

SLAUGHAM PARISH COUNCIL

RECREATION COMMITTEE MINUTES

Thursday 11th August 2022 at 6.30pm
MacNaughton Hall, Finches Field, Pease Pottage

Email clerk@slaughampc.co.uk
Website: <http://www.slaughampc.co.uk>



Present: Ken (chair), Martyn, Lesley, Andy, Lorette, Jane, Julia,

Others Present: Sally, the Clerk

- 1 **Apologies for absence:** Sim
- 2 **To approve the minutes of the meeting held on the 15th March 2022** TBC
- 3 **To receive declarations of interest from members in respect of any items on the agenda.**
None
- 4 **Open Forum:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance in respect of items on the agenda.
If you wish to attend, please email the clerk@slaughampc.co.uk. GDPR Notice - Please note that the Council is making audio and or video recordings of this meeting. The Council's recordings are used for administrative purposes only. By participating at the meeting, by requesting access you consent to this. If you do not agree please do not join the meeting. NONE
- 5 **Handcross Sports Pavilion – Management Committee Reports:** to receive and note committee and advisory group updates – Committee to consider the RECOMMENDATIONS:
 - 5.1 **Handcross Football License Agreement –** The resident club are folding have the Council have the following:
 - 5.1.1 The Club have asked to exchange equipment for fees owed:

2019/20 6 games X £8 + £60 ground rent =	£108.00
2020/21 Covid 0 games X £8 + £60 ground rent =	£60.00
2019/20 12 games X £8 + £60 ground rent =	£156.00
<i>Total = £324.00 Outstanding</i>	

This would cover the shed, nets, corner flags and goalposts.
 - 5.1.2 The Committee under delegation agreed to the following:
 - 5.1.3 To inspect the equipment to include line marker in the transfer.
 - 5.1.4 The new club taking over will be under a new license. The ground rent fee to remain the same at £60 with a £15 per game match which will be invoiced retrospectively.
Sally & Ken will meet with the Club to discuss handover of all the equipment in exchange for outstanding fees
 - 5.2 **Petanque –** The Club are yet to sign the License and pay 2022 fees. Ken, Julia, Lesley and Sally met with the Chair and Secretary to discuss the following:
 - The 12 month notice period – To remain in place. As explained the License is for three years the break clause is in place for the hirer and the Council should they wish to break from the license due to unforeseen circumstances
 - The dilapidated boundary fence under the responsibility of the Petanque
The Committee have examined the area and recommend the following:
The Council will install additional fencing to secure the playground to the hedge see *Diagram 1*. This will complete the boundary of the play area..
The Club are responsible for replacing the fencing required to the same standard, if they wish to secure the piste please see *diagram 2*.



Diagram 1 – New Fencing to secure play area



Diagram 2 – Parish Council Fencing

- 5.3 **Barrier** – Installation date 18th August 2022 – Sally has spoken with the haulage company to remove the concrete blocks. She has raised the PO for £280 plus VAT *under email approval scheme delegation*. This work will be done on the 17th ahead of the barrier installation. Lesley will check that the gates are secured ahead of this.
- 5.4 **Other Matters** – Members to consider other matters - None

6 **MacNaughton Hall**

- 6.1 Additional Lighting – Front and Rear update on options Sally to look at solar lights for the rear, patio front and side. Andy will install them
- 6.2 Internal Door Locking additional Camera's patio – Update on schedule – Not progressed
- 6.3 Benches – To approve installation Fees cc'd in advance – Under FC remove.
- 6.4 Grass/Weed Clearance Agreement – Lorette and Sally monitoring costs
- 6.4.1 Costs for Black Swan will be refunded and reallocated to Council under village maintenance.
- 6.4.2 Costs associated with Sports Pavilion will also be refunded.
 £190 Recreation Ground Gardening Services
 £60 Window Cleaning
 £350 Black Swan
- 6.4.3 The 5 tables repatriated from Handcross to be replaced from the Community Fund Mac Hall. Sally to advise on tables
- 6.5 Members to consider power UPS Power back up unit – Sally to talk to Barry re other quotes for UPS system and ask about limit switch it is just doors or more.
- 6.6 MH Management Committee Updates/General: -
- 6.6.1 Cleaner rate at Mac Hall 9.50 per hour – Handcross 12.50 per hour
 Currently the cleaner at Handcross cleans the whole building inc changing rooms. The Cleaner at Mac Hall does not. Andy to discuss with Carol and Karen. Finance Committee to consider increase.

