

Girton Parish Council

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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
Cambridge CB3 0FH

Minutes of the Sport and Recreation Committee held on Wednesday 30th January 2008

Present: Cllrs M Wilson (Chairman), R Hodgkinson, V Godby, J Mayfield (to item 08/20), L.Sparling, C.Starling. Co-opted Members CMR Wilson, L Miller

08/01 Apologies for Absence

Apologies had been received from Cllr Taylor and Cllr de Lacey.

08/02 Member's declarations of interest for items on the Agenda

None.

08/03 That Standing Orders be suspended for an open session

No Members of the Public were present.

08/04 That Standing Orders be reinstated

Standing Orders had not been suspended.

08/05 That the Chairman sign the Minutes of the meeting of the Sport and Recreation Committee held on Wednesday 14th November 2007

Cllr Godby prop, Cllr Hodgkinson sec. Unanimous.

08/06 Matters arising from the Minutes

Minute 07/49: The Noticeboard has been received and fixed. Cllr Godby noted that more publicity should be done for activities taking place at the Pavilion.

Minute 07/50: Budget. The Committee noted the approved budget for 2008/2009 as approved by the Parish Council at the meeting of 19 December 2007 with modifications concerning the transfer of funds from Reserves as approved by the Budget and the Finance Committees.

Minute 07/52: Fees. It was noted that the approval of the Budget for 2008/2009 also confirmed user fee rates for 2008/09. Cllr Wilson stated that he had written to Girton Glebe School concerning fees but no reply had been received. The School was to be charged at the village youth rates. Letters detailing the new rates from 1st April will be issued before the end of February.

08/07 To receive information on current income and projected income from users by 'cost' centre

Cllr Wilson tabled a paper which showed income from various activities for 2006/07, the current year to date and projection for the end of the year. It was noted that information on income and expenditure could now be more easily obtained and sorted under the new accounting system permitting comparisons between outgoings on various facilities (pitches, MUGA, Hall etc.) and income received from activities (use of pitches, MUGA, Hall sport activities, Hall other etc). For planning purposes more accurate comparisons would be possible for review at the end of the current financial year.

08/08 To receive current financial statements (previously circulated)

a) Girton Recreation Centre Profit and Loss April – September 2007

b) Girton Parish Council Profit and Loss October – December 2007

c) Budget performance to 19th December 2007

Cllr Wilson noted that these reports had been circulated for information. Similar reports will be distributed in future and remain a regular meeting agenda item.

08/09 To agree in principle to introduce supplementary charges to offset electricity costs for the use of floodlights for the MUGA and Tennis Courts

Cllr Wilson tabled a Risk Assessment he had prepared for this item. It was noted that there were risks associated with both introducing and not introducing such a surcharge. Cllr Wilson noted that this first motion was to agree to a surcharge in principle rather than to agree and set a specific rate.

The Committee discussed the risk of major increases in power costs which might be incurred at short notice and the affect this may have on the operations of the Pavilion. Cllr Wilson pro, Sec. Cllr Mayfield, unanimous.

08/10 To agree a formula to be used to calculate a lighting surcharge for MUGA and Tennis Courts as follows: To establish an additional charge to users of the MUGA and Tennis Courts of £2 per session when floodlights are switched on. The Parish Council reserves the right to modify this surcharge at any point in the year to reflect increases in power costs

Cllr Mayfield proposed an amendment adding that:

“The Committee should investigate further the cost per hour of electricity to the Pavilion/Recreation Ground and areas within the Pavilion/Recreation Ground before making a specific recommendation for such a charge.”

Amendment: Cllr Mayfield prop, Cllr Sparling sec. Unanimous

Motion: Mayfield prop, Cllr Sparling sec. Unanimous

08/11 To review, prioritize and approve potential repairs and remedial work to Pavilion fabric (including but not limited to items 8/12 and 8/13-08/15 below) in view of available remaining funds in allocated budget for 2007/08(Paper circulated)

Cllr Wilson noted that £10,000 was allocated in the budget in 2007/08 for Pavilion fabric repair. Of this £4,800 had been spent to date. The budget set for this line in 2008/09 is £5,000. Within the funds available this year the Committee considered the priority items as follows:

