

BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the meeting of the Joint Parish Council held at Wasperton Village Hall
on Mon 9 Nov 15

Present:	Cllr J V Murphy,(Chairman) Mrs W Barlow, R Clay, H Gadsden, J M Hawkesford, Mrs A Gordon, T Merrygold, Mrs R Newsome, M J Metcalfe, N F J Thurley, Mrs K E Thomson, J T Wright
Apologies:	Cllr: A B Rhead
In Attendance:	Cllr: P Phillips (WDC), L Caborn (WCC)

Opening

120 The meeting opened at 7:30 pm

121 Three members of the public were present.

Coopted Member for Barford

122 Cllr Mrs K E Thomson joined the JPC as a Coopted Member for Barford.

Declarations of Disclosable Pecuniary Interests

123 None was declared.

Public Participation

124 Mr Harrison-Hall informed members that the Inspector's Report on the Draft Barford Neighbourhood Development Plan had been received and, with minor amendments, the BNDP could now be subject to a referendum. The Chairman congratulated him and the working party on a job well done.

Minutes of the Meeting of Council 12 Oct 15

125 The minutes were approved as a true record.

Matters arising

126 Temporary Event Notices (TENs)

126.1 The Chairman reported that at the WALC (Warwick) AGM (which he, Cllr Gadsden and the Clerk had attended) he had raised the issue of TENs and it had been agreed that this should be submitted to WALC for debate and onwards transmission to NALC in the hope of improving the process and achieving at least PC/TC notifications, if not the ability to comment and site notices in advance of events.

126.2 Cllr Mrs Gordon reminded the meeting that the WDC representatives at the last meeting, who had briefed the JPC on TENs, had given an assurance that Sherbourne Park had used its annual allocation of TENs until the end of the year. Now however she learns that further TENs have been granted in the name not of Sherbourne Park but Home Farm, although the tentage is being pitched on the same patch of land. Her challenge to WDC elicited the response "this is another loophole". Cllr Phillips undertook to clarify with WDC officers just how this was operating and whether it was indeed legally possible.

127 Minute115. Footpath 101 (running from Wasperton Lane to Nine Elms) had been reopened after the installation of a new bridge, but the line of the footpath had been obscured. The Chairman reported this had been brought to the attention of the two landowners concerned and also the WCC Footpath Warden and remedial action is being taken.

Minutes of the Meeting of the Planning Committee 12 Oct 15

128 The minutes were approved as a true record. There were no matters arising.

Cash Book Balances as at 31 Oct 15

- 129 The JPC took note of the following cash balances
- HSBC £1,549.36
 - Santander £113,129.76

Receipts and Payments

- 130 The JPC endorsed the following:

Date	Payee/er	Category	Total
1 Oct 15	Santander	Bank Interest	45.46
3 Oct 15	RPrint	BLIS	(65.00)
3 Oct 15	RPrint	BLIS	(66.00)
3 Oct 15	Western Power Distribution	Wayleave	4.87
5 Oct 15	WDC	Precept	20,621.50
5 Oct 15	WDC	Council Tax Reduction Scheme	1,281.50
8 Oct 15	MFM Services	Mowing Charges	(426.00)
10 Oct 15	HMRC	Employment Expenses	(621.29)
12 Oct 15	R A Scott	BLIS	25.00
12 Oct 15	R A Scott	Grant: Notice board	672.80
13 Oct 15	Woodcraft (UK) Ltd	Notice board	(807.36)
13 Oct 15	RPrint	BLIS	(177.00)
13 Oct 15	BCC	Grant: BLIS	2,900.00
22 Oct 15	Smith Construction	BLIS	(67,628.41)
23 Oct 15	S&D Window Cleaners	Bus Shelters Maintenance	(45.00)
24 Oct 15	Countryside Services	War Memorial Wasperton	(25.00)
26 Oct 15	Playsafety Ltd	Open Spaces Maintenance	(181.20)
30 Oct 15	Salaries	Employment Expenses	(797.64)
30 Oct 15	Administration	Office Accommodation	(59.42)

Barford Leisure Improvement Scheme (BLIS)

