Minutes of a Sports Committee meeting, called by the Chairman of Islip Parish Council held on November 4th, 6.00pm at the Sports Pavilion

**Present**

Cllrs E Taylor, R Maxwell, B Lymn (IPC) D Maxwell (SFC) Clerk C Tilley

1. **Apologies received –** TACT, Nigel Hardy (user) J Scanlon (user) Dan Carter (user) Cllr Tarling-Toley (IPC). (Dan Carter R&D sent his thanks for the quality of the facilities).
2. **Approved previous minutes- June 29th 2022**
3. **Sports Field Committee- Members and responsibilities were confirmed as**

*Chairman/Finance/Fixtures* Richard Maxwell (IPC) *Pavilion* Dorothy Maxwell

*Head Groundsmen Football* Richard Maxwell / Howard (Northampton Lions)

*Projects* Richard Maxwell (IPC)

*Cricket- Chris Burdett* (Thrapston Cricket Club) *Clerk-* Claire (IPC) IPC Representatives- 2 to include Chairman

1. **Relationship between Parish Council and Sports Committee**

Received explanation. No comments made.

1. **Sports Field Bookings/Calendar**

Discussed who will be responsible for making bookings/creating invoices/maintaining database and any implications. It was determined that the Clerk would start putting the bookings into the calendar and to let RM and DM know. RM will provide Clerk with a plan sheet as to who can book which field area to enable her to make the bookings

Also decided to place Database onto Sharepoint with two users-the Clerk and RM at a cost of £7.60

per month so that it is live on the website. There have been ongoing queries from users with regards to VAT charging. Cllr Lymn had found a document that allows for VAT exemption bookings to be paid either in advance or in instalments. Clerk to amend User agreement accordingly. Ask each user group how many sessions they will need, and if more than 10+ with each no more than 14 days apart- issue an invoice without VAT.

Clerk to do screen grab of bookings and ask user groups to confirm them before sending final invoices.

1. **CCTV-** Discussed recent complaint. Determined that the CCTV policy will be updated to explain rationale of the process in line with Home Office updated guidelines. Agreed to place an additional CCTV signage in use in the pavilion, there is already one on the entrance to the premises. CCTV will be switched back on as is there for safety of user groups/volunteers and pavilion
2. **Finance-** To note balance of account to 27th Oct is £10,205 with £2211 invoiced to come in and discuss Fascia quote (Appendix 3). Deemed far too expensive-budget was £2000. DM will get two more quotes
3. **Questions from Sports Committee members received by Clerk-**

Carpark lights out ? These lights will be repaired once electrician is available.

Pitch floodlights? They take 8 volunteers to install, so have to wait to until a user group is available- hopefully at the weekend.

Appendix 1

An Annual Audit in 2019 highlighted that the Islip Sports Association (ISA) was not constituted in accordance with legal guidelines. After much research it was determined that it was not feasible for the ISA to become a separate body to hold the lease and bank accounts in its own name. The solution to this was to recreate it as a sub-committee of the Parish Council with ‘Terms of Reference’ that were agreed with the Chairman of both the ISA and Islip Parish Council and reviewed on an annual basis. (copy available on request).

IPC hold the lease for the Sports Field, insure the building, hold the assets and administer the finances. The SFC have a separate bank account (under the IPC name) for transparency so it can be shown it is self-funding. However, for legal and audit purposes, all monies are counted as the same. The accounts and assets have to be declared in the Annual Return and all the SFC monies and dealings are subject to an External Audit of the Governance and Finance of the Parish Council.

Therefore, the legal accountability of the Sports Field Committee falls to the IPC, with regards to any deviation from health and safety, data protection, finance regulations, VAT etc.

Appendix 2

In order to make the database a live shareable document, it apparently can be placed on Sharepoint – a Microsoft Cloud. It would cost £3.80 per user per month to have Sharepoint. We have had a volunteer to help set this up.

Appendix 3

Dorothy has kindly obtained a quote from Matthew Oliver Windows

*I am pleased to detail the quotation below.*

*We will remove and safely dispose of the old existing fascia and guttering, so we completely start a fresh. We replace these with black PVCu fascia’s and soffits, and we’ll install black round guttering and downpipes. We also include bird combs to stop the birds entering the roof and over fascia vents to keep your roof ventilated.*

*Net Price     £8210.00*

*Vat @ 20%  £1642.00*

***Total Price   £9852.00***

*All debris will be removed from site and the whole area left clean and tidy.*

*We are registered Freefoam installers and a copy of their guarantee for peace of mind.*