

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	Mapledurham Playing Fields Management Committee/ Mapledurham Playing Fields Trustees Sub-Committee		
DATE:	3 rd /9 th January 2018	AGENDA ITEM:	7
TITLE:	MAPLEDURHAM MANAGEMENT UPDATE AND DRAFT ACCOUNTS		
LEAD COUNCILLOR:	COUNCILLOR: HACKER	PORTFOLIO:	CULTURE, SPORT AND CONSUMER SERVICES
SERVICE:	ECONOMIC AND CULTURAL DEVELOPMENT	WARDS:	MAPLEDURHAM
LEAD OFFICER:	BEN STANESBY	TEL:	0118 937 5071
JOB TITLE:	LEISURE AND RECREATION MANAGER	E-MAIL:	Ben.stanesby@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

- 1.1 To update the Management Committee on the current use and condition of the playing fields, including the pavilion.
- 1.2 To present last year's draft accounts to the Management Committee prior to submission to the Charity Commission.

2. RECOMMENDED ACTION

- 2.1 That the Committee note the current position.
- 2.2 That the draft accounts are passed to Mapledurham Playing Fields Trustees Sub-Committee prior to submission to the Charity Commission.

3. POLICY CONTEXT

- 3.1 Reading Borough Council holds the Mapledurham Playing Field and Recreation Ground in its capacity as Charity Trustee. The object of the Charity is: "the provision and maintenance of a recreation ground for the benefit of the inhabitants of the Parish of Mapledurham and the Borough of Reading without distinction of political, religious or other opinions."

- 3.2 The Trustees Sub-Committee has delegated authority, with the support of the Officers, to discharge Reading Borough Council's functions as Charity Trustee of the Charity. The Sub-Committee has a duty to make all decisions in what it considers to be the best interests of the Charity and in order to advance the object referred to above and any such decision must be in line with all relevant charity law and other legal restrictions. This duty applies in respect of the Sub-Committee's consideration of the proposal submitted by the ESFA.
- 3.3 The duties and powers of the Management Committee are:
- a) The Committee will exercise a general supervision over the activities at the playing fields and ensure that the objects of the Charity are achieved.
 - b) The Committee shall conform to the regulations and practices of Reading Borough Council with regard to finance and the conditions of service of employees.
 - c) Subject to the objects of the Charity and to the Reading Borough Council's statutory and financial requirements, the Management Committee shall determine the charges to be applied to the hire of the pavilion.
 - d) The Committee shall review on a regular basis the terms and conditions for lettings and monitor the bookings received and the use of the pavilion.

4. THE PROPOSAL

Current Position

- 4.1 Mapledurham pavilion hall remains closed following a structural survey which identified significant deterioration requiring additional supports to stabilise the building. The changing rooms are still in use.
- 4.2 The pavilion continues to be checked on approximately a 6 weekly basis by leisure staff with an assessment being made periodically by a structural engineer. The latest assessment by the structural engineer in November 2017 has identified no material change to the structure of the building.
- 4.3 A management agreement for the football pitches on site continues to be in place with Caversham Trents Football Club (CTFC). The Council's Leisure & Recreation Service and CTFC have a good working relationship with ongoing regular dialogue to ensure issues are addressed or actions undertaken to support continued use of the site for football.
- 4.4 As in previous years, the car park at Mapledurham will be used as a recycling site for Christmas trees and collections will begin on Wednesday 3rd January for 2 weeks.
- 4.5 Maintenance to the car park is undertaken annually with an intension to complete this work before Christmas. Pot holes will be filled and the material compacted.

