



## MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON TUESDAY 29<sup>TH</sup> SEPTEMBER 2020 AT 7PM

**Parish Council members:** Nicky Smallbone, Roger Beattie, Matt Reid, Alex Basden  
**Football Club representatives:** Keith Woolfson, Pippa Tolfts  
**Cricket Club representatives:** Owen Lewis, Neil Boddington

**Officer:** Kristina Tynan

15/20 Apologies for absence  
There were none.

16/20 Chairman's remarks  
NS thanked the Clerk, Assistant Clerk and the Caretaker for all their work on ordering supplies, signage needed etc to get the building open for the Cricket Season and the changes needed to open for the Football Season. She also thanked the office for obtaining the COVID 19 grant. Some issues were not progressed due to the Pandemic but hopefully now we can move forward on specific issues.

17/20 To approve the Minutes of the meeting held on Monday 3<sup>rd</sup> February 2020 which were received by Council on the 10th March 2020 and to note the issues raised at a meeting on 2<sup>nd</sup> September.  
**Resolved:** That the minutes of the meeting held on 3/2/2020 be agreed as a correct record and that they be signed by the Chairman at an appropriate time.

18/20 Declaration of Interests  
There were no declarations of interest notified.

19/20 Matters arising  
There were none.

20/20 Update on Actions

1. **Extra CCTV Cameras** - We have one quote and two more will be sought. It was agreed that once we have this the committee can agree on the supplier and locations to be covered which will need to overlap, by email.
2. **Loft Space Clearance**- OL reported that this area has now been cleared.
3. **Main Door Shutter** – NS/RB – A new shutter will be ordered in the next few weeks.
4. **Recreation Ground and Allotments** – All documents have been sent to Land Registry and we are waiting to hear back from them.

21/20 Reports from Sports Clubs

1. **Football** – KW reported that football started in September. They now have 6 junior teams (8 last year, this is due to some members moving to Sunday training and that there were not enough U7's or the management to run it. The U14's are only training and not playing matches. Men's football has also started, and they are playing matches and the changing rooms and showers are now available for use. The legionella check has been done. Fixtures are unpredictable and could be cancelled if

any Covid cases occur. The 1<sup>st</sup> Team started playing 3 weeks after the Reserves due to crowd attendance rules. The County FA are not running any County Cups so there are less competitions. WTFC have installed new dugouts and these need to be used with counterweights. They are moved for matches and stored in the goals when they are not needed.

2. **Cricket**- OL said that there will be no Aunt Sally or Darts taking place this season. Cricket got the go ahead in July to allow matches to begin. However, it was not possible to run women or kids' cricket. The Senior League organised a mini competition with 6 matches. There was two weeks when Cricket could not play due to the bad weather. There was one player with COVID 19 symptoms which led to a match having to be cancelled, however the test was negative.

The Pavilion was not used during the season only the public toilets were open during matches. All necessary measures of distancing, sanitizing, signage and taking all peoples details were done. There had been very good guidance from the Cricket Association on rules and risk assessments and these were followed to the letter which included cleaning the ball every 6 overs. The WCC committee 'met' 6 times to discuss measures etc that were needed.

OL stated that WCC have had no membership money, there was limited bar takings and so financially it has been a very bad year. OL thanked the WPC for their understanding and not charging any rent money since April 2020.

3. **Sports Club** – There has been no meetings.

22/20 Budget/Financial Issues

1. **Budget for 2020/2021 – Update below**

**PAVILION AND SPORTS FIELD COMMITTEE**

	<b>Budget</b>	<b>Actual</b>		
	<b>2020/2021</b>	<b>Excl VAT</b>	<b>Variance</b>	<b>%</b>
	<b>2020/2021</b>	<b>21/08/2020</b>		
<b>Pavilion and Sports Field</b>				
<b>EXPENDITURE</b>				
Pavilion Security + Phone/WIFI	1800	547	-1253	-70%
Water for Pavilion	350	274	-76	-22%
Electricity for Pavilion	1000	512	-488	-49%
Gas for Pavilion	750	260	-490	-65%
Building Maintenance/supplies	2000	73	-1927	-96%
Sewerage Unit Service/repair	550	0	-550	-100%
Business Rates PSFC	440	0	-440	-100%
Licenses	530	158	-373	-70%
Pavilion Strimming /gardening	100	90	-10	-10%
Planned Maintenance (earmarked)	500	0	-500	-100%
Sinking Fund to earmarked	625	0	-625	-100%
Waste Collection Grundon	750	167	-583	-78%
Sports Field Rent	5000	0	-5000	-100%
Insurance	1500	1000	-500	-33%
Outside Repairs	1000	0	-1000	-100%
Cleaning	1000	100	-900	-90%
	<b>17895</b>	<b>3181</b>	<b>-14714</b>	<b>-12</b>
<b>INCOME</b>		<b>RECEIPTS</b>		
Pavilion Hire	2000	0	-2000	-100%
WTFC + WCC Energy Recharge	1600	442	-1158	-72%

WTFC, WCC Rent, Bus Rates, TV/PRS	6000	4872	-1128	-19%
Youth Club	1200	0	-1200	-100%
Waste Recharge from SC	750	0	-750	-100%
SODC Grant		10002	10002	
Sport Field Rent WPC	5000	0	-5000	-100%
Insurance WPC	1500	1000	-500	-33%
Outside Repairs	1000	0	-1000	-100%
Cleaning	1000	0	-1000	-100%
Total	<b>20050</b>	<b>16316</b>	<b>-3734</b>	<b>-7</b>
<i>Income minus expenditure</i>	2155	13136		

**Bank Balances 21/8/2020**

£

Pavilion General Account

9166.17

2. **Bar Accounts** – Neil Boddington will ask Susie Ingram for the most recent accounts.

