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

**NOTICE of MEETING:** GIRTON PARISH COUNCIL  
**MEETING** Sport & Recreation Committee  
**DATE & TIME:** Tuesday 28<sup>th</sup> February at 7pm  
**VENUE:** Girton Recreation Ground, Cambridge Road Girton

**Members:** 7 + 2 Ex Officio      **Vacancies:** 1      **Quorum:** 3

**MINUTES**

Agenda Item	Item Description	Action/ Power
	<p><b>Members:</b> [5] Cllr Hayat (Chair), Cllr Blom, Cllr Marshall, Cllr Carney (Ex-Officio), Cllr Muston (Ex-Officio)  <b>Co-opted Members:</b> Andrew Hawkes  <b>Present:</b> Yvonne Murray (GPC Clerk), Angie Vidler (GPC Assistant Clerk), Chris Wilson (Groundsman)  <b>Members of the Public:</b> Two</p>	
22/48	<p><b>Welcome from the Chair</b>            Cllr Hayat welcomed all members to the meeting.</p>	
22/49	<p><b>To Receive Apologies and Reasons for Absence</b>  <b>Apologies:</b> Cllr Williams, Cllr Clare  <b>Absent:</b> Cllr Betts</p>	
22/50	<p><b>To Receive Members' Declarations of Interest and Dispensations</b>            Girton Colts – Cllr Hayat confirmed his son played for Girton Colts.            Girton Colts – Andrew Hawkes confirmed he was chairman of Girton Colts.</p>	
22/51	<p><b>Public Participation</b>  <i>No Members of Public wished to speak.</i></p>	
22/52	<p><b>To Approve Minutes of Sport &amp; Recreation Committee: 18<sup>th</sup> January 2023</b>   <b>Approval:</b> <i>Cllr Hayat proposed. Cllr Carney seconded. Four in favour. One Abstention (Cllr Blom as he did not attend 24/11/2022 meeting).</i></p>	<b>Approved</b>
22/53	<p><b>Committee to approve co-option of Recreation Ground Users</b>   <b>Graham Clare</b>            Confirmed he was representing Girton Bowls Club. He had lived in Girton since the end of 1945. He had previously run the Youth Club, Cubs and Scouts. He was currently Chair of Club 55. He had been a member of Girton Bowls Club since it was formed. He would be pleased to be co-opted onto the Sport and Recreation Committee so that the Bowls Club could be included in the Committee discussion.   <b>Alan Richardson</b></p>	<b>Approved</b>

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	<p>Chris Wilson confirmed that Alan was a committee member of the Tennis Club and helped to run sessions for young tennis players. Also, very helpful in helping with tasks on Girton Recreation Ground. Alan was co-opted in his absence.</p> <p><b>Approval:</b> Cllr Hayat proposed. Cllr Carney seconded. Unanimous Approval.</p> <p><b>Debate Highlights:</b></p> <p>Andrew Hawkes noted other groups missing. Highlighted Netball and Ballet. Ballet have been invited but time doesn't work for them.</p> <p>A newsletter might be useful for Sport &amp; Recreation users.</p> <p>Short-term Minutes will be sent to Recreation users and invite will be extended.</p>	
22/54	<b>Matters arising from Previous Meetings</b> <i>(for information only)</i>	<b>For Information</b>
22/54.1	<p><b>Action List</b></p> <p>GPC Clerk showed committee Action List which now holds tasks from 19<sup>th</sup> October 2021. The first Full Council meeting for this clerk.</p> <p>Operational Calendar and Monthly Budget is being compiled.</p>	
<b>Alan Richardson arrived at 19.10</b>		
22/54.2	<p><b>Any other Matters arising – A chance to raise any comments/concerns on previous agenda items.</b></p> <p><i>None</i></p>	
22/55	<b>Business items requiring a decision, or consideration by the Committee</b>	<b>For Decision</b>
22/55.1	<p><b>Committee to approve Mission, Vision &amp; Terms of Reference (including Scheme of Delegation)</b></p> <p>Cllr Hayat confirmed this item would be brought to next Sport &amp; Recreation Committee.</p>	<b>Deferred</b>
22/55.2	<p><b>Committee to review and note Sport &amp; Recreation Budget</b></p> <p>GPC Clerk/RFO displayed the Sport &amp; Recreation Ground Profit &amp; Loss account for 2022/2023 to date. Cllr Muston as Chair of Finance &amp; Resource Management highlighted the significant work that had been carried out by RFO to be able to provide this data.</p> <p>Cllr Hayat highlighted the importance for all project and operations work in taking a data-driven approach.</p> <p>Chris Wilson highlighted the importance of GPC to ensure that required work is carried out on a regular basis. There is a need for all Sports facilities to be well maintained and made ready for the season.</p> <p>This applies to all facilities in Girton and there is an exercise underway to confirm how much each user is subsidised by GPC.</p> <p>GPC Clerk/RFO confirmed the need to prioritise Capital Spend as well as Operational work. She noted that £50K had been confirmed as to be released from Reserves to fund improved spend.</p> <p>Graham Clare asked if it would be appropriate to highlight the urgent need for the Bowls Club toilets at this point in the agenda?</p>	<b>Noted</b>

