

SPORTS PAVILION AND FIELD, ROTHERFIELD PEPPARD

Minutes of the Sports Pavilion and Field, Rotherfield Peppard Charity (No, 801262)
Trustee extraordinary meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 8th February 2016 at 7pm

Present:

Councillors:	Tony Cotton (Chairman) (TC)	Tony Rancombe (AR)
	Fiona Berry (FB)	Valerie Ross (VR)
	Simon Crouch (SC)	Veronica Treacher (part) (VT)
	Vivien Mitchell (VM)	
Clerk:	Linda Collison (LC)	

Member of Public: 1

It was agreed that Councillor Crouch should Chair the meeting.

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.

1 Apologies:

Apologies were received and accepted from Councillor Ryan.

2 Member's declaration of Pecuniary Interests:

None.

3 Minutes

It was moved by SC, seconded by TC and resolved unanimously that the minutes of the Council meetings held on Monday 14th December 2015 and Saturday 16th January 2016 and thereafter approve as a true and correct record of the meeting.

4 Agreement with Peppard Stoke Row Cricket club

SC explained that following the name change of the cricket club to Peppard Stoke Row Cricket Club (PSRCC) the current agreement with the cricket club needed to be amended. The Sports Pavilion and Field Management Committee thought that this would be a good opportunity to increase the annual licence fee (currently £600/year) and a notice to that effect was sent to the PSRCC in December 2015. On Saturday 16th January 2016 a meeting was held with members of PSRCC to discuss changes required.

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

- The name of the name of the cricket club on the agreement should be changed to Peppard Stoke Row Cricket Club
- The licence fee for 2016 should be £660 (an increase of 10% on current fee)
- For subsequent years, the fee should be increased by the RPI, as follows:
The Annual Fee each year is calculated by multiply £660 (Starting RPI) by the Retail Price Index for December of the previous Year ('New RPI')¹ and dividing by the value of the Retail Price Index for December 2015 which was 260.6 ('Starting RPI'). ²
- David Quayle of Slade Legal (solicitor for existing agreement) is employed at a cost of approximately £300 +VAT to make a legal review of the agreement on behalf of the Trustee.
- The cricket club should be asked to pay £100 towards this cost. This is less than half, as the Chairman of the Cricket Club has updated the agreement with the changes which will help reduce the cost of the legal review.
- The contribution by the Cricket Club to be reviewed if the invoice is noticeably different to £300 + VAT.

¹ New RPI shall be taken from the UK government website for statistics, found currently on <http://www.ons.gov.uk/ons/datasets-and-tables/data-selector.html?cdid=CHAW&dataset=mm23&table-id=2.1> or such successor website or database.

² Year N Annual Fee = £660 * RPI Year (N-1) / 260.6

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5 Report from the Management Committee Chairman

SC reported that:

- a) **Pavilion car park surfacing**- a trustee meeting was held on Saturday 16th January to approve the use of David Einig's offer of filling pot holes in the pavilion car park (and others) . The work is scheduled for the 10th and 11th February, weather permitting. SC thanked AR for his work on this initiative.³
- b) **Rabbits** - Ferreter David Burling is due to commence operations on Friday 5th February.⁴
- c) **New notice board** - PSRCC has still not taken delivery as the Greenbarns team have been suffering from staff illness. However the team is now back to full strength and the new sign may be available Friday week (12th Feb)
- d) **Electricity usage** - We are on track to save approximately £1,000 over this season ending in April 2016. (See appendix 1)

VM reported that:

- e) **New Lettings** - Meditation Classes have started (today) in the Pavilion Mondays 10.00am to 12.00 noon and Tuesday 1.30pm to 3.30pm. This should add an estimated additional £320 into accounts in 2016 as earnings. VM is also liaising with Sonning Common Health Centre as potential hirers of the hall.