- 131 The Chairman gave a progress report. Generally things have continued to progress well, despite problems such as the power outage and delays at the concrete batching plant, and it was hoped that the planned completion date of late December would be achieved.
- 132 The Playing Fields Working Party (WP) requested approval for the formation of and constitution for Barford Sports Club (BSC). BSC will be the natural successor to the WP to oversee future operation of the King George's Field and all its facilities. The formation of BSC with its Constitution facilitates applications for funding to cover further equipment and coaching and team support from various significant funders. The Constitution also ensures that the JPC retains ultimate control and responsibility for the playing field in perpetuity.
- 133 The JPC approved:
- Formation of Barford Sports Club
 - Adoption of the proposed BSC Constitution (Annex A)
 - The proposed Child Protection Policy (Annex B)
- 134 Some aspects of the newly improved King George's Field facilities require a formal booking system – particularly the tennis courts and the All Weather Pitch/MUGA; also to facilitate regular school use of those facilities. An analysis is at Annex C.
- 135 The JPC approved:
- Adoption of the *BookingBug* system at a cost of £300 pa subject to further references on reliability, support and security. (Payable £25 pcm from December 2015)
 - Provision of a community tablet in Barford Village Shop (if approved by BVS) at a cost of approx. £100 from current BLIS scheme funds.
- 136 In addition:
- WG is to seek to secure sponsorship/grant of approx. £300 per annum to cover the investment of the system each year.
 - The system is to be set up and ready for use via the website in time for public meeting on Tue 1 Dec 15.

- WG members are to undergo free training for five people with authorized access to manage the system in future.

Warwickshire County Council Minerals Plan

- 137 Parish Meetings addressed by staff from WCC reporting on the Minerals Plan have been scheduled for:
- Wasperton on 10 Nov 15 at 7.00pm
 - Barford on 18 Nov 15 at 7.30pm
- 138 A Working Party tasked with the formulation of the JPC's response to the consultation exercise was convened and is to meet at 4 Bridge Street, Barford on 19 Nov 15 and again on 23 Nov 15 if necessary. Its members are:
- Cllr Clay
 - Cllr Gadsden
 - Cllr Mrs Gordon
 - Cllr Hawkesford
 - Cllr Merrygold
 - Cllr Metcalfe
 - Cllr Murphy

Warwick District Council New Local Plan

- 139 The Warwick District New Local Plan, originally failed by the Inspector, has been given a new lease of life by having its status amended to "Suspended until May 2016". In the interim WDC will reexamine every possible site in the District in order to meet the demand to accommodate the overflow of housing demand from Coventry. The WDC Executive will consider its findings in early-January prior to further public consultation.

JPC Meetings 2016-17

- 140 Provisional dates are:

Mon 9 May 16	Mon 5 Sep 16	Mon 9 Jan 17
Mon 13 Jun 16	Mon 10 Oct 16	Mon 13 Feb 17
Mon 11 Jul 16	Mon 14 Nov 16	Mon 13 Mar 17

Closure

- 141 There being no other business the meeting closed at 8:03pm.

Date of Next Meeting

- 142 The next meeting of the JPC is on Mon 11 Jan 15 at 7:30 pm in Barford Memorial Hall

BARFORD SPORTS CLUB

(Previously constituted as the Barford Sherbourne & Wasperton Joint Parish Council
Playing Fields Working Party)

Constitution**1 Name of Club**

The club will be called BARFORD SPORTS CLUB (Hereinafter will be referred to as The Club), and may also be known as BSC. BARFORD SPORTS CLUB will seek affiliation to governing bodies associated with the sports conducted at the club.

2 Aims and Objectives

The aims and objectives of the club will be:

- To act as an “Executive Agency” to administer the use of King George’s Playing Field (KGPF) on behalf of the Barford Sherbourne & Wasperton Joint Parish Council (JPC) and in conjunction with other local authority/stakeholders. To promote the club within the local community and support sports conducted at BSC.
- To offer coaching, education and competitive sporting opportunities.
- To ensure a duty of care to all members of the club, and those visiting it.
- To provide all its services in a way that is fair to everyone.

3 Membership

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in the sports conducted at KGPF, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
 - Adult member aged over 30years old.
 - Adult member aged 18 but under 30 years old.
 - Student/Youth member aged over 12 but under 18, or over 18 years old if in full time education.
 - Child member up to 12 years old.
NB: Membership category shall be according to a person’s age as at April 1st for the following membership year.
- (c) All members will be subject to The Constitution and by joining the club will be deemed to have accepted the rules, regulations and codes of practice that the club has adopted.
- (d) Members in each category will pay membership fees, if any, as determined from time to time as appropriate and confirmed at the BARFORD SPORTS CLUB Annual General Meeting.
- (e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription (if any) has been paid by the due date and/or membership has been agreed by the Club committee.

