**Peterston-super-Ely Community Council**

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

**Minutes of the MUGA Sub Committee Meeting held at 7pm on Thursday 3rd September 2020 remotely on Zoom**

**Present:** Cllr D Field, Cllr K Hurley, Cllr A Phillips, Mrs V Adams, Mr C Finch, Mrs L Finch & Mrs R Haves

**Also Present:** Tor Trundle (Clerk to the Council)

**Apologies:** Mrs G Jones

1. **Apologies**

Rebecca Haves would have to leave the meeting prior to its conclusion due to another engagement.

1. **Review and approval of minutes from Sub-Committee Meeting on 8th August, 2020 and matters arising**

The minutes of the Sub-Committee meeting had previously been circulated by the Clerk and were accepted unanimously as a true and accurate record. It was proposed by Cllr Field and Ness Adams that the minutes be accepted.

 The Clerk had contacted One Voice Wales who had confirmed that reserves could be held in relation to the MUGA project if required. A list of roles and responsibilities had been forwarded to the Sub-Committee prior to the meeting and would be discussed at point 4. A number of other areas had been identified which had operating MUGAs. Findings would be discussed at point 3.

 One quote had been received for the removal of weeds from the fences around the MUGA for £170 plus VAT. The quote was accepted by all present.

 It was mooted whether this area should be paved or gravelled to ensure that long term costs would not be incurred. This would be something to consider in the future.

1. **To discuss findings in relation to current approaches being used in other areas for managing of MUGAs and detail regarding a Delegated Authority Document.**

 Cllr Field confirmed he had undertaken research into other operating models that were currently being used in other Community & Parish Councils. He confirmed that many of these arrangements seemed to be quite flexible between the Council and Sports groups that used the facility. The Clerk had contacted management of the Undy MUGA who confirmed that currently the Community Council manage the facility but in the past a Sports Club had been granted a management arrangement which outlined the specific roles and responsibilities that they would undertake. This document had been forwarded to the Sub- Community for consideration.

1. **To review the roles and responsibilities in relation to the original Business Plan**

Ness Adams had previously circulated a document which listed the roles and responsibilities of TaSC. The document was reviewed at the meeting and an overview follows. The detail will be drafted in a further document by the Clerk and Cllr Phillips.

* **Public Liability Insurance:** Coached activities have their own public liability insurance. Currently the Community Council also has Public Liability Insurance. A discussion was held regarding the merit of TaSC also having this type of insurance. It was mooted that Ness Adams and the Clerk would set up an appointment with Susan Iannuchi at Carne & Co to discuss the type of insurance that TaSC should hold moving forward.
* **Insurance for nets, items of equipment in the clubhouse**: It was generally felt that the items of equipment belonged to the club who had primary use. It was confirmed that the clubhouse was in need of a tidy up at the current time and it needed to be sorted and a stock take of all equipment

**Action: Clerk to arrange Zoom appointment with Carne & Co to discuss level of insurance required for TaSC and what equipment should or shouldn’t be insured, once it was clear on what equipment was being held.**

* **Fire Safety Equipment:** Currently there are is no fire safety equipment in the clubhouse, nearby or in the MUGA. Rebecca Haves confirmed that if the clubhouse was only to be used for storage then there would not be a need for fire safety equipment but if it was to be used for community and/or social purposes then it may need some items. Rebecca Haves confirmed that she was willing to undertake a quick assessment and give advice,

 **Action: Rebecca Haves to undertake fire safety assessment for clubhouse and MUGA.**

* **Electric costs and Electric certification:** A question was raised on whether the clubhouse had received an electric certificate, which was required by law every five years. Rebecca Haves mentioned that there is COVID funding available and this could possibly be used to possibly improve the electrics to help provide hot water and therefore improve the use of the facility. In relation to the MUGA and the new floodlights, the sub-committee questioned whether SWSG had provided a certificate post installation.

 **Action: Rebecca Haves to investigate the possibility of COVID funding for improvements to the electrics in the clubhouse and to determine if inspection and electrical certification required. Clerk to contact SWSG and obtain appropriate certificates for the MUGA floodlights.**

* **Water:** The bills are currently being sent to the Clerk but are minimal and the residual money in the MUGA sub-account is being used to pay these costs. Chris Finch asked about sewerage and whether the clubhouse was attached to the mains sewer. The Clerk will contact Hywel Thomas for clarity.

 **Action: Clerk to contact Hywel Thomas and ask about the clubhouse sewerage**

* **Maintenance and mowing of grass:** It was confirmed that the Community Council continue to mow the playing fields and this would not change. A discussion was held regarding defining the area of responsibilities on a plan to ensure clarity moving forward.
* **LTA registration:** It wasquestioned whether ongoing LTA registration was required. Was it necessary for the operation of the MUGA? The Sports Wales grant had a condition within which stated that the legacy of tennis must continue in Peterston and the former Tennis Club had invested heavily in the MUGA. The Sports Wales Project Completion report required the confirmation of the LTA registration and the Clerk pointed out that this was still outstanding. Ness Adams would contact Gill Jones to ensure completion. One benefit of the registration was the ability to use the booking system supported through the LTA but some of the members felt that other systems may be cheaper than the current registration fee. Safeguarding was also mentioned as a benefit but Lynn Finch mentioned that this would be undertaken irrespective of the LTA registration. The Committee wondered if the conditions of the grant required the ongoing payment and Lynn Finch confirmed that she would check this.

