

MINUTES of a Meeting of the Joint Bowerhill Jubilee Sports Field Forum held on Monday 8th July 2013 at Crown Chambers, 7 Market Place, Melksham at 7.30pm

Present: Parish Council: Cllr. John Glover (Chair of the Meeting); Cllrs. Alan Baines; Rolf Brindle; Mike Mills and Pat Nicol

Sunday Footballers: Mike Rogers who was also representing the views of Danny Jones from Cereal Partners

Melksham United: Rob Bridges

Apologies: Cllr. Richard Wood (Council Chairman – on holiday); Cllr Mike Sankey

- 124/13 **Declarations of Interest:** Cllr. Glover declared an interest in Melksham United as his grandson played for the Melksham Youth Team. Cllr. Mills declared an interest as a Bowerhill Hall Trustee in the quotation from Marc Adams as Mr Adams had a contract for the cleaning of the Hall.
- 125/13 **Minutes, Sports Field Forum Meeting 10th June:** These Minutes were noted.
- 126/13 Arising from Min 67/13 **Cleaning Contract:** Quotations had been sought from at least five local cleaning contractors and one reply had been received from Marc Adams as follows: 6 months weekly cleaning £300; Chemicals bin liners, toilet rolls etc for 6 months £150 and for a One off heavy clean £192; Mr Adams queried the possibility to “improve and maintain a high standard of cleanliness” for the Pavilion in its present condition. The Forum accepted this comment. The Clerk recommended that the Pavilion be given an immediate heavy-clean in view of the grubby condition of the interior and the dirty toilets. This was not accepted. It was noted that there was nowhere to keep materials and the contractor would need to remove them after every clean. It was felt this was safer from a Health and Safety point of view.
Recommended: *The Council accept the quotation from Marc Adams in the sum of £300 +£150 materials = £450 total for a weekly clean for 6 months, commencing on 1st September.*
- 127/13 Arising from Min. 66/13 **Constitution for new Sports Club:** It was noted that Mike Rogers had now produced a draft Constitution in line with the FA Charter Standard Club Programme Constitution and Club Rules. *See also Item 00/13 below*
- 128/13 Arising from Min. 67/13 **Maintenance of existing Pavilion:** **Recommended:** *The Council ask Wiltshire Council what were the arrangements for maintenance of the existing pavilion and enquire whether the boiler had recently been serviced.*
- 129/13 Arising from Min. 69/13 **Missing set 11vs11 goalposts:** It was noted that English Landscapes had not returned the missing set of goalposts. The Clerk reported that English Landscapes staff had agreed to return them but they had not appeared. There was discussion about where they could be stored when not in use. Mike Rogers offered to ask Andy Boyce about whether they could be padlocked to the fence.
Recommended: *The Clerk chase this up with English Landscapes.*
- 130/13 Arising from Min. 69/13 **Damaged posts on 9 vs 9 pitch:** Rob Bridges reported that these posts had been installed on an angle by English Landscapes and kids had subsequently swung on them and caused damage. They needed to be re-installed.

Recommended : Greensward be asked for a quotation to install them and instructed to send the invoice to Rob Bridges

- 131/13 **Proposed Constitution for Sports Club & Management Committee:** The FA Constitution from Mike Rogers had been circulated, together with a sample Sports Club Constitution and Guide to writing a Constitution. Forum members made the following points:
The Constitution needed to reflect the fact that the Sports Field was public open space and should be equally accessible to everyone in the community.
It was important that all active users were represented on the Management Committee.
The ATC had obtained permission from Wiltshire Council to use the field regularly but as the field was now in Parish Council ownership, the Council needed to liaise with ATC about future use and ask for a donation for use.
The Sports Club should primarily be affiliated to the Fields in Trust, although it was recognised that the Football Clubs had an affiliation to FA. as well.
There should be a modest subscription charge for all users. All members of football teams would be automatically in the Club.
There should be no reference to the Pavilion in the Constitution (although changing rooms may need to be booked for matches.)
The Management Committee should include the following representatives:
 Bowerhill Youth Club - 1 member
 Parish Council - 2 members
 Sunday Football 1 member
 Melksham United Football 1 member
 Bowerhill Residents action Group 1 member
The Management Committee should have powers to co-opt extra members for a defined period if they needed specific advice on a matter
Meetings of the Management Committee should be held quarterly
The Constitution, once adopted should then be reviewed annually at the AGM
The AGM should be held at the end of the season in May
Recommended: The Clerk incorporate the above points into a draft Constitution and circulate to members of the Forum for their comments.
- 132/13 **Pitch Layout for new football season, Bowerhill:** It was reported that Mike Rogers and Rob Bridges would shortly be meeting with the contractors to agree the pitch layout for the coming season. Rob Bridges reported that his requirements could change as he was experiencing problems getting junior rates for pitches booked at Melksham Park where pitches were being linked to adult team usage.
- 133/13 **Income for bookings & pitch usage:** Rob Bridges reported that there had been extra costs recently. There were less teams this season but Melksham United was paying more. He was now using eight different facilities and his teams comprised 90% of bookings at the different facilities. That meant less use at Bowerhill. The initial income figure given to the Council was the total income for all the facilities his teams had used in 2012/13. The Clerk asked him if he had sent the revised estimate of his previous charges to Teresa, as income figures affected the Council's planned budget. Rob Bridges confirmed he had emailed the correct figure but would send it again to make sure. Cllr.Glover emphasised Rob would need to let the Council know if his requirements went down, so that pitches could be let to other teams. Mike Rogers reported he would also appreciate knowing any changes re requirements for

Melksham United so that he could generate more revenue through extra bookings . He knew of 11 aside teams he could bring in. His team would be paying £720 for the new season and had six home games booked at the moment. He had two extra 11 aside pitches booked for August/September at a rate of £50 per pitch and as this was for training purposes there would be an extra payment. Cllr. Glover felt the planned floodlighting would help for training. Mike Rogers confirmed he was examining other ways to bring in income as well.

Rob Bridges left the Meeting at 8.40 p.m.

134/13 **Grass-cutting contract & Funding for Management Committee:** There was lengthy discussion on whether the new Club should take on immediate responsibility for the grass-cutting contract and manage all the income and expenditure right from the start or whether this should be done when the new Pavilion was in place. It was noted that a separate bank account would be required for the Club and the Club's income would be less than the expenditure at least until the new Pavilion was in place and able to be let for extra activities. It was noted that the first year's grass-cutting contract ran until 31st May and was between Greensward and the Council. It was also noted that the field was public open space for use by the whole Bowerhill community as well as the rest of the parish. The Clerk advised in view of this that it would be reasonable to meet some of the annual maintenance costs from the Council Precept as the Council was in a position to be able to raise funds from the Precept whereas the Club could only gain income from membership and pitch use. There was discussion about whether the Council should continue to hold the grass-cutting contract until the end of the first year. It was agreed that the best way for funds to be transferred to the Club would be via a grant application to the Council. Mike Rogers emphasised that a regularly monthly transfer to the Club would be required if the Club took on the maintenance.

135/13 **Date of Next Meeting:** It was suggested that the first meeting of the new Management Committee take place on Monday 29th July at 7.00 p.m. and that this Meeting would be held at Crown Chambers.

Meeting closed at 9.30 p.m.

Chairman, 22nd July 2013