



MINUTES OF THE SPECIAL MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 14TH JUNE AT 7PM VIA ZOOM

Present:

Parish Council members: Matt Reid, Steve Bolingbroke
Football Club representatives: Keith Woolfson
Cricket Club representatives: Chris Allen

Officer: Kristina Tynan

32/21 Election of Chairman

KW proposed MR and SB seconded. There were no other nominations.

Resolved: That Matt Reid be elected as Chairman.

33/21 Election of Vice-Chairman

Deferred to the next meeting.

34/21 Apologies for Absence

Tim Horton, Owen Lewis, Neil Boddington, Alex Basden.

35/21 To approve the Minutes of the meeting held on Monday 6th May which were received by Council on the 11/5/2021

Resolved: That the minutes of the meeting held on 22/2/2021 be agreed as a correct record and that they be signed by the Chairman at an appropriate time.

36/21 Declaration of Interests

There were none notified.

37/21 Matters arising

CA stated that OL is taking a sabbatical from the cricket club and that he will take his place on the PSFC during his leave.

38/21 Pavilion and Sports Field – Review of arrangements

1. **Review of current financial position** (shown at the end of these minutes)

SB had produced a spreadsheet showing the breakdown of costs and income over the last 3 years.

He has spoken to both Cricket and Football and had a strong sense that both clubs wish to be independent. The figures are not new he has just re-arranged them. The new boiler has been included in the costs. The yellow highlighter relates to WPC and the blue to the clubs. SB then went through each line item. It was noted that as regards rent each club paid £2.5K each and this is for general use of the pavilion. The rent does not include any apportionment of other costs or bills. In addition, WPC pays between £3.5k and £4.5k towards maintenance, utilities, insurance etc which effectively subsidise the pavilion for the benefit of the Cricket and Football clubs.

The above was agreed by all present.

It was noted that WPC provide a grant to the Town Hall of which the Parish Council is a sole custodian. At present WPC are subsidizing the Pavilion and Sports Field at between £7-9K per year and. KW said that this is the most important amenity land in the Town.

2. Review of current relationship and proposals for improvements.

a. Employ professional manager for premises to improve bookings

CA and KW thought this was worth looking into. CA said that the building is not really big enough and at present can host about 60 people sitting down which means that there is limited capacity and therefore limited revenue for events.

Resolved: That a business model be drawn up for this option.

b. Change service agreement with WPC to take on additional responsibilities (KW proposed changes to agreement which was attached to the agenda)

Resolved: That no changes be made but the current agreement to be extended for 6 months (1st December 2021)

c. Improve service provided by WPC (e.g. Keith emails and Owen's comments about service provided)

This was noted

d. WPC to pass management of the pavilion and fields to sports clubs

CA and KW thought that this was an option worth exploring.

SB said that the Sports Club is a real gift as is a legal entity.

Resolved: That a meeting take place to discuss a business model for this. SB, KE, NB, to attend and hopefully Graeme Logan Chair of the Sports Club as CA said he was not the right person to attend.

It was hoped that something could be in place for September 2021

SB said that there is money available to improve the Pavilion which could be done by WPC or the funding could be passed over if the management is changed.

KT suggested that an inspection be done of the current state of the Pavilion and it was agreed that a site meeting take place. CA, KW, MR, AB and KT to attend. AB to take the lead on this.

Friday 2nd July at 2pm. [**Post Minute Note:** Changed to Friday 9th July at 2pm]

39/21 Floodlights on Sports Field

This is a H&S issue and KW will arrange for an electrician to make safe and they will then be taken down.

40/21 Date/ Issues for Next Meeting

26th July 2021

4/21 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 20.42

Sports Ground Pavilion Costs 2018 to 2021

GLB representation of accounts 25th April 2021. Updates with additional info 2nd June

