

## SPORTS PAVILION AND FIELD, ROTHERFIELD PEPPARD

Minutes of the Sports Pavilion and Field, Rotherfield Peppard Charity (No, 801262)  
Trustee meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
on Monday 14th December 2015 at 7:00 pm

### Present:

<b>Councillors:</b>	Tony Cotton (Chair)	(TC)	Vivien Mitchell	(VM)
	Fiona Berry	(FB)	Tony Rancombe	(AR)
	Simon Crouch	(SC)	Valerie Ross	(VR)
<b>Clerk:</b>	Linda Collison	(LC)		
<b>OCC:</b>	None			
<b>Press:</b>	Connor McLoughlin (Henley Standard)			
<b>Members of Public</b>	One			

*Members and public were reminded that the meeting was being recorded and that the recordings would be deleted when the minutes were approved and signed.*

*TC requested, and members agreed unanimously, that SC chair the meeting to preserve TC's failing voice for the full Council meeting.*

### 1 Apologies:

Apologies were received and accepted from Councillors Flett, Ryan and Treacher.

### 2 Member's declaration of Pecuniary Interests:

None.

### 3 Minutes

It was moved by TC, seconded by AR and resolved unanimously that the minutes of the Trustee Meetings held on Monday 10<sup>th</sup> August 2015 and Monday 14<sup>th</sup> September 2015; and thereafter approve as a true and correct record of the meetings

### 4 Pavilion & Sports Committee Report

SC referred to his report from the Pavilion and Sports Committee chairman circulated prior to the meeting, and reported that:

- The following tasks have been completed this year:
  - Reduction in Electricity usage –Time switch installation is now complete – Night Storage Radiators (NSR) units within the main hall are now operational on Monday/Tuesdays only. There is a manual override switch that also enables 'switch-on' as and when required. A reduction in the monthly electricity usage charge is already being noted.
  - Peppard Stoke Row Cricket Club Sign (PSRCC) – style has been agreed. Sign has been ordered – we are still awaiting delivery and installation.
  - Man-hole cover repair– complete.
  - Roof de-mossing – Complete - Ian Halliday and PSRCC have kindly cleared the flat roof of all moss.
  - New (ladies) Toilet floor – Complete.
  - Fire Alarm repair – Complete. Two of four flame detectors have been replaced
  - Emergency light repair – Complete. All emergency lights (2) have been replaced – batteries were in a very poor or non-operational state.
- The following tasks have yet to be actioned:
  - Pavilion WiFi is still 'work-in-progress'.
  - Redecoration of main hall ceiling – replacement of loose light.
  - Survey of Pavilion for long term suitability and fitness for purpose – still work in progress.

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- **Activities to boost pavilion usage.**

VM explained that she was looking at utilising the hall in a way that was not in conflict with Peppard War Memorial Hall, specifically at health care, for example Counselling, Diet Advice, Baby weighing, cooking for one or special diets etc. VM added that there is possibly the opportunity of a grant from OCC to help with this – the Go Active program. Also yoga or similar sports and exercise activities are also being looked into.

AR suggested talking to the secretary of the Stoke Row Club who hires out their club house to similar organisations.

SC added that they have set themselves a revenue target of an extra £60 per month.

- **Rabbit holes on cricket pitch**

SC proposed using ferrets to address the problem of rabbits from digging holes in the cricket pitch and potentially causing an injury to cricket players. (Full details in Appendix 1) The programme is limited to the sports field and the areas of Peppard Common immediately adjoining it, as defined by the red perimeter demarcation shown in the map in Appendix 2.

Approval from the Nettlebed and District Commons Conservators would be obtained before proceeding.

Although there is no charge for the service (other than the rabbit carcasses) SC also proposed making a donation of £50 to the ferreter, cost split between the Charity and the Cricket Club. Motion was seconded by TC and agreed unanimously. Action LC/SC to execute.

- **Rotherfield United Football Club (RUFC) meetings charge.**

SC reported that at the start of 2015 RUFC requested the use the Pavilion on an 'ad-hoc' basis for a contribution to the charity depending on usage. RUFC have only used the Pavilion twice this year and have offered verbally a sum of up to £50 for usage in 2015. They have no plans to use the Pavilion further in 2015

SC proposed, seconded by FB and agreed unanimously that as RUFC have used the Pavilion for less than 6 hours in 2015, to charge £30. Action SC/LC to send an invoice.