6 Finance and Admin

- a) The ytd accounts at 8th February 2016 were accepted. (Appendix 1). SC noted that :
 - The income was less this year compared to last year, primarily as there is no football club using the facilities. The member of the public explained that a primary reason why the field and pavilion were not used by a football club was because there is no football 'kit', provided ie goals, corner posts, white lines.
 - The costs this year were higher, as a number of improvements have been made to the pavilion such as the new projector, replaced locks, installed new time switches for the heaters (reducing the electricity bill), invested in electrical wiring documents, repaired the toilet floor and installed new curtains. There was also the cost of a spring clean.
- b) LC reported that in the absence of 3 available existing signatories approving the new mandate; the Trustee's Bank (CAF) had requested a letter signed by all members of the Parish Council, myself and all existing signatories to approve the new mandate.
- c) SC reported that the Risk Assessment had been updated (circulated prior to the meeting).
- d) **Electricity supplier**. The contract with British Gas will cease at the end of March. The day meter ending on 30th March, the night meter on the 31st March. It was noted that the meters were related, and therefore a change in supplier must be made on the same day. . Quotes from three suppliers have been obtained. (Appendix 2)
It was proposed by SC seconded by TC that the electricity supplier for 1st April 2016 to 31st March 2017 is Npower. On 31st March 2016 the day meter will revert to a variable rate, and to avoid unknown, potentially expensive charges, the pavilion should not be hired out on that day and the electricity (on that meter) to be switched-off for the day..
- e) Inspection logs – to be updated and completed before end of March 2016. It was noted that weekly checklists for the pavilion are now being maintained by pavilion caretaker.

Meeting closed at 7:30pm

³ The pot holes were filled on Thursday 11th February 2016

⁴ Work was delayed due to bad weather, exercise was completed Monday 15th February 2016

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Appendix 1: Accounts – comparison year to date to previous year

	2014-15	2015-16 to date (8 th Feb 2016)
Savings (M&G) :	4,290.67	4,551.93
Receipts		
Cricket	600.00	600.00
Football (2012-13)	500.00	0.00
Hearns	660.00	605.00
Kinder Musik	180.00	0.00
RPPC	280.00	280.00
Other Hiring	170.00	90.00
Other Income	0.00	50.00
Interest	22.09	25.74
	2,412.09	1,650.74
Payments		
Painting Benches	-41.98	
Notice Board(s)	-598.34	-277.00
Flood lights for pavilion	-311.00	
Keys / Locks		-190.50
Electrical Diagrams		-200.00
Projector		-746.43
Toilet Floor		-155.00
Curtains		-181.19
Time switches		-632.12
Rabbit problem		-50.00
	-951.32	-2,432.24
Costs paid by RPPC		
Insurance	415.17	404.70
Water Rates	150.73	-29.75
Electricity - Day (Peak)	145.65	119.36
Electricity - Night (Off Peak)	1,576.55	548.65
Dog Bin Emptying	62.79	83.72
Cleaning Pavilion	17.02	572.34
Maintenance	591.90	617.63
Other	0.00	100.00
	2,959.81	2,416.65

Note: Electricity last year at 1st February 2015 was:	
Electricity - Day (Peak)	122.84
Electricity - Night (Off Peak)	1017.16

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Appendix 2: Electricity quotes for 2016-17

Meter	Reference numbers	Contract end date	Forecast use 2015-16
PEAK (Day) Meter	E13Z012977 : MPAN 20 000 10091 153	30/03/2016	1705.00
OFF-PEAK (Night) Meter	E13Z016954 : MPAN 20 000 10091 144	31/03/2016	10542.00

Meter	Rates		Year Estimate £		One -Off Credit	Forecasted Year Cost	Forecasted Year Total (+taxes)
	Discounted Pence per kWh	Standing Charge Pence per day	Usage Cost	Standing Order			
Npower							
PEAK	8.990	23.789	£153.28	£86.83	£100.00	£140.11	£828.92
OFF PEAK	6.350	19.011	£669.42	£69.39	£50.00	£688.81	

RISK: There will be 1 day (31st March) on our day meter on variable rate with British gas - both contracts to start on 1st April. Related servers can only move contracts on the same day.

British Gas							
PEAK	10.3193	17.19	£175.94	£62.76		£238.70	£892.15
OFF PEAK	6.9099	0.00	£728.45	£0.00	£75.00	£653.45	

Both contracts to finish 30th March 2017

Extra Energy							
PEAK	8.9100	6.90	£151.92	£25.19		£177.10	£789.62
OFF PEAK	5.5700	6.94	£587.19	£25.33		£612.52	

Unable to provide electricity to 'related meters' (ie 2 meters on one supply) Which pavilion has.

Compare to present year deal							
PEAK	12.0818	30.00	£206.00	£109.50	£20.00	£295.50	£948.16
OFF PEAK	7.6140	0.00	£802.67	£0.00	£150.00	£652.67	

Note – On 9th February when deal confirmed with Npower, the discounted rate on peak had increase from 8.9 to 8.99 per kWh – so additional one-off credit for £50 agreed