



Watlington Parish Council

Parish Clerk: Kristina Tynan

MINUTES OF THE MEETING OF THE PSFC COMMITTEE WITH THE SPORTS CLUB AT 7.30PM ON MONDAY 8th JULY 2024 IN THE PARISH OFFICE

Parish Council members:	Steve Bolingbroke (SB), Nicky Smallbone (NS), Karyn Buck (KB)
Football Club representatives:	Keith Woolfson (KW), Pippa Tolfts (PT)
Sports Club representatives:	Lee Bowden (LB)
Cricket Club representatives	Dan Byer (DB)
Officer:	Kristina Tynan (KT)

- 21/24 Apologies
Leo Pesci, Michael Hall.
- 22/24 Minutes of last meeting 26/3/2024 to be agreed.
Resolved: That these minutes be agreed as a correct record and signed by the Chair.
- 23/24 Matters arising
There were none other than agenda items.
- 24/24 Declaration of Interests
There were none notified.
- 25/24 Financial Issues
1. **Outstanding Invoices** – KT reported that all invoices have been paid and there are no invoices outstanding at the present time.
- 26/24 Review of Progress to date on Refurbishment and the Sports Club move to a permanent solution.
LB reported the PT has made great steps on applying for grants and he thanked her for this. She now has rough figures for the work that needs to be done in the Pavilion. The Sports Club are having a meeting within the next 10 days to agree on what work needs to be done in which order and are moving 100% in the right direction.
The boiler system is currently being looked at and the Constitution will be discussed. LB said that when we go to the permanent taking over in April 2025 the document needs to be watertight and work will be done on this and will hopefully be ready for the Autumn.

KB stated that she has spoken to Tessa at Community First who has advised that a CIO is the best way forward and she will personally help the Sports Club to get the person there best to help them through the steps needed. It is hoped that this could be in place by the Autumn. LB thanked KB for all her help.

LB said that turnover for the Sports Club has increased greatly over the last few months with the introduction of BBQ's etc.

SB said he would ensure that a lease is drawn up shortly so it is in place by April 2025 and he and KT will speak to our Solicitor about drawing one up.

It was noted that the kitchen works are scheduled for next Wednesday.

SB reported that WPC will be discussing the mains drainage (instead of the Septic Tank) at tomorrow's Full Council meeting, and it hoped that this work can be resolved to be done.

27/24 Confirmation of process of Grant Dispersal - KB

WPC Full Council have approved £63,075 of CIL funds for the refurbishment of the Pavilion.

The Clubs (WSC WFC WCC) are now fully responsible for the management of the Pavilion and have agreed to raise £63,075 to match fund the refurbishments.

KB said she has spoken with PT about the grant dispersal process and said that the following was agreed.:

The Clubs are able to access the CIL funds prior to raising/securing initial funding. However, not all of the money will be available to the Clubs until they have secured/raised some of the funding required to refurbish the Pavilion.

The Clubs are able to benefit from WPC claiming the VAT on invoices providing the Clubs follow the WPC procurement process. This includes obtaining 3 quotes and stating the reason for supplier selection. Invoices must be presented to the WPC Clerk before any payments can be made.

WPC will pay invoices where CIL money is used, however if a procurement is joint funded WPC must receive the agreed contribution from the Clubs before any payment can be made against a submitted invoice.

If it is agreed that WPC will pay an invoice on behalf of the Clubs (with no CIL money allocated) then WPC must receive full reimbursement from the Clubs before any payment is made against that invoice.

WPC will not be liable for any purchases made by the Clubs.

The Clubs are responsible for scheduling work and deal with the contractors.

The Clubs will seek approval from WPC for any purchases utilising CIL funds prior to work commencing and before any such purchases are made.

28/24 Any Other Issues

Pavilion Booking Fees owed to the Sports Club – KT has a spreadsheet of these and will arrange payment of these funds.

Weeding of Beds around the Pavilion – This is now being done by the Sports Club

Flagstones – Email from Chris Allen – It was noted that all requests for work must come from the Sports Club. SB said that WPC would not be paying for these works. It was noted that a plan showing the boundary of the Pavilion and the area the Sports Club are responsible for would be sent to them by WPC.

Rent of the Sports Field – WPC have agreed to pay this. It was noted that Beechwood did not respond to any communication by WPC regarding a rent review.

Date of Next Meeting: Monday 21st October 2024 at 7.30pm. Venue TBC

PSFC – It was agreed to suspend the PSFC and have liaison meeting instead until the new arrangements are in place with the Sports Club on 1/4/2025 or we go back to the PSFC structure.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 08.16PM