**Peterston-super-Ely Community Council**

***Cyngor Cymuned a Llanbedr-y-Fro***

**Minutes of the MUGA Sub Committee Meeting held at 7.30pm on Monday 4th September**

**at Peterston super Ely Church & Community Hall**

**Present:** Cllrs A Phillips, D Field, H Thomas, K Hurley and Mr D Lewis, Mr R Bailey and Mrs V Adams

**Also Present:** Joanna Howell (Clerk to the Council),

**Apologies:**  Mrs G Jones

1. **Review of Minutes**

There were no points to raise on the minutes from the 20th June 2017 Sub Committee.

1. **Dates of Meetings to be arranged**

It was agreed to meet on the Wednesday of the first week of the month at 8pm in the committee room of the hall, no meeting in December.

*AP Clerk to arrange bookings for the remainder of the financial year*

1. **Discussion and approval of the business plan in order for formal sign off at the September Community Council ordinary meeting**

There was a discussion regarding the relationship between the Tennis & Sports Club and the Community Council. It was confirmed that the understanding was that there would be a lease between the two groups and there would be a level of due diligence by the Community Council on the structure and financial matters of this group.

As such it was confirmed that the Community Council need to be content that the organisational structure of the Tennis & Sports Club is financially and legally sound to enable the successful operation of the facility and to fulfil the future lease agreement. The Community Council should not be in control of other organisational issues such as the name of the club, makeup of the committee etc. as the club will be independent of the Community Council

It was felt that the current group of volunteers were now in a position to be set up as a Tennis & Sports Club and that this would be beneficial for the Community to see and for the other grant applications. Also, it was felt that it would be beneficial to have a member from each of the sports clubs who had already confirmed they would use the facility.

Regarding the business plan it was felt by the Councillors present, that the business plan was there to convince the Community Council that the Tennis & Sports Club was viable and hence for them to provide a lease, not something that needed to formally signed off by the Community Council. It was felt that the current plan was more of a feasibility study and actually could be stripped back in order to provide a business plan that the Tennis & Sports Club could work towards.

It was confirmed that the figures had been reviewed by an accountant and he did not have any queries regarding these. However, there would be a further review of some of the assumptions by the Tennis & Sports Club committee.

There was a discussion regarding the technicalities of the effect of standing water on the surface.

The group needed to make a final check of the budget costings to ensure all aspects of the capital costs for delivering the project have been fully considered and the risks of additional costs being incurred are avoided.

There was a discussion regarding the required water demand which was actually felt to be minimal, with a once a year deep clean and an increased use of the toilet. It needed to be clarified by Notts Sports on what pressure would be needed for the annual deep clean.

Regarding the pathway in the field it was agreed that although this might not be an actual requirement, it was felt that it would be necessary. However, the issue of how to light would need to be looked into and there was a discussion regarding different possible surfaces.

Project Management was discussed and it was identified that Notts Sports would be the project manager, and so any issues or complaints to the Community Council would need to be identified with Notts Sports and not directly with the contractors.

Cllr Thomas was going to look into the type of lease that could be set up. There was also a discussion around whether a lease would be the type of agreement needed or more a management agreement, especially as a management agreement may reduce the insurance costs etc.

1. **Discussion and approval of the specification of MUGA**

This item was deferred to the next subcommittee meeting.

1. **Discussion and approval of proposal for finance control of project**

After a short discussion regarding the split of the monies raised by the playground group and the MUGA group it was agreed that the Clerk, Cllr Pearson, Mrs G Jones, Mr R Bailey and Mrs V Adams would discuss this and report back at the next MUGA Sub Committee.

Once the discrepancy in the split has been resolved then the Playstation account would be transferred over to Mrs G Jones as treasurer of the Tennis & Sports Group.

*AP Clerk to provide all with details and arrange meeting/discussion*

The Clerk confirmed that all monies relating to the Capital part of the project would need to be in the Community Council account. It was agreed that once the capital part of the project was completed and signed off and all VAT reclaimed if there was any underspend, these monies would be transferred to the Tennis & Sports Group wherever possible i.e. if relating to an underspend of grant monies they would be returned to the grant provider.

*AP Clerk to ensure this is as agreed as a formal resolution at the next Community Council meeting*

1. **Discussion regarding scope of memorial fields re whether for PsE or other villages also**

After a short discussion regarding the old documents found it was agreed that the MUGA be described as a local facility for the local people of Peterston and the neighbouring villages.

1. **Discussion and decision needed of process for additional grant applications**

The Sports Wales grant has been registered for but not yet submitted, so this will be done as soon as possible. This will go in from the Community Council and therefore will be completed by Cllr Phillips and need to be reviewed and formally approved by the Community Council, probably at their October meeting.

A number of other grants had been identified, it was felt that further down the line the VoG Council could be approached as they had previously been helpful in helping to identify grants.

A number of individuals had also expressed that they would like to ‘sponsor’ part of the facility.

1. **Update on the Welsh Government Grant**

There had not so far been any questions or further information requests from the Welsh Government.

The meeting was closed at 9.10pm. The next meeting will be at 8pm on Wednesday Oct 4th in the committee room of the large hall, Peterston super Ely Church & Community Hall. Mrs V Adams gave her apologies for that meeting.

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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