7 **General**

- 7.1 **HSE Risk Assessments – Committee to implement Risk Assessment Programme**
- 7.1.1 MacNaughton Hall -
- 7.1.2 Handcross -
- 7.1.3 Playgrounds – Play Inspection Company
 Lorette to look at previous dates.

8 Hire Agreement

8.1 Members to consider modifications to the agreement section 32

32.3. *There are to be no ball games, bouncy castles, climbing frames or similar inside the building.*

32.4. *There are to be no skateboards, rollerblades, roller skates, wheelie trainers, studded footwear, footballs, tennis, cricket balls or similar allowed inside the building at any time.*

32.5. *There are to be no darts, archery, knife throwing or similar.*

8.2 Hall Charges – Members were ask to consider current fees in accordance with raining costs and other venues locally Building Maintenance Plan/s Projects –

9 Building Maintenance Plan/s Projects

9.1 Bench Brackets - Handcross – Sally to ask Simon under parish project

9.2 Replacement Tables – see *item 6.4*

9.3 Rear Canopy Mac Hall – No update Gary Marsh – Sally to chase

9.4 Internal Locking and Camera patio – Sally to get update

10 Finance Reporting – Income & Expenditure

10.1 MacNaughton Hall Management Account £6.5k in the Bank - Account has improved however, the Council is still covering utilities and rates and additional expenditure see below:

10.1.1 Electricity 010422 – 010822 £853.08

10.1.2 Gas 010422 - 010822 £1152.72

10.1.3 Business Rates – 2022 £4740.50

10.1.4 Other Expenditure - £ 3086.83

Total Additional Overheads £ 9833.13

The Hall is not yet in a position to sustain itself without additional revenue. The income from the hire of the changing facilities totalled £724.25, which is less that expected considering the use of the District's Pitch across the season. The Committee have been monitoring this.

10.2 Handcross Management Account £17k 29 Mar – 27th May

10.2.1 Income £270

10.2.2 Expenditure £218

Total at the Bank £17647.30

10.3 Additional Financial Obligations reporting – Income and Expenditure.

Sally advised members that Carol is standing down in her position as Booking Secretary. Carol has been an amazing asset to the Committee but now needs to focus on her family and other commitments.

This is an unfortunate situation in that we lack resource to manage this facility and without a secretary we will not be able to take bookings, resulting in no income. If we are unable to promote a building which we are incapable of operating successfully then will be running at a deficit especially with the increasing costs in utilities see *item 10.1* The Hall is making steady progress but is not in a position to sustain itself currently.

Sally in her role as Finance Officer has notified the Council of this position. She has provided options that could be available but caveating those with the ongoing issues that we have with the site. The site is conflicted as a sports venue and community hall. There are known problems surrounding the use of the pitches at Simpsons Land and Furngate Youth which continues to clash with bookings making it problematic for the hirers. Furngate take much from the village with traffic, bad parking and disruption to

the site. This is having a severe impact on the Parish and the rental capacity for the site which is stifling revenue.

We have also had a turnover of resource in the halls shorts lifespan for these reasons. It is recommended that the Council consider the longevity of MacNaughton hall under Slaugham Parish Council and discuss its future with a view to raising these concerns with the District Council who own the site.

The Council will need to consider these issues ahead of the next financial year, which will be looked at in November 2022. The timing for this is appropriate. Sally will prepare a briefing note and feed back Councils view after the 29th September meeting.

11 **Other Recreational/Advisories/WIP/**

- 11.1 Old Telephone Box/s – Sally chasing BT it's a case of remove or retain and tidy up
- 11.2 Planters Pease Pottage – Lack of resource to manage to consider other options for the site.

12 **Bus Stops – New/Replacement Project**

- 12.1 Cedar's Bus Stop Replacement
- 12.2 Nymans – Members to consider options – Sally to obtain quotes ahead of September meeting recommend to Finance/Council.
 - 12.2.1 Members to discuss the surrounding area enhancements project Nymans feedback.

13 **Knapes Garden – Update**

- 13.1 Committee to consider future management plan for the site - WIP
- 13.2 Eco Survey quotes – Members to consider ecological survey costs

14 **Matters for future discussion-**

- 14.1 Cleaner pay rate MacNaughton Hall /Sports Pavilion – see item 6.6
- 14.2 Utilities fees
- 14.3 Resourcing issues Mac Hall

15 **Date of Next Meeting 22nd September at 6.30pm**