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	<p>Cllr Hayat confirmed that a working group had been formed and that findings should first go through this group. He highlighted it was important to note that this group included GPC, GBC, and FTC.</p> <p>Graham Clare highlighted that Girton Bowls Club were the only sports club in the village that did not have access to on-site toilets. GBC had grown in stature over the last years and was largely made up of Girton Residents.</p> <p>He informed the Committee that GBC are now being asked to host County matches due to the quality of the Green. He believes it is one of the finest Bowls Greens in the County due to a lot of hard work by volunteers and a significant amount of money invested.</p> <p>He noted that spectators attend, and all members and visitors are currently relying on one Portaloo. The need for a Toilet Block is urgent.</p> <p>Graham also noted that Cambridge and District Bowls League have been making rumbles about GBC remaining in the league without toilets. He finished by saying: It is the least GBC can expect to have access to toilets including disabled toilets.</p> <p>Cllr Hayat confirmed this issue was being looked at by a separate working group as to what options could be pursued as next steps. He stressed the need for Business cases for all projects.</p> <p>An invitation was extended to Graham to be invited to next working group meeting.</p> <p>Cllr Marshall, Chair of the Bowls Club working Group confirmed that the two meetings to date had opened up a lot of possibilities. GTC had been asked to come forward with a reviewed proposal of GBC using facilities in the WCCC. The Working Group need to know what they are offering. The process to understand a full understanding of next steps is underway to agree the motion to go to Full Council.</p> <p>Cllr Hayat noted that the Bowls Club had been asked to carry out some costings. Graham confirmed this action was underway.</p> <p><b>Cllr Blom left at 19:24</b></p> <p>Andrew Hawkes on reviewing the Sport &amp; Recreation P&amp;L noted the fact that GPC was spending more than they could make. He had not given that a lot of thought before.</p> <p>Cllr Muston, Chair of Finance &amp; Resource Management highlighted the need for a clear decision of</p> <ul style="list-style-type: none"> <li>• How much GPC should finance?</li> <li>• Where should it be spent?</li> </ul> <p>She highlighted that the Pavilion Refurbishment project had been rescoped as the Task and Finish Group reviewed whether the cost could be justified.</p>	

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	<p>Cllr Hayat highlighted the need to make Informed decisions led by data.</p> <p>Chris Wilson highlighted that it was likely that GPC had under charged outside users and village clubs are being charged approximately two-thirds of that rate. Andrew Hawkes stated Girton Colts are likely paying a lot less than other equivalent clubs need to pay.</p> <p>GPC Clerk highlighted that this is why GPC were co-opting users and that the wider village should be involved and aware of charging. Data driven decision making is needed to remove risk.</p> <p>Cllr Carney stated that GPC need to be sure that they have a baseline in place as a starting point to deciding upon budget including charges. Full understanding is needed.</p> <p>Chris Wilson highlighted the effect of COVID and the potential Pavilion Refurbishment project on bookings for the Pavilion. He noted that GPC Assistant Clerk had done a good job on reclaiming users to the Pavilion.</p> <p>Cllr Hayat noted the Ear-marked reserves held to complete Pavilion Refurbishment.</p>	
22/55.3	<p><b>Committee to review and approve a Recreation Ground Charge increase of 10% for 2023/2024 season.</b></p> <p><b><u>Proposed 1<sup>st</sup> Amendment:</u></b> <i>Cllr Marshall proposed. Cllr Muston seconded.</i></p> <p><b>Committee to review and approve a Recreation Ground Charge increase of 10% for 2023/2024 season including the date by which they will be implemented.</b></p> <p><b><u>Proposed 2nd Amendment:</u></b> <i>Cllr Carney</i></p> <p><b>Committee to review and approve a Recreation Ground Charge increase of 10% for 2023/2024 season on 1<sup>st</sup> April for all facilities other than football teams which will be the 1<sup>st</sup> June.</b></p> <p><b><u>Approved 3rd Amendment:</u></b> <i>Cllr Hayat proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><b>Committee to review and approve an increase in all recreation facilities of 10%. This increase to apply for all users on 1<sup>st</sup> April or beginning of their season. Dates of seasons for each sport to be confirmed.</b></p> <p><b><u>Debate Highlights:</u></b></p> <p>Significant discussion took place on recommended charges from GPC Staff Team. Charges had not been raised since 2019 and a 10% increase was proposed. This was in line with 3% annual increase in years prior to 2019.</p> <p>Longer term need to compare charges with actual charges incurred by GPC was confirmed. This data review is under way.</p> <p>Andrew Hawkes raised question as to could GPC identify how much they were able to subsidise Sport &amp; Recreation in Girton.</p>	Approved