4 Sports Equity

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:
Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose and if appropriate report discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- (f) The Club will put into place and maintain a Child Protection Policy and will comply with all relevant current legislation.

5 **Committee**

- (a) The affairs of the Club shall be conducted by a Committee of no more than twelve people, including two ordinary members of the JPC nominated annually by the JPC, plus the JPC Chair *ex officio*, one annually nominated representative of Barford St Peter's Primary School plus eight other members – twelve members maximum. All adult members of BSC are eligible for the non- JPC and non-School committee positions and shall be elected at the Annual General Meeting. The committee shall appoint the following officers – Chairman, Vice-Chairman, Secretary and Treasurer plus any others deemed appropriate from time to time.
- (b) The term of office shall be for one year, and members shall be eligible for re-election. Elected Committee members must retire after a maximum of FIVE YEARS continuous service and will then not be eligible for re-election until a full year has lapsed, but can if requested by the committee be appointed as an "adviser" as detailed in 5(e) below.
- (c) If the post of any officer or ordinary committee member should fall vacant during the year the Committee shall have the power to fill the vacancy by co-option until the succeeding Annual General Meeting.
- (d) The Committee will be responsible for creating, adopting and updating the rules of the club and any codes of practice that affect the running and organization and ensuring that such rules are fully accessible to all.
- (e) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business. Such adviser(s) will not be full committee members and will not have voting rights.
- (f) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (g) The Committee will be responsible for ensuring that all activities comply with all current legislation, including but not restricted to DBS (Disclosure and Barring Service – formerly CRB) and other safe-guarding measures.
- (h) The committee meetings will be convened by the Secretary of the Club and be held no less than four times per year.
- (i) Only Committee members will have the right to vote at committee meetings.
- (j) The quorum required for business to be agreed at Committee meetings will be five. In the event that Committee membership falls below five then the JPC shall nominate from within JPC membership to achieve a quorum and permit business to be transacted, such additionally nominated members to serve until the next BSC AGM.

6 **Finances**

- (a) The club treasurer will be responsible for the financial aspects of the club.
- (b) The financial year of the club will run from 1st April to 31st March.
- (c) All club monies will be held in a Designated Fund in a JPC bank account. If deemed appropriate a separate bank account may be established subject to JPC approval and oversight.
- (d) An audited statement of annual accounts/financial position will be presented by the treasurer at the Annual General Meeting.
- (e) Any bank account opened in the name of the club will be operated in compliance with current JPC Financial Regulations..
- (f) All financial activity of the Club will be accountable to the JPC and its Clerk/RFO.

7 **Annual General Meetings and Extraordinary General Meetings**

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month(s) of January or February to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts/Financial Statement.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the committee.
 - Elect the members of the committee.
 - Agree the membership and usage fees for the following year.
 - Consider any proposed changes to the Constitution.

- Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 21 days' notice to be given to all members.
- (d) Nominations for officers of the committee must be received in writing/email by the secretary 3 clear weekdays prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM or EGM, who shall circulate at least 30 days before the meeting.
- (f) All adult members (over 18 years) have the right to vote at the AGM.
- (g) The quorum for AGMs will be 10 members.
- (h) At general and committee meetings the Chairman of the Club shall hold a deliberative/personal vote, and may operate a casting vote in the case of equality of voting.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 20 of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (j) All EGM procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement by majority vote of members present at an AGM or EGM (See 7e above) and subsequent JPC endorsement which will not be unreasonably withheld.

9 Discipline and appeals

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Secretary is the lead contact for all members in the event of any child protection concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Committee will meet to hear complaints within ten days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within five days of the hearing.
- (e) There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should within ten days of the Secretary receiving the appeal refer the appeal to the JPC Disciplinary Panel requesting adjudication within 30 days.

10 Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this winding up will be fully vested in the JPC for management as it shall determine.

11 Declaration

Barford Sherbourne & Wasperton Joint Parish Council approved the BARFORD SPORTS CLUB CONSTITUTION ON 9 NOVEMBER 2015 RECORDED AT Minute 133

Name	J V Murphy	Position	Chairman
Sign		Date	9 Nov 15

BARFORD SPORTS CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	
Sign		Date	
Name		Position	

Sign		Date	
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Safeguarding Children

Child Protection Policy Statement

The Barford Sports Club (the Club) is committed to ensuring safe environments for children and young people and believes that it is unacceptable for a child or young person to experience abuse of any kind. The Club recognizes its responsibility to safeguard the welfare of all children and young people and is committed to maintain best practice to protect them.