 **Action: Ness Adams to contact Gill Jones regarding submission of the Sports Wales Project Completion Report. Lynn Finch to check with Sports Wales regarding the LTA registration condition.**

* **General maintenance and repairs:** An example was given of who would be responsible for the repairs to part of the MUGA fence. It was felt overall that the Community Council would source quotes and organise the repair but that TaSC would be required to give a contribution from the revenue secured from bookings.

Following a discussion on the roles and responsibilities it was agreed that an agreement would exist between the Community Council and TaSC which was in essence a Service Level Agreement which had been ratified and at the very least witnessed by a Solicitor. TaSC would be responsible for the operational element of the Community Council’s asset.

* **Path Lighting:** Ness Adams wondered if the path lighting could be expanded due to the lack of lights at one end of the path. It was felt that a discussion would need to be held at a later date to discuss the requirements in more detail. It was generally felt that the lighting would need to be more robust and less mobile to deter theft. Dai Lewis had purchased lights previously and Ness Adams would find out the cost.
* **Emergency exit from MUGA court:** Chris Finch pointed out that currently there is only one exit from the MUGA. In case of an emergency or this exit was blocked then this may be an issue,

 **Action: Clerk to agenda path lighting & emergency exit for future meeting. Ness Adams to find out cost of previous lighting installed by Dai Lewis.**

 **Action: Cllr Phillips to report to the Community Council on the basis that a lease between TaSC and the Community Council is no longer an option and to propose a Service Level Agreement outlining roles and responsibilities together with financial implications.**

1. **To discuss security measures for the MUGA in light of current breaches**

Two break ins had been reported at the MUGA since the last meeting. Cllr Field confirmed that both had been reported to the police and crime report numbers had been given, Cllr Field confirmed that a meeting was arranged with the Crime Prevention Officer next Tuesday, 8th September, 2020. Initial suggestions had been made that involved the use of two locks, which would prove problematic with the locking system currently being required due to COVID guidance or movement activated cameras. Cllr Field further confirmed that the existing lock had been damaged on the last attempted break-in and would need replacing.

**Action: Cllr Field to report at next meeting regarding Crime Prevention visit. Ness Adams to provide new lock for MUGA.**

1. **To review responsibility for ongoing COVID 19 measures including replacing of hand sanitiser and use of nets.**

 Cllr Field confirmed that the gate had been left open on a number of occasions, which was resulting in unauthorised use and that the hand sanitiser and wipes often needing replenishing. Current Government guidance states that the sports aren must only be used for certain activities and we must provide a reasonable track and trace system for booking. Cllr Field confirmed that he would continue to monitor the updates from Welsh Government. Lynn Finch also mentioned that she would liaise with Public Health Wales to identify if there were any imminent changes to guidance or if we would be able to relax the current way the MUGA was being operated.

1. **Update on financial sub-control account and ongoing costs.**

The sub-control account was not discussed at this meeting but Ness Adams confirmed that from September, there would be a change in that certain activities would attract a charge and that some bookings would require payment, It was agreed that payments would be expected for block bookings moving forward but that normal community use would still be free. Wenvoe Football Club had requested to use the MUGA and it was agreed that as long as they provided the appropriate risk assessments and the court was not booked then they would not be precluded from playing for an appropriate fee.

1. **AOB**

Complaints had previously been received regarding the floodlights and the light that was impacting on nearby houses. Cllr Phillips confirmed that the spill from the floodlights was within planning regulations and it was the glare that was the problem. It was hoped by all present that a solution could be identified to ensure that nearby residents were content and that the MUGA’s use did not become a real issue. It was felt that a discussion needed to be had in relation to the floodlights and possible solutions discussed at a future meeting. The Clerk would locate the minutes where discussions had been reported between SWSG and Cllr Thomas and contact SWSG to determine if increasing the height would make any difference. The Sub-Committee also felt that engaging with the affected residents may be beneficial to discuss a mutually acceptable solution.

 As Chris Finch and Rebecca Haves had volunteered to become trustee of TaSC, Lynn Finch mentioned that Ness Adams and the exiting trustees would need to meet and formally approve the appointment of the new trustees.

 **Action: Clerk to locate report by Cllr Thomas regarding meeting with SWSG over floodlights. Clerk to contact SWSG and ask if the glare would reduce if the height of the floodlights is raised.**

 **Action: Ness Adams to organise meeting with exiting trustees and confirm appointment of new at TaSC meeting.**

The meeting closed at 9:10pm. The next MUGA Sub-committee will be held on 1st October, 2020 at 7pm on Zoom.

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

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