

**MELBOURN PARISH COUNCIL
DRAFT MINUTES**

Minutes of the Finance and Good Governance Committee Meeting held on Monday 9th October 2017 in the upstairs meeting room of Melbourn Community Hub at 7.30pm.

F&GG Committee - Cllrs Clark, Gatward, Hales, Kilmurray, Madiyko, Norman, Regan, Sherwen, Travis,

Present: Cllr Travis, Chair, Norman and Sherwen.

In attendance: The Clerk and two members of the public

FG20/17 To receive any apologies for absence

Cllr Clark, Gatward, Hales, Kilmurray, Madiyko, Regan

FG21/17 To receive any Declarations of Interest and Dispensations:

- a) To receive declarations of interest from councillors on items on the agenda
Cllr Norman stated her husband is Dr Atkins for FG26/17 2) on the agenda this evening she also stated she is a member of the MAYD Committee. FG26/17 4)
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate
- The Clerk confirmed a dispensation request had been granted for FG26/17 4) from Cllr Norman.

FG22/17 To approve the minutes of the Finance and Good Governance Meeting 4th September 2017

There were two amendments:

FG17/17 – It was Cllr Norman that pointed out about the long term agreement for the insurance rather than the Chair.

FG18/17 – The action was for unplanned expenditure policy to go to the next Parish Council Meeting

THERE WERE TWO AMENDMENTS TO THE MINUTES, IT WAS THEN PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR SHERWEN THAT THE MINUTES WERE A TRUE RECORD OF THE MEETING. ALL WERE IN FAVOUR.

FG23/17 To report back on the minutes of the Finance and Good Governance Meeting 4th September 2017

FG14/17 – The Clerk explained that the insurance company had confirmed the standard of cover for Employee Liability and Public and Products Liability were suitable for a Parish Council this size.

FG16/17 – The Clerk explained she had completed her suggested amendments to the budget headings within Edge and that Chris Edge from EDGE IT is currently reviewing the document. Once feedback has been given The Clerk will arrange a meeting with F&GG Committee to go through the headings. The Chair thanked The Clerk for completing this difficult task. **ACTION: THE CLERK TO CHASE EDGE IT AND ARRANGE A MEETING WITH F&GG.**

FG19/17 – The Clerk explained in relation to S106 monies she is waiting for more information from the S106 Officer at SCDC and this is work in progress.

FG24/17

Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

The Chair suspended Standing Orders at 7.37pm

Dr Atkins, Melbourn Dynamos explained he was there to answer any questions in relation to his proposal

The Chair reinstated Standing Orders at 7.38pm

FG25/17 To discuss and review unplanned spend categories recommended from Maintenance Working Party

The Chair explained there is no paperwork to go with this agenda item this evening as the Maintenance Working Party are meeting to discuss this in more detail and then this will be brought to the next F&GG Meeting

ACTION: THE CLERK TO BRING THIS AGENDA ITEM TO THE NEXT F&GG MEETING

FG26/17 To discuss financial aspects of management of the pavilion and sports ground and recommend the outcome of these discussions to the Parish Council – APPENDIX A

1. Fee for business use of the sports field

Cllr Norman explained the three year Service Level Agreement came to an end on 31st July 2017 and the Parish Council went out to tender for a company to run the pavilion and the reason there was no interest was because there was lack of incoming and outgoing financial information from BeActive. The Parish Council has been running the pavilion since the beginning of August and now has a feel for this and the questions being asked tonight do not have any history.

a) Whether a charge should be levied

Members felt even though businesses are only using the pitches the emergency vehicle gate would still need to be opened, litter would still need to be cleared and there would still be wear and tear to the pitches.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY NORMAN TO CHARGE FOR BUSINESS USE ON THE SPORTS FIELD. ALL WERE IN FAVOUR THIS WAS CARRIED.

b) The level of charge

Members felt the fee should be per session and not per hour.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR TRAVIS TO CHARGE £10.00 PER SESSION FOR BUSINESS USE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

2. Negotiation of an annual fee is a good idea

a) Whether an annual fee is a good idea

The Clerk explained by Dynamos paying a 'one off' fee this would be a very positive move for the Council as it would reduce administration time in the Office. The risk to the Parish Council is that by agreeing a set fee the actual revenue could be slightly less and the risk for Dynamos is that matches may get cancelled for which they would have already paid, but it would make Dynamos' budgeting much easier.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR SHERWEN THAT AN ANNUAL FEE PAYABLE BY MELBOURN DYNAMOS IS A GOOD IDEA. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) Whether the proposal made by MDFC should be accepted by the Parish Council

Standing Orders were suspended at 7.53pm so that Dr David Atkins from Melbourn Dynamos could answer questions.

The Chair explained as BeActive ran the pavilion last year the Parish Council does not have the necessary information relating to the accounts.