- **Change of name of Cricket Club**

SC explained approximately 12 months ago Rotherfield Peppard CC amalgamated with Stoke Row Cricket Club to make Peppard Stoke Row Cricket Club (PSRCC). As the name has changed, the agreement with the Cricket Club needs to be novated and updated. SC proposed, and it was unanimously agreed, that a meeting is set up with PSRCC to discuss this matter and to review the annual licence fee which was set at £600 in 2012. Action SC/LC to set up a meeting.

- **Recent requests to hire the hall**

To consider recent requests to hire the hall:

- SC proposed, VM seconded and it was unanimously agreed that Peppard Stoke Row Cricket Club should be charged £10 for the hiring of the pavilion on Monday 1<sup>st</sup> February 2016. Action SC/LC.

*Confidential item:*

## **5 Finance and Administration**

- SC proposed, TC seconded and it was unanimously agreed that the accounts as at 16<sup>th</sup> November 2015 (Appendix 3) were accepted.
- SC proposed, TC seconded that the Charity Asset list as at 16<sup>h</sup> November 2015 (Appendix 3) was unanimously accepted
- LC explained that the CAF Bank Account signatures needed to be updated, ie a new mandate is required and three valid signatories are required to approve (sign) the new mandate.

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However only two of the existing signatories were still residing in the Parish and a letter from the Trustee/Council explaining this situation was required as an alternative to the third signatory approving the mandate.

It was proposed by SC, seconded by TC and unanimously agreed that:

- A new mandate with four new signatories (SC, TC, TR and VM) is signed by the two existing signatories and supported by a letter explaining that there are only two available signatories.
- The CAF Bank Nominated Bank Account is updated to reflect the change in sort code of RPPC's bank account:  
Bank: Unity Trust    Account Number: 20308779    Sort Code Number: 608301
- When the above two actions are complete, the CAF bank account is closed and the Charity switch to using Unity Trust bank.
- SC proposed, VM seconded and it was unanimously agreed to accept the Charity Budget for 2016-17 (Appendix 4). It was noted that the purchase of new chairs (up to £800) is only to proceed if the 2016-17 revenue goal has been met. VR raised concern that the chairs seem to be disappearing.
- It was noted that the Risk Assessment needed to be updated – Action LC before next trustee meeting. VM suggested that this should be updated to include risk assessment for hirers.

### **6 Funding work to be performed –**

*This item is to clarify whether the costs agreed above are to be funded by the Charity or Parish Council (RPPC)*

*All payments are made by RPPC, but those funded by the Charity are subsequently reimbursed from the Charity to RPPC.*

It was confirmed that the donation to Ferreter (£25) is a Charity cost.

Meeting closed at 7:30pm

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### **Appendix 1- Proposal to reduce rabbit activity affecting cricket pitch.**

#### **Background**

Peppard Stoke Row Cricket Club (PSRCC) has enjoyed a growing membership over the last few years. Both the sports pavilion and field are well used by the club. In the last two seasons, rabbit holes 'burrowed' into the outfield and cricket square have become an increasing problem with players – a real risk of twisting ankles, damaging limbs as competing fielders run across the field. Holes have become so numerous that the commencement of match play is often delayed whilst grounds-men repair the pitch and outfield with replacement top-soil.

The purpose of this document is to brief the affected landowners: RPPC SPF Charity and Trustees - and to seek their approval to proceed with a cull of rabbits in the burrows both in the sports field and adjacent wooded area.

#### **Solution proposed by PSRCC**

Rabbits are designated as a pest under The Pests Act, 1954. Various options for controlling them are recommended by Natural England, an advisory agency of DEFRA. Of these, one of the most humane and reliable method of culling the rabbit population would appear to be ferreting. Accordingly, it is proposed to engage the services of Mr. David Burling (DB), a local man from Sonning Common. DB is an experienced ferreter, fully insured and a member of the BASC (British Association of Shooting and Conservation). Before commencing the cull, DB would require permission in writing from the owners of the sports field.

