



## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 29<sup>th</sup> OCTOBER 2018 AT 8PM IN THE PAVILION

**Present:**

<b>Parish Council members:</b>	Matt Reid Roger Beattie,
<b>Football Club representatives:</b>	Keith Woolfson
<b>Cricket Club representatives</b>	Owen Lewis, Neil Boddington
<b>Sports Club:</b>	Graeme Logan
<b>Invited:</b>	Chris Allen
<b>Officer:</b>	Kristina Tynan

43/18 Election of Vice-Chairman

Roger Beattie nominated Neil Boddington, and this was seconded by Matt Reid. There were no other nominations.

**Resolved:** That Neil Boddington be unanimously elected as Vice- Chairman.

44/18 Apologies for absence

Nicky Smallbone, Rob Smith.

45/18 To approve the Minutes of the meeting held on Monday 17<sup>th</sup> September 2018

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

46/18 Matters arising

None other than agenda items.

47/18 Update on Actions

5.1. **WCC Stewardship Agreement 2017/2018.** WCC still need to sign and return. A copy was given to Chris Allen who will go through and hopefully sign.

5.2 **Stewardship Agreements for 2018/2019.** WCC and WTFC need signed, once the utilities percentages have been agreed. KT to send out the detailed spreadsheet and hopefully the WCC and WTFC percentage can be agreed

5.3 **Stewardship agreement for the Sports Club to cover their use of the bar- Clause 9 Key for the Bar – GL** Will email this to KT tomorrow and this will be inserted into the agreement. GL said that there needs to be a key kept in the safe in the Parish Office for emergencies and CA will get one cut and give to KT.

5.4 **Extra CCTV Cameras –** It was noted that there are 2 extra sockets for 2 more cameras installed as there are 5 cameras currently and there is a capacity for 7. RB said that one will be needed to cover the MUGA area when this is put in. OL said that the original plan for the cameras had two on the sports field side of the pavilion which would cover the pitch and the container. RB said he would find the original plan and have a look. KT stated that as the WPC insure the container items she felt that it would be helpful to have this area covered by CCTV. RB said that a fish eye camera would cost £500 to purchase and install. He will have a talk

with NS regarding this. WCC and WTFC said they would be happy to put in a contribution. It was noted that they have a warranty for a year.

**5.5 Kitchen Freezer to be defrosted** – At the last meeting Nicola Challis said she would do this, but it has not been done. NB said he would do it. It was noted that all foodstuffs to be thrown and just the ice needs to be kept. CA asked that a note be put on the freezer door asking people to make sure it is shut properly as he has noticed that a few times it has not been shut correctly which causes it to ice up. None other than agenda items. KT will organise a sign.

48/18 Reports from Sports Clubs

**6.1 Football** – KW said that there is not much to report since the meeting last month. However, the planning application for the new container has been sent to SODC. KT stated that this will be discussed by the WPC Planning Committee on the 6<sup>th</sup> November if KW would like to attend.

**6.2 Cricket** – OL said that there is nothing to report.

**6.3 Sports Club**- GL said that there will be a Sport Club meeting soon

49/18 Budget/Financial Issues

a. **Budget discussion for 2019/2020**

There was some discussion on this. It was noted that the WPC are responsible for the outdoor repairs and it was agreed to **RECOMMEND THAT THE OPERATIONS COMMITTEE BE ASKED TO INCREASE THE AMOUNT FROM £300**

c. **Bar Accounts** – CA said that these are done on a Calendar year, so they will be available sometime in January 2019.

d. **Electric and Gas Bills** – As stated above the spreadsheet showing the monthly bills will be sent to all members. KT said now the Electric bills are about £150 per month and Gas about £56 per month. From April to August the bills in total are Electric £767 and Gas £279.

e. **Pavilion Bookings** – KT to put availability out on Watlington Town Noticeboard Facebook page. It was noted that there is some availability during the football season for some Saturday night bookings and potentially Sunday afternoon and evening as well as weekday slots. KT to ask NS for some photos of the newly decorated room so these can be included.