| | Key: From Pavilion a/c | | From WPC a/c | | Estimate | |
|--|---|-------|---|-------|---|-------|
| | 2018/19 Actual (see 10.1) to 31/3/19 | Notes | 2019/20 Actual (see 10.1) to 31/3/20 | Notes | 2020/21 Actual (see 10.1) to 31/3/21 | Notes |
| Costs & external income | | | | | | |
| Pavilion | | | | | | |
| Expenditure | | | | | | |
| Pavilion security + Firework | 1,250.00 | | 1,800.00 | | 944.47 | |
| Water for Pavilion | 354.00 | | 340.00 | | 654.00 | |
| Electricity for Pavilion | 1,839.00 | | 2,072.53 | | 1,541.45 | |
| Gas for Pavilion | 2,064.59 | | 1,487.30 | | 879.04 | |
| Building Maintenance supplies | 1,037.00 | | 2,348.04 | | 4,214.74 | |
| Severage Unit device/repair | 559.00 | | 507.00 | | - | |
| Business Rates, PFC | 354.98 | | 490.00 | | - | |
| Licences | 521.79 | | 521.81 | | 157.00 | |
| Pavilion Strimming / gardening | 205.00 | | 100.00 | | 190.00 | |
| Waste Collection (London) | 505.18 | | 720.18 | | 379.14 | |
| Pavilion Insurance | 1,000.00 | | 1,000.00 | | 1,000.00 | |
| Repairs to Outside of Pavilion | 1,340.00 | | 18.12 | | 1,014.88 | |
| Cleaning (communal areas) | 553.00 | | 999.75 | | 149.18 | |
| Transfer to Planned Maintenance fund | - | | - | | - | |
| Transfer to sinking fund | - | | - | | - | |
| WPC funded repairs & maintenance | - | | - | | 3,880.00 | 13 |
| Accounts and Administration | 3,281.90 | 9 | 3,281.90 | 9 | 3,281.90 | 9 |
| | <u>14,586.95</u> | | <u>14,730.83</u> | | <u>17,941.14</u> | |
| Income | | | | | | |
| Pavilion Hire | 4,200.75 | | 3,915.38 | | 300.13 | |
| Other | 879.59 | 11 | 2,298.94 | 10 | - | |
| | <u>4,884.34</u> | | <u>6,114.32</u> | | <u>300.13</u> | |
| Surplus / shortfall on Pavilion operations | - 9,697.61 | | - 8,598.51 | | - 17,774.01 | |
| Sports Field | | | | | | |
| Expenditure | | | | | | |
| Sports Field Rent | 5,000.00 | | 5,000.00 | | 5,000.00 | |
| Grounds maintenance WPC | 3,732.00 | 10 | 3,732.00 | 10 | 3,732.00 | 10 |
| Grounds maintenance WCC | 10,000.00 | 8 | 10,000.00 | 8 | 10,000.00 | 8 |
| | <u>18,732.00</u> | | <u>18,732.00</u> | | <u>18,732.00</u> | |
| Total surplus / shortfall | - 20,399.61 | | - 27,280.51 | | - 36,511.01 | |
| Paid for by: | | | | | | |
| WPC | | | | | | |
| Energy recharge | - | | 490.00 | 2 | 440.00 | 8 |
| Bus Rates, TVRRdI recharge | 80.00 | 1 | 97.82 | 1 | - | 7 |
| Rent | 2,500.00 | 1 | 2,500.00 | 1 | 624.00 | 4 |
| Grounds maintenance WPC | 3,732.00 | 10 | 3,732.00 | 10 | 3,732.00 | 10 |
| Other | - | | - | | - | |
| | <u>6,312.00</u> | | <u>6,819.82</u> | | <u>4,796.00</u> | |
| WCC | | | | | | |
| Energy recharge | - | | 308.00 | 2 | - | |
| Bus Rates, TVRRdI recharge | 80.00 | 1 | 97.82 | 1 | - | |
| Rent | 2,500.00 | 1 | 2,500.00 | 1 | - | 4 |
| Grounds maintenance WCC | 10,000.00 | 8 | 10,000.00 | 8 | 10,000.00 | 8 |
| Other | - | | - | | - | |
| | <u>12,580.00</u> | | <u>12,695.82</u> | | <u>10,000.00</u> | |
| WPC | | | | | | |
| Waste recharge | 288.54 | | 498.00 | | 479.82 | |
| | <u>288.54</u> | | <u>498.00</u> | | <u>479.82</u> | |
| WPC | | | | | | |
| Sports Field Rent | 5,000.00 | | 5,000.00 | | 5,000.00 | |
| Cleaning, repairs & insurance | 2,794.00 | | 3,017.87 | | 3,480.70 | |
| Accounts and Administration | 3,281.90 | 9 | 3,281.90 | 9 | 3,281.90 | 9 |
| WPC funded repairs & maintenance | - | | - | | 3,880.00 | 13 |
| Surplus / deficit in Pavilion accounts | - 877.51 | 3 | - 3,211.81 | 3 | - 13,534.84 | 3 |
| | <u>9,198.40</u> | | <u>7,067.96</u> | | <u>587.70</u> | |
| COVID Grant | | | | | | |
| | - | | - | | 30,798.00 | 5 |
| Total | <u>20,399.61</u> | | <u>27,280.51</u> | | <u>36,511.01</u> | |

Notes:

1. Assumed to be 50% of amount shown in accounts as paid by clubs
2. Energy bill payments assumed split 60-40 WPC-WCC
3. Assumes WPC is liable for any surplus / deficit in Pavilion accounts
4. Accounts note says only WPC have paid on 20/21
5. Covid Grants

| | | | |
|----------------|------------|------------------|----------------------------------|
| SCDC Grant | 290-92000 | 10,000.00 | |
| SCDC Grant | 2671-10000 | 1,334.00 | National lock down 5/11 to 3/12 |
| SCDC Grant (i) | 2671-10001 | 801.00 | |
| SCDC Grant (i) | 2671-10001 | 8,477.00 | |
| SCDC Grant | 1000-0001 | 3,085.00 | 2nd payment cycle (18/3 to 31/3) |
| Total | | <u>23,700.00</u> | |

6. WPC digout cost & matching payment excluded
7. 20/21 payment by WPC relates to 19/20
8. WCC estimate of grounds maintenance costs at 20/21 prices
9. WPC admin costs estimated at 20/21 prices
10. WPC estimate of grounds maintenance costs at 20/21 prices
11. BT Refund (i1794), Youth club grant (i204) and various (i18)
12. VAT refund (i1798), Licence (i180), Boiler (i110) and various (i250)
13. Boiler replacement funded by WPC not shown in Pavilion accounts

