



## **MBSC Committee Meeting 27<sup>th</sup> June 2016**

Held at the Clubhouse at 18.00

### **Present:**

Bob Sykes (Chairman) – BS  
David Gordon – DG  
Mick Stokes – MS  
Stella Bridle – SB  
John Denore – JD  
Steve Robinson – SR

Apologies: Ricky McDougall & Matt Watson

### **1. Approval of minutes of last Committee Meeting**

Minutes of the previous meeting, Monday 6<sup>th</sup> June 2016, were agreed as correct – following minor amendments to the finance section regarding award monies received.

### **2. Bosworth Festival**

Prior to this meeting, members of the Sports Club committee had met with representatives from the Bosworth Festival committee to discuss and agree arrangements for the upcoming weekend's annual music concert – to be held at the Sports Ground for the first time.

All arrangements for Clubhouse and ground use and access, plus pre-event preparation, car parking, food and drink sales, and toilets were resolved – with the Sports Club agreeing to provide car parking marshals (from 5.30pm to 11.30pm Saturday July 2<sup>nd</sup>). Bosworth Festival may provide Hi-Vis vests for marshals, with parking on Riley's Field – to be confirmed by SB.

Due to current issues with some of the new Clubhouse toilets (see below), six Portaloo's had been hired as a contingency measure (at a cost of £360).

### **3. Clubhouse Issues**

There were currently ongoing talks with the builder Bedaro regarding resolution of snagging issues raised by Sylvester Cheung on the Sports Club behalf – likewise release of essential Building Regulations documentation. Following recent initial events at the Clubhouse, there was also a 'backing-up' problem with toilets at the Function Room end of the building and a leaking loo in Changing Room 1.

Dave Saunders had kindly agreed to investigate and hopefully resolve these issues before Saturday's Bosworth Festival Concert at the ground. Similarly, it was hoped that promised payments by Bedaro to sub-contractors would soon be forthcoming, to allow other project works to be completed – e.g. the Car Park/tie-in to the roadway, and demolition of the old pavilion, plus associated restoration and seeding of various ground areas. The Sports Club agreed to pay Dave Saunders directly for clearance and restoration work – to be hopefully completed before this year's seeding/growth season window was past.

It was noted that the Football Foundation would need to visit site before any payment of the final Bedaro invoice (recently received by DG), and the Sports Club should likewise not make payment until such time as all of the outstanding issues had been resolved.

There were now a number of items still needed to effectively complete the building from an aesthetic perspective, including various signs and notices plus sporting pictures on the walls – and ideally a white board near the players' entrance door. Permissive Path right-of-way signs and white arrows were also needed for the new footway provided by the Sports Club to define terms and conditions for public use of our private land and facility.

SB was investigating Environmental Health requirements – e.g. Food Hygiene certificates in the Servery area – and MS would enquire about signs that may be required to meet other specific needs and statutory regulations.

#### **4. Recent Events**

The annual Football Club Tournament and Presentation Evening – the first ever event to use the new Clubhouse – had been very successful and raised £3,476 (less trophies and other expenses). This had enabled immediate purchase of new furniture in time for subsequent events – e.g. the Cricket Club Race Night held at the weekend. There had currently been no feedback from this event (with Matt away) but it was agreed that the Cricket Club had an obligation to the maintenance and upkeep of the new Clubhouse, and should have left the premises in the much better condition after their event – or be charged accordingly.

In addition to the Football Club Tournament, SR also reported very good feedback from the first Go-Tri event hosted from the Clubhouse last weekend. A proposed Charity Evening had now been re-scheduled for 7<sup>th</sup> July, subject again to sufficient ticket sales.

#### **5. Finances**

DG advised the current status of Sports Club funds – with PCIF (Security Fencing) and Sport England funding (Septic Tank & associated items) still to come. Invoices were now required to claim these awards (DG to provide to MS and JD respectively). An additional Football Foundation grant award was currently pending, for Mobile Ball Retention Nets and Security Fencing matched funding.

There were anticipated payments due for Bedaro (% of final build invoice), Sykes Timber, ADI (Fencing), Sylvester Cheung (Snagging review/report) and Baby Bottles (drinks supplier). No invoices had been received from Baby Bottles – payment via BACS agreed, not Direct Debit.

DG had produced an excellent pivot table spreadsheet to identify all cost areas related to both the Clubhouse project and annual running costs – and the significant changes now taking place with the new facility. Average monthly expenditure for annual Clubhouse and

ground maintenance costs and contracts was currently estimated at £1,500 – with further potential charges likely; e.g. Rates/Council Tax (possibly reduced due to CASC registration). Similarly, employment of a Caretaker and Cleaner would add to ongoing costs. With regard to the latter (cleaning), three companies had been approached – one had declined as ‘too big a job’ whilst a quotation of £127 per week had been received from another. This was considered a fair price in view of their specified staff and time levels needed to regularly maintain our large Clubhouse premises with all labour and materials costs plus VAT included. However, the Sports Club would await the final quotation before making any final decision.

## **6. Function Room Contracts**

Notwithstanding the current Clubhouse build project and toilet issues, it was agreed that further time was needed before allowing general use of the new Clubhouse facility by other interested parties; e.g. Slimming World and Music & Movement enquiries. Hence, as things currently stood, they would be informed that the previously advised September start date is the earliest possible time for use of the new Function Room.

Based on typical documents found online, MS would draft a Sports Club function room hire contract for circulation and review. After some discussion, it was suggested that a room hire charge of £25 for the first hour (and £20 per hour thereafter) should be levied, taking into account the anticipated maintenance, upkeep and utility costs for running the whole facility. This was however subject to review after discussion with interested third parties – e.g. by comparison with their existing hire rates where applicable.

Consideration would also have to be given to charging these fees to all users – not just third parties – if sufficient income was not forthcoming via the membership or member clubs. Hence contributions from all users would be requested, with an agreed security deposit for regular users.

## **7. Fund Raising**

As stated earlier, recent awards from PCIF and Sport England would now be claimed – with hopefully an additional Football Foundation award (if granted). It was anticipated that the Cricket Club Race Night should have raised funds for the new Clubhouse as well as their own specific requirements – including money from auction of the Edgbaston Test Match tickets donated to the Club. BS would contact MW for feedback from this event.

JD advised that the Football Club would need new portable full-size goals for the coming season – as Sport England grants only provide funding for new items and not replacement or repair.

Sundry Clubhouse items – such as internal blinds or external shutters to improve privacy and security – would also need funding. As an essential requirement for both sports and public events, MS offered to purchase a battery for the Sports Club’s defibrillator – now 5 years old and due for battery replacement (c.£200).

## **8. Official Opening Ceremony**

An official Opening Ceremony for the new Clubhouse was discussed and tentatively agreed for Friday 9<sup>th</sup> September – to effectively follow the football training session that evening so that young children would be around, although not specifically invited to the ceremony. It

was proposed to hold an invitation-only event, with selected club members plus a variety of guests – including sponsors and the local press (for coverage as required by the terms and conditions of several major funding awards and donations received).

**9. A.O.B.**

A request for their workers to use the new Clubhouse shower and toilet facilities, during canal bridge works in August, had been received from the Canals & Rivers Trust but this was declined because, as agreed earlier in the meeting, the new Sports Club facility would not be made available for general use until September 2016 at the earliest.

**Proposed dates for the next meeting – either Monday 25<sup>th</sup> July or Monday 8<sup>th</sup> August 2016**

**PLEASE LET ME KNOW YOUR PREFERENCE – or provide another alternative**

The meeting closed at 20.20

**MAS – 29<sup>th</sup> June 2016**