- 4.6 Vegetation from the Playing Fields along Chazey Road has been identified as needing cutting back, paving cleared and a risings removed. While volunteer help has been offered for these works, which is appreciated, it is likely to be much quicker if the Council Parks Team using appropriate machinery carry out this work. The Parks Team will confirm a timetable shortly.
- 4.7 The sand in the play area has become overgrown partly due to little use. Arrangements for a Probation work party to clear this area are being made for when ground conditions are suitable.
- 4.8 The draft accounts for 2016/17 are laid out in Section 9 of this report. Following a review by the Management Committee, these will be passed to the Trustees Sub Committee. Subsequent auditing by the Accountancy Team will be completed and these will then be submitted to the Charity Commission.
- 4.9 A question has been raised on whether fencing has been incorrectly erected by a neighbour incorporating part of the playing field within their curtilage. This is currently being investigated.
- 4.10 A request has been received to clear cut grass within the orchard. Some work parties will be booked with the Probation Service to assist in undertaking this task.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 Leisure & Recreation services are a key contributor to producing a sustainable environment and economy within the Borough and to meeting the 2015-18 Corporate Plan objective for "Keeping the town clean, safe, green and active."

5.2 Equal Opportunities:

5.2.1 Being mostly free to use and open every day, parks are particularly important to people with limited income and limited open space at home. There is little barrier to use, whether by ethnic origin, social background, physical or financial means. Consequently, parks and open spaces in general are the most frequently used Council service by choice.

5.2.2 Enhancements to the town's leisure facilities will encourage greater and safer use by the local community. Access to improved local facilities is essential in order to provide everyone with an opportunity to improve their quality of life.

5.3 Sustainability Implications:

5.3.1 Parks and open spaces are a key contributor to a sustainable and healthy environment whilst encouraging an active and healthy lifestyle of those participating.

5.3.2 Well-designed and well-maintained public open spaces and leisure facilities contribute to social well-being and help reduce the fear of crime.

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Small scale work, as identified within this report, is undertaken by the Parks Team. Where this will have an impact on, or over-lap with activities of particular groups the Parks Team will liaise with those potentially affected.

7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must consider whether the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief. None of the work included in this report will have a detrimental impact on equality.

8. LEGAL IMPLICATIONS

8.1 Should there be a dispute relating to land ownership as described in 4.9 legal advice will be sought.

9. FINANCIAL IMPLICATIONS

9.1 The Trust's bank account set up to accept donations for the re-provision of the Pavilion has a balance of £2255

9.2 Laid out below is a summary of the Trust's accounts for 2016/17

**Mapledurham Playing Fields
Income and Expenditure Account
Year Ended 31st March 2017**

2016/17 2015/16

Expenditure			
Grounds Maintenance	Scheduled	21,124	20,504
	Playground works	50	2,328
Building Maintenance	Programmed	572	630
	Reactive Repairs (incl.key cutting 2015/16)	1,432	4,594
	Insurance	377	333
Utilities	Water	188	527
	Electricity	327	563
	Gas	770	734
Cleaning	Building Cleaning	3,169	3,138
	Football renovations & supplies	3,967	5,167
	Commercial Waste Collection	815	815
	Capital Expenditure	0	0
Rates	NNDR	442	439
	Total	£ 33,233	£ 39,772

Income			
	Football Hire	£ 2,000	£ 2,000
	Parish Income	£ 125	£ -
	Building Hire	-£ 54	£ 12,113
	Tennis Lease	£ 1,265.04	£ 1,265
	Total	£ 3,337	£ 15,378

	£	£
Net Subsidy from Reading Borough Council	29,897	24,394

Detailed information identifying areas of income and expenditure are identified in Appendix 1