Dr Atkins explained all information has been carefully laid out in the proposal and by paying a one off fee to the Parish Council at the beginning of each season it gives Dynamos the flexibility and would certainly be less time-consuming for the Parish Council. Dr Atkins stated the annual fee does not save Dynamos money, but mirrors what they were paying to BeActive. Dr Atkins stated last year they paid BeActive £8400 and this year Dynamos are paying Melbourn Village College for the use of their Sports Centre and fields. Dr Atkins also explained Dynamos pay additional costs for extra grass cutting and the marking of pitches.

The Chair commented that the Parish Council are very happy to partner Dynamos, so they play their matches in Melbourn.

Members stated that as there has been no financial history from BeActive this proposal is on trust, however by the end of the season the Parish Council can check the amount of games that will have been played as the office will have an accurate fixture list.

Dr Atkins explained that set out in Annex 1 shows the proposed number of matches which Dynamos anticipate to use and the cost will be less than the actual figure being proposed.

Within the proposal Dr Atkins asked the Parish Council if they would consider storing the girls under 13 'put up goals' with the men's goals that are currently held in the storeroom at Littlehands. The girls at the moment have to retrieve their goals from the Melbourn Village College Site and these are very heavy

The Chair reinstated Standing Orders at 8.10pm

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR SHERWEN TO ACCEPT THE SINGLE PAYMENT PROPOSAL FROM MELBOURN DYNAMOS AND RECOMMEND TO FULL COUNCIL. ALL WERE IN FAVOUR. THIS WAS CARRIED.

3. Criteria for free use of the facilities

Members agreed the criteria for free use of the facilities was:

- The organisation must be based in the Parish
- The organisation must not make money from the use
- It must be occasional use

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR NORMAN TO ACCEPT THE CRITERIA AS WRITTEN AS ABOVE. IF OTHER CRITERIA NEEDS TO BE ADDED THIS CAN BE DISCUSSED AT A FUTURE MEETING. ALL WERE IN FAVOUR. THIS WAS CARRIED.

4. Youth Club (MAYD)

a) Whether to continue to charge MAYD for use of the Pavllion and sports grounds

The Chair read out comments from Cllr Hales, Chair of MAYD, asking if the Parish Council would consider some leeway to help MAYD finances. His recommendation was the Parish

Council should not charge MAYD for using the pavilion one night per week, however if a second night is used the Parish Council could charge MAYD 50% of the booking fees.

Members felt the Parish Council still need to be transparent about the incoming and outgoings of the Parish Council accounts and the Parish Council need to know how much each year it is paying for MAYD as the money will come from the Parish Council anyway.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR TRAVIS TO RECOMMEND TO THE PARISH COUNCIL TO CONTINUE TO CHARGE MAYD FOR THE USE OF THE PAVILION SO THE PARISH COUNCIL HAS A CLEAR UNDERSTANDING OF THE ACCOUNTS. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) If MAYD is to be charged how much?

The Clerk presented a list of all pavilion bookings/room hire from 1 April 2016 to 31st March 2017. The cost of this came to £2310.00.

IT WAS PROPOSED BY CLLR NORMAN AND SECONDED BY CLLR SHERWEN TO RECOMMEND TO FULL COUNCIL THAT TO CHARGE AN ANNUAL FEE OF £2300.00 TO MAYD FOR THE USE OF THE PAVILION. ALL WERE IN FAVOUR. THIS WAS CARRIED.

The Chair closed the meeting at 8.20pm

APPENDIX A

AGENDA ITEM FG26/17

FINANCIAL ASPECTS OF MANAGEMENT OF THE PAVILION AND SPORTS GROUNDS: RECOMMENDATIONS TO COUNCIL

A proposal for the future management of the Pavilion and sports grounds will come to the Council on 23 October 2017. However, there are some financial aspects for which it would be helpful to have recommendations from the Finance and Good Governance Committee for the PC to consider. These points have arisen from questions asked over the last couple of months.

1. Fee for business use of the sports fields.

The PC is using the same fee structure as the previous management regime and will review this next year once we have a better idea of the income and costs associated with the Pavilion and sports fields.

However, we have identified a gap in the current fee structure. A business uses the sports fields for a couple of sessions a week of 'Boot Camp'. To date the business has not been charged for this use. Can the F&GGC recommend;

- A) **Whether a charge should be levied.** There is a notional cost to the PC for opening/closing the access gate when the field is in use to allow emergency vehicles access and there is wear and tear to the grass.
- B) **The level of charge.** If the committee recommends a charge should be levied, how much should it be, and per session or per hour? A football match costs £28 for a Melbourn team and £38 for any other team and this includes use of the Pavilion.

