and regular cleaning.
5. The financial value of the voluntary maintenance of the sports field
6. The cost of the sports field rent.

#### **b) The Use of the Whole Site Business Plan be drawn up to take into account:**

1. Use of the pavilion for football and cricket
2. Use of the pavilion for other activities run by the Sports Club.
3. Possible use of the pavilion for the benefit of families and young people who use the Recreation Ground facilities, including Youth Club members.

That points a) and b) be discussed at a future Strategy Meeting and that Ian Hill draw up a draft note on these issues.

#### **c) That we ask the Sports Club to agree to have discussions take place with Oxon FA, Chalgrove Cavaliers, and Benson FC with a view to drawing up a Football Development Plan, on the basis that the clubs continue to be separate, with separate finances;**

#### **d) That we ask if the Sports Club could draw up a Cricket development plan**

#### **e) That the "Pavilion and Sports Field Committee" be made up of four members of the Parish Council and four members of the Sports Club.**

An item on the December Full Council to be discussion that the Chairman of this committee be a Parish Councillor.