10. BACKGROUND PAPERS

10.1 Bank Statements for the Trust's donations account.

Accounting Period	Period No.	Full Account Code	Debit (£)	Credit (£)	Journal Source	Journal Category	Journal Name	Journal Description	Line Description	Supplier or Party Name	Invoice Number	Invoice Date	Accounting Date	GL Transfer Date
Expenditure														
May-16-17	2.	R-1306-2000-000000-00	650.00		Spreadsheet	Standard	DENS 16-17 TST 003Standard	Monthly recharges for DENS	17 P.Bollalho Mapledurham Playing Fields - Tarmac Repairs				31/05/2016	31/05/2016
Dec-16-17	9.	R-1306-2000-1306BN-00	150.00		Spreadsheet	Standard	DENS 16-17 TST 037Standard	DENS recharges for December 16	225 Andy Gillespie Erect Sign - Mapledurham				20/12/2016	20/12/2016
Nov-16-17	8.	R-1306-4110-000000-00	117.73		Payables	Purchase Invoices			Mapledurham Playing Fields sign as per estimate 884-27577 (with amended wording 10/10/2016). Mapledurham Playing Fields sign as per estimate 884-27577 (with amended wording 10/10/2016).	FASTSIGNS	884 - 17431	16/11/2016	17/11/2016	18/11/2016
		REACTIVE REPAIRS CARRIED OUT BY FACILITIES MANAGEMENT TEAM (NOT INCLUDED IN ORACLE)	514.66											
			1,432.39				1,432.39							
Aug-16-17	5.	R-1306-2704-000000-00	4,203.22		Spreadsheet	Adjustment	DENS 16-17 TST 017Adjustment	Building Cleaning Annual & Quarter Recharges	MAPLEDURHAM PAVILLION ,DENS ,BEN STANESBY,BUILDING CLEANING ANNUAL CHARGE 16-17				16/08/2016	16/08/2016
Oct-16-17	7.	R-1306-2704-000000-00		4,203.22	Spreadsheet	Standard	DENS 16-17 TST 029 Standard	Month end Journal for DENS - Oct 16	Miscoded MAPLEDURHAM PAVILLION ,DENS ,BEN STANESBY,BUILDING CLEANING ANNUAL CHARGE 16-17				31/10/2016	31/10/2016
			4,203.22	4,203.22			0.00							
Jul-16-17	4.	R-1302-2301-1302BN-00	815.36		Spreadsheet	Standard	DENS 16-17 TST 012Standard	DENS recharges & miscodes for June 16	Refuse Collection Recharge April 16-March 17 Mapledurham Playing Fields 1x 1100L @ £15.68				15/07/2016	15/07/2016
			815.36				815.36							
May-16-17	2.	R-1302-2400-1302BN-00	19.58		Spreadsheet	Standard	TEAM 16-17 BG 002Standard	British Gas April Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 01-04-2016 To 28-04-2016 10145				31/05/2016	31/05/2016
Jun-16-17	3.	R-1302-2400-1302BN-00	27.29		Spreadsheet	Standard	TEAM 16-17 BG 005Standard	British Gas May Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 29-04-2016 To 01-06-2016 10338				20/06/2016	20/06/2016
Jul-16-17	4.	R-1302-2400-1302BN-00	27.71		Spreadsheet	Standard	TEAM 16-17 BG 009Standard	British Gas June Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-06-2016 To 01-07-2016 10547				15/07/2016	15/07/2016
Aug-16-17	5.	R-1302-2400-1302BN-00	27.98		Spreadsheet	Standard	TEAM 16-17 BG 010Standard	British Gas July Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-07-2016 To 01-08-2016 10756				19/08/2016	19/08/2016
Oct-16-17	7.	R-1302-2400-1302BN-00	27.32		Spreadsheet	Standard	TEAM 16-17 BG 014Standard	British Gas August Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-08-2016 To 01-09-2016 10958				03/10/2016	03/10/2016
Oct-16-17	7.	R-1302-2400-1302BN-00	30.05		Spreadsheet	Standard	TEAM 16-17 BG 015Standard	British Gas September Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-09-2016 To 01-10-2016 11192				17/10/2016	17/10/2016