#### **Reduction Activities and Terms**

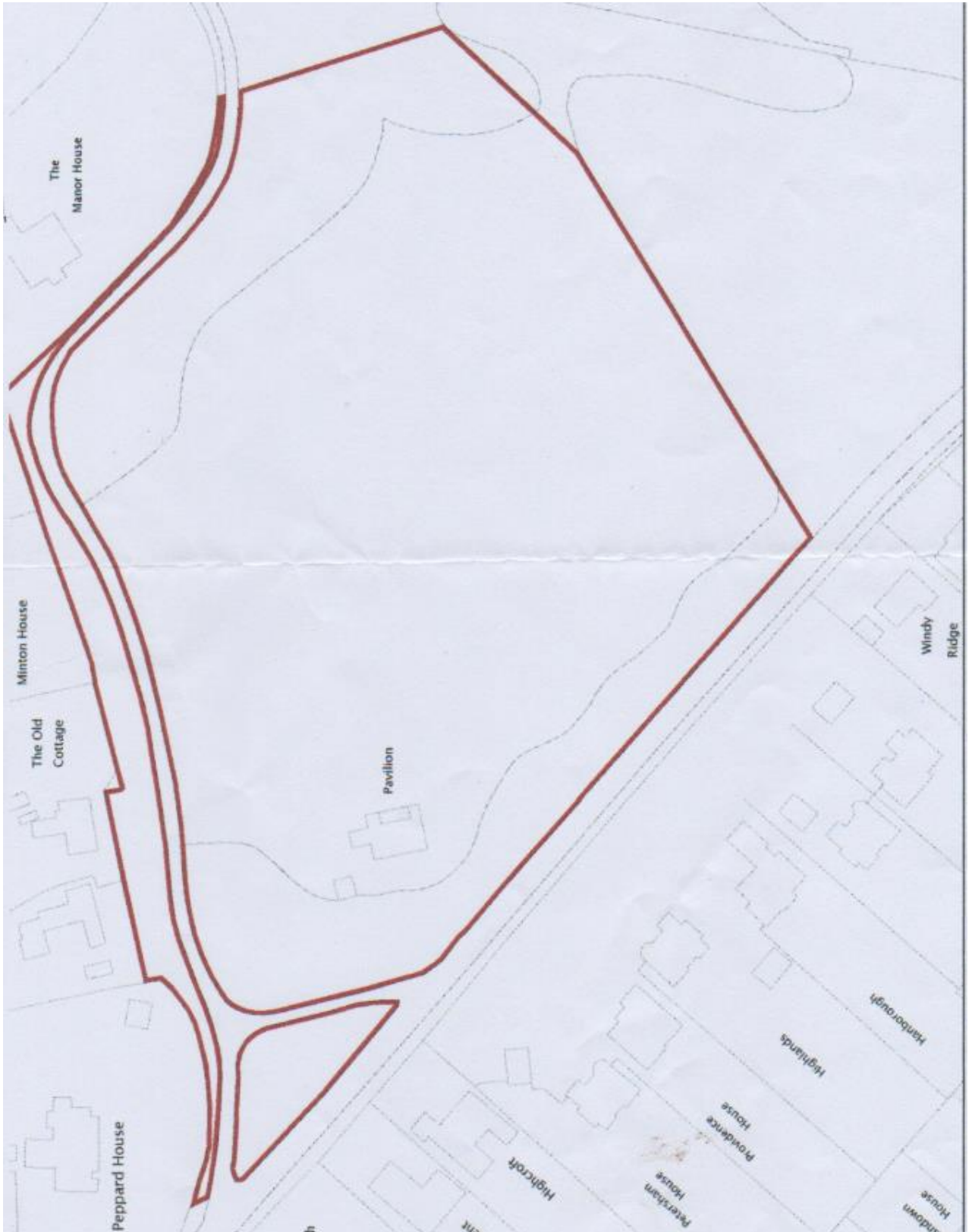
- Timing - the programme of activity will take place over a 7-day period between December this year and the end of February next year. This usually ensures that mainly adult rabbits are culled, rather than new-born in the spring.
- The activity takes place early in the morning – around day-break.
- It comprises netting off all entrances to a rabbit burrow – with the exception of one entrance through which a ferret is introduced. This causes rabbits to flee into the outer nets for capture.
- Rabbits are then dispatched quickly and humanely by hand with a sharp break of the neck.
- The carcasses are collected and removed from the site.
- There is no charge for this service, but DB would keep the carcasses for feeding to his ferrets.
- RPPC and PSRCC may gift DB £50 to say 'thank you' (subject to final agreement and approval).

If successful, this will preserve the sports field and ensure a safe start for all cricketers next season, and at the same time help to control the local rabbit population.

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Appendix 2- Map showing area (outlined in red) included in the ferreting program.