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	<p>Cllr Marshall pointed out the minimal increases in last 10 years and asked whether 12% increase should be proposed.</p> <p>The need to compare Girton Charges with other villages and via Cambs FA was raised. This action will be undertaken going forward.</p> <p>Andrew Hawkes pointed out that having co-opted Recreation users, GPC could consider what worked for them in times of timing of raising charges.</p> <p>Alan Richardson stated that he felt Tennis members would likely be happy with the proposed raise and he would take the information to their AGM in two weeks.</p> <p>Graham Clare asked if Cambridge Utd were to rent a pitch at Girton Recreation Ground would they be charged more money? Angie confirmed that would be the case.</p> <p>The above recommendation from Sport &amp; Recreation Committee will be placed on Full Council Agenda of 08/03/2023 for approval.</p>	
22/55.2	<p><b>Committee to approve list of projects for 2023/2024 Budget.</b></p> <p><b>Approval:</b> <i>Cllr Hayat proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p><b>Debate Highlights:</b></p> <p>Council discussed projects on the current list.</p> <p>Alan Richardson highlighted need for Tennis Court to be re-marked.</p> <p>GPC Assistant Clerk Vidler and Andrew Hawkes highlighted a possible Health &amp; Safety issue on the MUGA. To be investigated by Angie and Chris next day.</p> <p>GPC Clerk noted the need to review the staffing of GPC to ensure that all areas of the village are covered as needed and proactive maintenance of Girton Recreation Ground takes place.</p> <p>GPC Clerk to share list with this Committee online so that owners of each project can review, and business cases can be prepared starting with the High Priority projects.</p> <p>GPC Clerk also highlighted the need to update and extend GPC's Asset Register so that we can proactively address required maintenance of GPC assets.</p>	Approved
22/45	<p><b>To Receive Correspondence addressed to the Committee.</b></p> <p><i>None</i></p>	
22/46	<p><b>Committee unanimously approved communication of items from this meeting.</b></p> <p><i>This item is designed to ensure that Committee can approve key items of communication from this meeting on Committee Website, Facebook, and Twitter.</i></p>	Approved
22/47	<p><b>Date of next meeting(s): Workshop to be held in two weeks. Aim to then hold next committee in one month.</b></p>	
<b>Meeting Ended: 20:43</b>		

## Guidance For Visitors to Girton Parish Committee

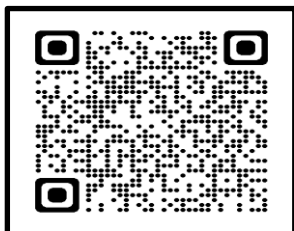
The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

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### NOTICES FOR MEMBERS OF THE PUBLIC

#### Parish Committee Agenda

A full copy of this agenda with appendices and reports may be found on the Parish website at <https://www.girton-cambs.org.uk/girton-parish-Committee/> or requested from the Clerk. Our Village Noticeboards will include a copy of the agenda only including this guidance page. Webpage QR Code below.



#### Public Participation

Members of the public are welcome to attend this meeting and any other Girton Parish Committee public meeting. If you wish to raise a question or topic at the meeting it will help us if you contact the clerk, who will be pleased to explain the procedure. Clerk email: [clerk@girton-pc.gov.uk](mailto:clerk@girton-pc.gov.uk). Members of the public may address the Committee within an allotted time of **15 minutes** during Public Participation on the agenda.

#### Exclusion of Press and Public

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)4 of the Local Government Act 1972, exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act, as amended.

Items to be confirmed here/

#### First Aid

If you feel unwell or need first aid, please alert a member of staff.

#### Toilets

Public toilets are available on the ground floor of the Pavilion in the corridor through the double doors in the Community Hall. These include facilities for disabled people.

#### Recording of Business and Use of Mobile Phones

Girton Parish Committee are open and transparent about how we make decisions. The Committee may record public meetings. Recording, filming and photography at Committee, Committee and other meetings is allowed where members of the public can attend, so long as proceedings at the meeting are not disrupted. Members of the public may not speak during Committee proceedings. We also allow the use of social media during meetings to bring Committee issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent/ vibrate mode.

#### Smoking

No one can smoke at any time within the Pavilion or at any Committee meeting.