It was noted that the Hire Agreement needs to be reviewed. KT will send out to members.

CA said the WCC will be holding monthly Saturday night Bingo which will now start in December.

It is hoped that this will attract more Social Members. He also checked about a gaming license which is not needed in this case, as it is a public event with no entrance charge.

50/18 Maintenance plan, Business Plan and Pavilion Development Plan –Update

KT will check when these need to be updated.

51/18 Pavilion building issues

1. **Cleaning Issues** - It was noted that WTFC have put out an advert for a cleaner. The public parts which WPC look after also need a cleaner and KT asked that this be mentioned to any interested applicants. It would need to be a separate contract. At present Bob Thomas is cleaning/maintaining the public areas.

2 **Maintenance issues**

a. thermostat covers – It was noted that the covers need to be deeper. The setting should be set according to the weather and should not need changing. CA has a key and KW to liaise with him regarding setting of the temperature. It was noted it would be helpful to have an extra key.

3 **Gutters** – RB said he would deal with these ASAP.

**4 Recycling Contract for Sports Club/Rubbish-** CA said this seemed to be working well. However, the original padlocks are too fiddly to use. At present they are not being locked but the bins are not being abused. CA will monitor this.

#### **5 Any other issues**

**Pipes in the loft** – It was noted that not all pipes are lagged, and this was a problem last year with freezing pipes. RB said that he would do this and get Bob Thomas's help.

**Paint Touch Up in Main Room** – OL said he would do this.

**Front Door** – There is a problem with the Yale lock and the door handle, RB and Bob Thomas will investigate this.

**Disabled Door Handle needs replacing** – RB will do this.

**Loo Handle needs tightening up in Refs Room** – RB will do this.

**Taps sticking (CR4), 1 dripping (Ref2 Room)** – RB and Bob Thomas will have a look at these.

**The two new outside lights** – One needs to have the sensor moved and the other one's sensor seems to be moving around – Neil Campbell, our Electrician has been booked in.

**Car park spaces need re-marking** – KW said he would do this. KT to give him the machine and paint.

**Two missing tiles in Kitchen and one loose** – OL said he thinks that there are some spare ones, if the missing ones cannot be found. RB and Bob Thomas will deal with these.

**Extractor Fan in Kitchen not working** – RB and Bob Thomas to look at.

#### 52/18 Sports Field issues

KW asked if the WCC could cut the football pitch. CA said that they have a problem with the tractor and it needs repairing so WCC cannot help. KW will ask Berinsfield to do a cut on this area, which is not on their contract. KW to liaise with KT.

KT said that the hedge at the back of the Football net is due to be cut.

#### 53/18 Health and safety issues

**11.1 Legionella and kitchen cleanliness** – This has been checked and as long as the showers and taps are run for 5 minutes when they have not been used in a while there is no risk of legionella.

#### **11.2 Any other issues**

**Dog Fouling on the Sports Field** – KW brought up the issue of this and asked if we should request WPC to look at having a bylaw in which all dogs must be on leads. CA said that this is a contentious issue and residents are very divided on this. It was noted that if we can put up CCTV in this area this it would be a major deterrent. After discussion it was agreed that we put signs up. OL and KW will design a sign and give to KT.

**Rabbits** – KW asked if we should consider putting a fence around the area to stop rabbits, because of the sheer number of holes which are a real problem. WCC have looked into this and the cost would be in the region of £20,000+ as it needs to go very deep in the ground.

54/18 General Issues

12.1. **Football Club end of season pitch maintenance** – KW said there was a problem with watering etc in the summer. WCC said they use a hose and can lend KW some extra pipes if he needs to extend the hose to reach to the goal mouth areas.

12.2. **Container Insurance** – Awaiting a list of items and costs from OL. OL said that he will email this to KT tomorrow.

55/18 Date of Next Meeting

This will be next year. KT will send out a draft schedule.

56/18 Any Other Business

**Outside Alarm Bell** – CA said that the one inside is working but not the outside one. KT will look into this.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.29PM**