Nov-16-17	8.	R-1302-2400-1302BN-00	42.41		Spreadsheet	Standard	TEAM 16-17 BG 023Standard	British Gas October Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-10-2016 To 01-11-2016 11555				21/11/2016	21/11/2016
Jan-16-17	10.	R-1302-2400-1302BN-00	32.68		Spreadsheet	Standard	TEAM 16-17 BG 026Standard	British Gas November Consumption (2) + Reversal	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-11-2016 To 01-12-2016 11817				05/01/2017	05/01/2017
Jan-16-17	10.	R-1302-2400-1302BN-00	28.73		Spreadsheet	Standard	TEAM 16-17 BG 027Standard	British Gas December Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-12-2016 To 01-01-2017 12034				16/01/2017	16/01/2017
Feb-16-17	11.	R-1302-2400-1302BN-00	35.57		Spreadsheet	Standard	TEAM 16-17 BG 032Standard	British Gas January Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-01-2017 To 01-02-2017 12324				27/02/2017	27/02/2017
Mar-16-17	12.	R-1302-2400-1302BN-00	27.54		Spreadsheet	Standard	TEAM 16-17 BG 035Standard	British Gas February Consumption	MAPLEDURHAM PAVILION Site Bill Reference Number: 601296108 MPAN: 038011272000010407306 02-02-2017 To 01-03-2017 12537				28/03/2017	28/03/2017
			326.86				326.86							
Jun-16-17	3.	R-1302-2401-1302BN-00	54.54		Spreadsheet	Standard	TEAM 16-17 CR 003Standard	Corona April Consumption	MAPLEDURHAM PAVILION Bill Number:11085161MPR No -3987304306 02-04-2016 To 01-05-2016 4926				02/06/2016	02/06/2016
Jul-16-17	4.	R-1302-2401-1302BN-00	52.18		Spreadsheet	Standard	TEAM 16-17 CR 006Standard	Corona May Consumption	MAPLEDURHAM PAVILION Bill Number:11140944MPR No -3987304306 02-05-2016 To 01-06-2016 5007				14/07/2016	14/07/2016
Jul-16-17	4.	R-1302-2401-1302BN-00	51.19		Spreadsheet	Standard	TEAM 16-17 CR 007Standard	Corona June Consumption	MAPLEDURHAM PAVILION Bill Number:11240149MPR No -3987304306 01-06-2016 To 01-07-2016 5090				14/07/2016	14/07/2016
Sep-16-17	6.	R-1302-2401-1302BN-00	51.85		Spreadsheet	Standard	TEAM 16-17 CR 012Standard	Corona August Consumption	MAPLEDURHAM PAVILION Bill Number:11415261MPR No -3987304306 02-08-2016 To 01-09-2016 5252				15/09/2016	15/09/2016
Nov-16-17	8.	R-1302-2401-1302BN-00		51.57	Spreadsheet	Standard	Reverses TEAM 16-17 CR 018Standard 08-11-16 11:00:01	Reverses journal TEAM 16-17 CR 018Standard of journal batch Spreadsheet A 30000008385276 237181 N from period Nov-16-17.	MAPLEDURHAM PAVILION Bill Number:11482443MPR No -3987304306 01-09-2016 To 01-10-2016 5337				07/11/2016	08/11/2016
Nov-16-17	8.	R-1302-2401-1302BN-00		61.05	Spreadsheet	Standard	Reverses TEAM 16-17 CR 020Standard 15-11-16 13:56:44	Reverses journal TEAM 16-17 CR 020Standard of journal batch Spreadsheet A 30000008385276 241199 N from period Nov-16-17.	MAPLEDURHAM PAVILION Bill Number:11546523MPR No -3987304306 01-10-2016 To 01-11-2016 5394 5478 E				14/11/2016	15/11/2016
Nov-16-17	8.	R-1302-2401-1302BN-00	52.47		Spreadsheet	Standard	TEAM 16-17 CR 017Standard	Corona July Consumption	MAPLEDURHAM PAVILION Bill Number:11318609MPR No -3987304306 02-07-2016 To 01-08-2016 5173				04/11/2016	04/11/2016