23/20 Issues for discussion

1. **Covid 19 Measures and Pavilion Re-opening -**

To note that the Parish Council has a risk assessment for the building and WTFC have one for the Football Club activities.

The WPC one is presently reviewing their due to new rules given on 23<sup>rd</sup> September.

Handwash and sanitizer sensor units have been installed and paper towel dispensers have been put up in the general toilets as hand driers cannot be used. Pedal bins have also been put into the toilets. 2m marking have also been marked out. WPC have put an NHS QR code which must be scanned inside the main door but there must be another way of taking details in case the QR code cannot be used. This process needs to be agreed. There is an outside sanitizer by the main door of the pavilion. The Clerk will ensure additional signage in the public toilet part is put up

The WCC had their risk assessment and measures in place for their season but this has now ended. The main hall or changing rooms were not used and only the toilet area was open.

At present only the WTFC are accessing the building during matches but at no other time. WTFC have provided their risk assessment. WTFC will be using the changing rooms and showers and public area toilets. The main room will not be used. WTFC have an appointed COVID 19 Officer. It was stated that it is so important that all the recommendations on the risk assessments be

There have been no requests for hiring the pavilion to date. It is unlikely that there will be any requests until the new year.

MR stated his concerns that if the recommendation were not followed would the WPC bear any liability.

[ **Post Minute Note:** Advice from OALC - Assuming that the Football Club have provided you with a copy of their risk assessment and the committee are happy with it then it is their responsibility to comply with it. The Football Association have provided a comprehensive template]

[*Risk Assessments: WPC and WTFC were attached to the agenda*]

**Discussion on:**

a) **Re-opening of the building** – At present there have been no requests for hiring the pavilion to date. It is unlikely that there will be any requests until next year. However, the Office will put all necessary signage and items needed in place. It was noted that there must be an area set aside for anyone who has any symptoms of Covid 19 if they are unable to go straight home. The Office will put an area in place.

b) **Cleaning schedules and Covid secure considerations** – Jamie Carter-Knight will be doing the cleaning necessary and KW will liaise with him. It will need to be done on a Friday and Saturday. The door handles should be wiped down regularly during their use.

c) **Bar and Kitchen** – At present these are not in use. KW/OL to let us know if/when they are planning to open them.

2. **Field and Pavilion Signage** – This was discussed at the Operations Committee and they are waiting for a sign with revised wording and size and location plan as they were not in favour of the original proposal.

3. **Waste Management:** Contracts, bin and bin store - The Grundon Recycling bin contact and the general waste container was discussed. At present the contracts are run by WPC but the Clerk suggested that the Sports Club take the contact over once a plan is in place for removal or hirers waste. This will be discussed at the next meeting.

4. **New Infrastructure** – standalone building, outside toilets, extra storages etc, pavilion extension – There was no discussion. Proposals to be given prior to the next meeting.

#### 5. **Maintenance issues**

a) **Boiler** – a new boiler has been installed.

#### 24/20 Sports Field issues

a) **Field access/ownership/rights** – OL had sent an email asking a number of questions. Ian Hill is going through these at the moment and a reply should be ready in about a week.

a) **Rabbit Issues** – NS has contacted the Rabbit Man and she will find out when he will be coming to the Sports Field. OL stated that this is the best time of year to do it.

c) **Trees by the container** – OL said that the all the broken branches etc have been removed and burned

d) **Dog Issues** – The dog group have been doing their regular weekly clean up of dog waste and litter. They are now keeping a spreadsheet on this. KW thanked the group for doing this and said it was much appreciated by the Football Club.

e) **WTFC Floodlights** – KW had sent out a proposal for new floodlights to improve the lighting. This would include 8 new floodlights. NB confirmed that these would need planning permission. Beechwood Estates would also need to give permission.

It was noted that one existing floodlight is one the ground but has been checked by the Electrician that it is safe and it is. It was noted that an annual inspection needs to be made by a qualified electrician. The WTFC ensure that this is done.

#### 25/20 Health and safety issues

None other than those raised in other agenda items.

#### 26/20 General Issues

**Skip** – This will be on site on Thursday 1<sup>st</sup> October for removal of all unneeded items and waste. Members were asked to help load the skip if possible. When it is known what time, it is arriving an email will be sent out.

**Communication between WPC and WCC and WTFC** – OL stated that it is very important that all 3 parties are kept informed with any issues relating to the Pavilion and Sports Field.

**Hedging by the Pavilion** – OL said that it would be good to have a prickly hedge planted along the recreation side to stop people kicking footballs at the wall and damaging the guttering. KT will speak to Tracey, our Gardener regarding this and potential cost.

**Review of the Neighbourhood Plan** – OL said that their cricket and football club should be engaged with this as more space needs to be secured for both clubs. OL said they have written to Emma Bowerman and they are talking to Anna Badcock tomorrow. MR will set up a meeting with Colin Ludlow, Owen Lewis and Neil Boddington.

27/20 Date/ Issues for Next Meeting

The next meeting will take place on Tuesday 27<sup>th</sup> October at 7pm via Zoom.

28/20 Any Other Business

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.47PM**