This policy applies to all members of The Club, its committee and officers and anyone using the facilities known as King George's Playing Field.

The Club recognizes that:

- the welfare of children and young persons is paramount.
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

The purpose of the policy:

- to provide protection for the children and young people who participate in sport or play activities at King George's Playing Field or elsewhere whilst attending as members of The Barford Sports Club.
- to provide members and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of harm.

The Club will seek to safeguard children and young people by:

- valuing, listening to and respecting them.
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting volunteers and carers with due diligence, ensuring that all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for members and volunteers through supervision, support and training.

The Club will review this policy annually in line with Safe Network guidance or sooner if there are any changes in legislation or guidance.

King George's Playing Field

Proposal for Community Communications and Facility Booking System

The JPC Working Group (WG), following the original Business Plan has been considering a number of solutions to enable:

- Booking of tennis/netball MUGA courts and All Weather Pitch/MUGA court
- Confirmation of bookings by email or text
- Publication of King George's Field information and rules
- Communication with members and other users of the facilities
- Promotion of sporting events and coaching availability
- Reducing the reliance on hand delivery of costly printed materials
- Production of usage statistics for funders and management

The aim is to make the new website (www.barfordplayingfields.org) the only place needed to find all information and make bookings using PC, tablet or mobile phone.

Discussions with other clubs, funding providers and technical experts confirm that a simple online solution is the way forward in future and the WG has evaluated a range of online booking systems which include database management, reporting and communications.

Why a booking system? - For the majority of the time all facilities will be free to use - people can turn up and play as and when they wish. In practice however, many people will need to plan in advance and therefore need assurance that when they turn up at their chosen time they can play. The school will also need pre-arranged use of certain parts of the facilities during and after school hours for lesson planning.

The intention is also to have access to the booking system in the Barford Village Shop either via the current PC or possibly (subject to shop approval) by the WG providing a dedicated tablet which would be available solely for making KGF bookings.

Considerations - In looking at options the WG found a number of simple and basic, free to use systems. Whilst initially attractive solutions, it was found that online and technical support is limited, they do not allow the option of carrying sponsors' logos, they do not accept paid bookings (eg for subsidised coaching sessions or hire of facilities for groups) and they could not produce usage information required by our funders.

The WG therefore recommend a system which has a fixed cost from the outset, no tied contract and has received personal recommendations from customers with whom the WG has spoken. The aim is to enable this system to be provided at no cost to the JPC by securing local sponsorship. The recommended system enables sponsor logos to be embedded in all email confirmations and membership information exchanges.

The Options - The WG has evaluated four suitable systems in detail, across a range of prices and specifications.

The four systems evaluated are Skedda, Bookingbug, MyCourts and EZF Facility and the following features are common to all four:

- Set up bookings parameters – times, lengths and availability
- Accept, amend and cancel bookings
- Advance block bookings for school and/or clubs
- Accept payments with multiple payment options
- Create membership accounts
- Enable email communications/marketing/newsletters
- Accessible on PC, tablet and mobile phone
- Allow WG back office access
- Email/text reminder systems

Options Summary

- My Courts – an advanced tennis courts /playing pitch, system with high quality telephone support which can accommodate high levels of use, bookings and

communications options. Highly recommended by user of local club using it for fee paying members £40 per month. (£480pa)

- EZF Facility - an advanced tennis courts/multi -sport, system with high quality telephone support which can accommodate high levels of use, bookings and communications options. A very robust solution used in world leading sports and conference venues requiring sophisticated booking and data use £115 per month. (£1380pa plus set-up fees))
- Booking Bug – a simple and adaptable system which gives access to four managers. The system can accommodate long term booking facility for school use and provides a database facility for managing newsletters and payment options if needed. It enables usage to be monitored and provides for parent/child control systems - £25 per month, no set up fee and free online and telephone support. (£300pa)
- Skedda- a simple and basic system, FOC in its most basic form, easy to use with many applications available. Takes on line payments and database system but does not allow sponsor logos in e mail booking confirmations and promotions. No option to set longer term bookings for school use. No historical data available. No set up charge and free on line support £32 per month. (£384pa)