



DRAFT MINUTES

SPORTS FACILITIES COMMITTEE MEETING

Tuesday 31st August 2021, 7.00pm

Conference Room, Haddenham Village Hall and remotely via Zoom

Attendance in the room:

Cllr D Truesdale, Cllr J Brown, Cllr N Kidby, Cllr J Wheeler, Mr B Wilson (Tennis), Mr R Mott (Table Tennis), Mr A Roff (Youth Football), Mr R Aitkin (Secretary), Mr I Bamford (SSC), Mr N Pritchard (Senior Football).

Clerks: Ms S Gilbert (Clerk) Ms E Marsden (Deputy Clerk)

Joining on Zoom:

Ms J Allman (Facilities Manager)

Mr J Cliffe (Cricket)

No members of the public present remotely or in person.

SF22 1 ELECTION OF CHAIR

It was **RESOLVED** that Cllr J Wheeler be elected Chair.

SF22 2 ELECTION OF VICE CHAIR

It was **RESOLVED** that Cllr Brown be elected Vice Chair.

SF22 3 CO-OPTION TO SPORTING FACILITIES COMMITTEE

It was **RESOLVED** to co-opt the following persons to the Sporting Facilities Committee.

Rod Aitkin	Niall Pritchard	Joel Cliffe
Bev Wilson	Ian Bamford	Roger Mott
Andy Roff		

SF22 4 APOLOGIES

There had been no apologies for absence received. Mr Roff joined the meeting at 19.22.

SF22 5 DECLARATIONS OF INTEREST

None

PUBLIC PARTICIPATION

None

SF22 6 TERMS OF REFERENCE

After consideration it was **RESOLVED** to **RECOMMEND** the adoption of the Terms of Reference for the Committee.

SF22 7 FINANCES

- (i) It was **AGREED** that Mr Mott would send the Clerk details of all utility bills and details of the bank account to the Clerk. The Clerk will then organise to take over the direct debit payments. The oil for the heating is paid on an ‘as you use it basis’ by the Sports Social Club. It was **AGREED** that Mr Bamford would continue to monitor the oil levels and report to the Clerk when more is need to be ordered.
- (ii) There was discussion with each of the sports club regarding an annual fee for the 2021/22 season. After some amendments is was **RESOLVED** to **RECOMMEND** that the below annual fee will be paid, which covers the period from 1st April 2021 to 31st March 2022. It was **AGREED** that this amount is paid at the beginning of each season:
- | | |
|--------------------------------|----------|
| Haddenham Cricket Club | £1950.00 |
| Haddenham Youth Football Club | £3560.00 |
| Haddenham United Football Club | £ 920.00 |
| Haddenham Table Tennis Club | £ 500.00 |
| Haddenham Tennis Club | £ 750.00 |

During the discussion it was **NOTED** that only the Tennis Club had paid any fees for the 2020/21 season. It was **AGREED** that Mr Mott in his previous role of Treasurer of the Playing Fields Management Committee, would liaise with the sports clubs to negotiate a representative fee (for 2020/21) which was mindful to the differing disruption of individual sports due to COVID-19 restrictions.

There was discussion regarding the annual fee for the Sports and Social Club. It was felt that as some yearly accounts were missing, and the expenditure on the pavilion line included expenditure on all of the building, including the Social Club which should be taken out. It didn’t give an accurate representation of the expenditure. It was **NOTED** that some early years’ initial maintenance expenditure may have inflated the overall average maintenance figures. It was **RESOLVED** that Mr Bamford would send the missing accounts to the Clerk and arrange a meeting to discuss the breakdown of the pavilion expenditure to confirm the annual fee.

SF22 8 LICENCE FOR SPORTS CLUBS

Each Sports Club had reviewed the draft Licence and it was **AGREED** that there were no major changes needed. It was **RESOLVED** that each Sports Club would contact the Clerk with any minor changes pertaining to their club and once amended, the Licence Agreement will be duly signed.