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### Appendix 3 - Charity Accounts for the year 2015-16 as at 16<sup>th</sup> November 2015

Bank Reconciliation		
<b>Cash Book at 31/03/2015</b>		14,917.02
<b>Receipts ytd</b>		
Cricket	600.00	
Hearns	440.00	
RPPC	210.00	
Other Hiring	70.00	
Other Income	50.00	
Interest	18.40	1,388.40
<b>LESS : Payments ytd</b>		
Reimbursements to RPPC*	2,382.24	2,382.24
<b>Cash Book at 16/11/2015</b>		13,923.18
<b>Bank Balance at 16/11/15</b>		15,108.49
<b>Difference:</b>		1,185.31
<b>Payment to RPPC not cleared:</b>		
16-474 - Repair : Toilet Floor		-155.00
16-475 - Expense : Curtain Poles		-79.58
16-476 – Install : Curtain Poles		-75.00
16-477 - Expense : Curtains		-26.61
16-478 - Asset : Hanging Chalk Board		-217.00
16-479 - Expense : Time Switches		-632.12
<b>Total payments not cleared</b>		-1,185.31

M&G Savings	
23 units - value at 30-9-15	4,348.69
<b>All Charity costs</b>	
<b>* Costs funded by Charity.</b>	
Expense : Keys/Locks	190.50
Expense : Electrical Diagrams	200.00
Asset : Projector	374.17
Install : Projector	269.78
Install : Projector Misc	60.00
Install : Projector Misc	42.48
Install : Notice board	60.00
Repair : Toilet Floor	155.00
Expense : Curtain Poles	79.58
Install : Curtain Poles	75.00
Expense : Curtains	26.61
Asset :Hanging Chalk Board	217.00
Expense : Time Switches	632.12
<b>TOTAL funded by Charity</b>	<b>2,382.24</b>
<b>Costs funded by RPPC</b>	
Maintenance (RES)	198.63
Cleaning Pavilion	345.34
Electricity	683.76
Insurance	404.70
Dog Bin Emptying	41.86
<b>TOTAL funded by RPPC</b>	<b>1,674.29</b>
<b>TOTAL costs</b>	<b>4056.53</b>

Asset Register						Insurance
Ref	Asset & Description	Location	Asset Value Date	At 31/03/15	At 31/10/15	1/4/2015
CH01	Pavilion	Sports Field	Mar 2012 surveyor	175,000	175,000	207,618
CH02	Pavilion contents	Pavilion	End 2010/11	3,000	3,000	3,278
CH03	Dog Bin	Sports Field	End 2010/11	235	235	273
CH04	Dog Bin	Sports Field	End 2010/11	235	235	273
CH05	Notice Board	Front Pavilion	Feb-15	1,318	1,318	1,318
CH06	Projector	Pavilion	Jul-15		374	374
CH07	Hanging blackboard	Front Pavilion	Nov-15		217	217
				<b>179,788</b>	<b>180,379</b>	<b>213,352</b>

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### Appendix 4 – 2016/7 Charity Budget

Payments		Receipts						
All		Total	Cricket Club	Hearns	RPPC	Other Hiring	2016-17 Revenue Goal	Bank Interest
April	Pavilion Hire	£185.00		£55.00	£70.00		£60.00	
	Repair benches	-£150.00						
May	Pavilion Hire	£115.00		£55.00			£60.00	
June	Pavilion Hire	£115.00		£55.00			£60.00	
	Bank Interest	£10.00						£10.00
July	Pavilion Hire	£185.00		£55.00	£70.00		£60.00	
Aug	Pavilion Hire	£115.00		£55.00			£60.00	
Sept	Pavilion Hire	£125.00		£55.00		£10.00	£60.00	
	Bank Interest	£10.00						£10.00
Oct	Pavilion Hire	£245.00		£55.00	£70.00	£60.00	£60.00	
	Wifi	-£300.00						
Nov	Pavilion Hire	£715.00	£600.00	£55.00			£60.00	
Dec	Pavilion Hire	£115.00		£55.00			£60.00	
Jan	Pavilion Hire	£185.00		£55.00	£70.00		£60.00	
Feb	Pavilion Hire	£115.00		£55.00			£60.00	
	Cut down trees	-£800.00						
Mar	Pavilion Hire	£115.00		£55.00			£60.00	
	New Chairs	-£800.00						
	Misc Expense	-£100.00						
<b>-£2,150.00</b>		<b>£2,350.00</b>	<b>£600.00</b>	<b>£660.00</b>	<b>£280.00</b>	<b>£70.00</b>	<b>£720.00</b>	<b>£20.00</b>