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|---|---------|
| 1. Investigation of the leak causing damage to the Pavilion balcony | £1,000 |
| 2. Restaining of exterior woodwork | £2,900 |
| 3. Remedial work to external store room | £400 |
| 4. Replacement flooring in kitchen | £238 |
| 5. Hinge protectors to Hall doors | £100 |
| 6. To replace showerheads in the changing rooms | £208.87 |

It was noted that the costs quoted for item 1 covered only investigation and not resolution of the source of the problem which needed to be identified. This may involve a substantial sum. The Committee would request if necessary the transfer of further funds from building reserves to cover this future expense. The possibility that investigation of what may be a latent defect in the building could be covered by Building Regulations and guarantee was also raised. L Miller was to investigate to see if such a guarantee exists before engaging a contractor to carry out any remedial work to the balcony.

Cllr Godby prop. Cllr Wilson sec. Unanimous

08/12 To review quotations received for repairs to the Pavilion fabric and select priority items to be carried out and paid from allocated funds within the current financial year

The Committee approved the following:

- 1) Investigation of the leak causing damage to the Pavilion balcony

Quotations Received: Thackray: 1396.00
BSV 1000.00

- 2) Restaining of exterior woodwork

Quotations received: Coulson: 3248.00
BSV: 2900.00

- 3) Remedial work to external store room

Quotations received: BSV 400.00

All prices ex VAT

The Committee approved the quotations of BSV in all cases subject to conditions outlined at 08/11
Cllr Wilson prop, Cllr Godby sec. Unanimous

08/13 That the committee consider three quotations (tabled) for the painting of the Ladies, Gents and Disabled Toilets

This item was not discussed as a result of item 08/11

08/14 To approve expenditure of £238 plus VAT on new flooring for the kitchen

Agreed at Item 8/11

08/15 To approve expenditure of £100 for rear and front hinge protectors for fire doors

Agreed at Item 8/11

08/16 That the Committee consider three quotations (tabled) in respect of marking out a five-a-side football pitch on the Multi Use Games Area

In response to a request from Girton Colts Football Club C Wilson had experimented with a line marking machine which had proved to be sufficient to carry out the task. The Committee considered that the quotations that had been tabled for the lines to be permanently 'sewn in' were overly expensive and the issue could be examined when a new surface was required. Purchase of a new surface line marking machine at a cost of £65.76 + VAT was proposed. In addition to marking of the MUGA this machine would also be useful for line-marking work on the grass pitches when the ground was wet or heavy. Cllr.Godby prop, Cllr Sparling sec. Unanimous.

08/17 That the committee consider three quotations (tabled) in respect of a service contract for the maintenance of the Multi Use Games Area

L Miller informed the committee that when the refurbishment work to the MUGA was carried out in May 2006 the contractor advised the Council that regular annual maintenance should be arranged. The Committee agreed that Dave Gipp should be requested to carry out the work at a cost of £600 + VAT and that the consideration of an ongoing annual service contract would be considered at a later date. The work will be requested to be carried out after April. It was noted that this cost exceeds the budgeted amount set for 2008/09 and that contingency funds would need to be utilised.

Cllr Wilson prop, Cllr Mayfield sec. Unanimous

08/18 That the committee consider three quotations (tabled) for the laying of Pavers to one entrance to the Multi Goals Area

Following discussion it was agreed to request that Town and Country Landscapes go ahead with the work at a cost of £380 + VAT. Cllr Mayfield prop, Cllr Wilson sec. Unanimous.

08/19 To agree the wording of a specification for quotations for the grass cutting contract for 2008/09 to 20/10/11 and that the quotation be sought for a three year contract (Paper circulated)

The wording of the contract was modified so that item 3 reads:

3. 10 Acre field

To be cut approximately every 2 weeks during the growing season (14-15 cuts per year) plus additional winter and spring growing period cuts as climate requires and when ground conditions allow.

It was agreed to offer as a three year contract:

Cllr Wilson prop, Cllr Mayfield sec. Unanimous

08/20 To review contract cleaning contract terms and performance and consider requesting quotations for a three year contract

Cllr Wilson prop, V Godby sec. Unanimous

Meeting ended at 21.15

The next meeting is arranged for Wednesday 12th March 2008 following meeting with users at 7.00pm