SF22 9 HEADS OF TERMS FOR HADDENHAM SPORTS AND SOCIAL CLUB

The Sports and Social Club had reviewed the draft Heads of Terms and there were no major changes identified. It was **NOTED** that a confirmed licence term and a termination clause (for the Parish Council) needed to included. It was **AGREED** that Mr Bamford will take Heads of Term to the Sports and Social Committee for consideration. Once reviewed these Heads of Terms will form the basis of a formal Lease Agreement.

SF22 10 MAINTENANCE OF BUILDINGS

- (i) It was **NOTED** that the Clerk will circulate the recent fire risk assessment report on the Pavilion and co-ordinate any necessary actions highlighted.

(ii) It was **NOTED** that monitoring of electricity usage of the pavilion during lockdown had identified that the main consumer was the cellar. The Sports and Social Club were aware of the situation and had made improvements to the insulation of the cellar and were mindful of the running costs and subsequently turned off equipment when not needed. There was discussion on improvements which could be made to use renewable technology and examine the location of the cellar. It was **AGREED** for the Clerk to contact Bucks Community Energy and arrange for Energy survey of the Woodways Pavilion.

(iii) It was **AGREED** that the kitchen in the Pavilion needed maintenance and improvement as it was 15 years old. It was suggested that an industrial stainless steel kitchen would be easier to clean and use. As the Pavilion may be redeveloped in the next few years, it was **AGREED** that second hand stainless steel kitchen equipment could be sourced. Mr Bamford, Mr Wilson and Cllr Kidby will co-ordinate the measuring of the kitchen etc with the view to identifying suitable units.

A wish list of improvements was **AGREED**.

Full height wall cupboards

Base cupboards

New Fridge

New Oven with griddle top

New Microwave

Coffee Machine

New Worktops

New Kettle

It was **NOTED** that Legionnaires testing is needed at the Pavilion. The Deputy Clerk confirmed quotes have already been sourced and was awaiting confirmation on a testing date.

Mr Pritchard advised that there were some damaged tiles by the showers. This was **NOTED** for repair.

SF22 11 GROUNDS MAINTENANCE

(i) The football clubs expressed concern at the length of the grass as they felt it was too long. The Clerk gave information that expert advice had been sought to improve the grass and playing surface and for healthy robust grass it needed to be cut slightly longer. The Clerk also gave notice of the grounds maintenance which will be undertaken over the autumn period to improve the sports pitches. It was **AGREED** that Mr Roff and Mr Pritchard would agree when the best time of the week to cut the grass and confirm to the Clerk. It was **NOTED** that the length of grass would be monitored throughout the season and may be adjusted.

The Clerk gave information on the improvements made on clearing the boundaries of Woodways Recreation Ground and the reLEAF scheme of planting new trees. There will be maintenance on the Old Mill Lane hedgerow to remove dead wood and replanting.

It was **NOTED** that the Parish Council has improved its asset management and any new trees would be properly maintained.

SF22 12 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

None

SF22 13 DATES OF FUTURE MEETINGS

It was discussed that as this was a new Committee it would be advantageous to initially have more regular meetings and then review frequency. Tuesdays at 7pm were a convenient time, so it was **AGREED** the Clerk would send round a suggested date with the draft minutes.

SF22 14 CLOSURE OF THE MEETING

As no further business was transacted the meeting was closed at 20.38

Signed: _____ DRAFT _____
Chair

29th September 2021

ACTION POINTS FROM MEETING

Action	By whom	Date
Playing Field Management Committee to send details of utilities bills and bank details	Roger Mott	ASAP
Playing Field Management Committee to decide what fees will be levied for 2020/21 season. Note Tennis Club have paid	PFMC	ASAP
Sports Club Licences. To be reviewed by individual clubs and returned for any amendments	Sports Clubs	10 th September
Heads of Terms for the Sports and Social Club – fees and terms to be reviewed by SSC Committee	SSC	10 th September
Measuring of kitchen and sourcing stainless steel appliances / kitchen fitting	Nick Kidby Bev Wilson Ian Bamford	Ideally some information for next Facilities Committee Meeting 20 th September
Legionnaire Testing & Risk assessment	Clerk / Deputy Clerk	6 th & 7 th September
Energy Review by Buckinghamshire Community Energy	Clerk	9 th September