2. Negotiation of an annual fee rather than 'pay as you go'.

The current fee structure is based on a charge for individual sessions of use of either the sports grounds and/or the Pavilion. However, Melbourn Dynamos Football Club (MDFC) has proposed an annual fee (Annex). Can the F&GGC recommend:

- A) **Whether an annual fee is a good idea.** The letter from MDFC makes a case based on reduction of the amount of administrative work of invoicing, paying and processing lots of small sums.
- B) **Whether the proposal made by MDFC should be accepted by the PC.**

3. Criteria for free use of the facilities.

Examples of events which have not been charged for are: Melbourn Fete which has free use of the Pavilion and all the sports fields, the Bowls Club which had free use of the Old Recreation Ground for parking, and the East of England Air Ambulance (the New Recreation Ground).

So that the PC is consistent in its decision-making, criteria need to be agreed for dealing with any requests for free use. The suggested criteria are:

- The organisation must be based in the Parish.
- The organisation must not make money from the use.
- It must be a one-off use.

Do Councillors have any other criteria to suggest?

4. **Youth Club (MAYD).**

MAYD uses the Pavilion (and sports grounds sometimes) for 2 sessions on a Tuesday evening during term time. The previous management charged MAYD for the use of the Pavilion.

Can F&GGC recommend to the PC:

A) **Whether to continue to charge MAYD for use of the Pavilion and sports grounds.** The argument for continuing to charge is that the intention continues to be to make the Pavilion/sports grounds into a separate entity from the Parish Council which manages the use and maintenance of the Pavilion and grounds on behalf of the PC. If this is to be financially viable, the entity must receive an income for such a significant use. To date, the rent for the Pavilion has been paid from the community grant made to MAYD and this should continue to be the case if a charge is made.

B) **If MAYD is to be charged,**

- **How much?** Should the charge be calculated on annual basis as suggested under 2 above?



Dr David Atkins
MDFC Secretary
Millside Cottage
31 Station Road
Melbourn
SG8 6DX

Tel 01763 263462

Secretary.MDFC@gmail.com

1st October 2017

Dear Sarah,

**MDFC BOOKINGS OF PARISH COUNCIL PITCHES & PAVILION FOR THE 2017/18 SEASON
PROPOSED SINGLE ANNUAL PAYMENT**

Melbourn Dynamos welcomes the support of The Parish Council that enables us to be based in the village where we play all of our home matches. This season we have 16 teams registered to play league football. Most of these teams will play their matches on MVC's sports land. We also welcome the opportunity to use 2 of the Parish's pitches:

- the **Adult pitch** nearest to the Pavilion and river; and
- The **Junior pitch** on the old recreation ground.

In addition, MDFC would like to make occasional bookings of the pavilion. We have already used the Pavilion for a pre-season tournament on 9th September and are also likely to book it for a late season tournament in May and possibly for one or two evening committee meetings .

We would like to propose a single annual fee to be negotiated at the start of each season based on anticipated use. We believe that this would benefit both parties and would be preferable to the administrative work of invoicing, paying and processing lots of small sums. Our proposed payment of £1,600 is based on the attached predicted uses at Annex 1. Please note that in considering this proposal, MDFC will continue to contribute to the maintenance and development of these pitches by paying for:

- the blue internal pitch markings for the pitches;
- some extra cuts, rolling and treatment to improve the surfaces;
- some weed clearance of the perimeter of the old recreation ground; and
- ensure that matches are cancelled when conditions could damage the pitches

Please let me know if you need further information. We would be pleased to attend any Parish Council meetings if this is required.

Yours Sincerely

David

Dr David Atkins
MDFC Secretary

Analysis of the Proposed Single Payment of £1,600 by MDFC

The Junior pitch on the old recreation ground:

- our U17 Girls on Saturdays play on it once every 2 weeks;
- our U13s on Sundays play on it once every 2 weeks
- our U14s on Sundays play on it once every 2 weeks

The Adult pitch on the new recreation ground nearest to the Pavilion and river:

- our U13 Girls on Saturdays play on it once every 2 weeks;
- our U15s on Sundays play on it once every 2 weeks

Over the course of this season we expect these teams to play a total of 66 home matches. At £20 per match, this translates to a total **£1,320** for pitch hire. In a season with poor weather where matches have to be cancelled to, protect players and pitches, we accept that this may be an overestimate.

The proposed single payment of £1,600 is also to include:

- the tournament of 9th September for which we hired the pavilion, both Adult pitches and the old recreation ground for car parking from 07.00h – 13.30h;
- a similar tournament in anticipated in May 2018;
- use of the Parish's net storage facilities in the Little Hands building to store 2 x 9v9 goals (in bags) for use by the U13 Girls for their home matches; and
- use of the pavilion for a Committee meeting on 25th September 20.00h-21.30h