Nov-16-17	8.	R-1302-2401-1302BN-00	51.57		Spreadsheet	Standard	TEAM 16-17 CR 018Standard	Corona September Consumption	MAPLEDURHAM PAVILION Bill Number:11482443MPR No -3987304306 01-09-2016 To 01-10-2016 5337				07/11/2016	07/11/2016
Nov-16-17	8.	R-1302-2401-1302BN-00	51.57		Spreadsheet	Standard	TEAM 16-17 CR 019Standard	Corona September Consumption Amended	MAPLEDURHAM PAVILION Bill Number:11482443MPR No -3987304306 01-09-2016 To 01-10-2016 5337				08/11/2016	08/11/2016
Nov-16-17	8.	R-1302-2401-1302BN-00	61.05		Spreadsheet	Standard	TEAM 16-17 CR 020Standard	Corona October Consumption	MAPLEDURHAM PAVILION Bill Number:11546523MPR No -3987304306 01-10-2016 To 01-11-2016 5394 5478 F				14/11/2016	14/11/2016
Nov-16-17	8.	R-1302-2401-1302BN-00	61.05		Spreadsheet	Standard	TEAM 16-17 CR 021Standard	Corona October Consumption Amended	MAPLEDURHAM PAVILION Bill Number:11546523MPR No -3987304306 01-10-2016 To 01-11-2016 5394 5478 F				15/11/2016	15/11/2016
Dec-16-17	9.	R-1302-2401-1302BN-00	76.63		Spreadsheet	Standard	TEAM 16-17 CR 024Standard	Corona November Consumption	MAPLEDURHAM PAVILION Bill Number:11670834MPR No -3987304306 01-11-2016 To 01-12-2016 5736 E				19/12/2016	19/12/2016
Jan-16-17	10.	R-1302-2401-1302BN-00	80.96		Spreadsheet	Standard	TEAM 16-17 CR 029Standard	Corona December Consumption	MAPLEDURHAM PAVILION Bill Number:11737827MPR No -3987304306 01-12-2016 To 01-01-2017 6014 E				17/01/2017	17/01/2017
Mar-16-17	12.	R-1302-2401-1302BN-00	74.51		Spreadsheet	Standard	TEAM 16-17 CR 037Standard	Corona February Consumption	MAPLEDURHAM PAVILION Bill Number:11876292MPR No -3987304306 02-02-2017 To 01-03-2017 6621 E				31/03/2017	31/03/2017
Adj-16-17	13.	R-1302-2401-1302BN-00	91.04		Spreadsheet	Standard	TEAM 16-17 CR 038Standard	Corona January Consumption	MAPLEDURHAM PAVILION Bill Number:11806973MPR No -3987304306 01-01-2017 To 01-02-2017 6361 E				31/03/2017	10/04/2017
Adj-16-17	13.	R-1302-2401-1302BN-00	72.11		Spreadsheet	Standard	TEAM 16-17 CR 040Standard	Corona March Consumption	MAPLEDURHAM PAVILION Bill Number:11956579MPR No -3987304306 01-03-2017 To 01-04-2017 6838 E				31/03/2017	19/04/2017
			882.72	112.62			770.10							
Aug-16-17	5.	R-1302-2450-1302BN-00	45.61		Spreadsheet	Standard	DENS 16-17 TST 016Standard	Thames Water July 2016	129,UPPER WOODCOTE RD,CAVERSHAM,RG4 7LB Bill Account No 9094318367 25/07/16-28/03/00				10/08/2016	10/08/2016
Nov-16-17	8.	R-1302-2450-1302BN-00	41.89		Spreadsheet	Standard	DENS 16-17 TST 030Standard	Thames Water October 2016	129,UPPER WOODCOTE RD,CAVERSHAM,RG4 7LB Bill Account No 9094318367 25/07/16-27/10/16				04/11/2016	04/11/2016
Feb-16-17	11.	R-1302-2450-1302BN-00	36.29		Spreadsheet	Standard	DENS 16-17 TST 049Standard	Thames Water January 2017	129,UPPER WOODCOTE RD,CAVERSHAM,RG4 7LB Bill Account No 9094318367 27/10/16-26/01/17				10/02/2017	10/02/2017
Adj-16-17	13.	R-1302-2450-1302BN-00	64.69		Spreadsheet	Standard	DENS 16-17 TST 068Standard	Thames Water April 2016	129,UPPER WOODCOTE RD,CAVERSHAM,RG4 7LB Bill Account No 9094318367 28/04/16-14/04/00				31/03/2017	19/04/2017
			188.48	0.00			188.48							
Jan-16-17	10.	R-1302-2501-000000-00	0.00	442.33	Cash Receipting	Cash Receipting	Cash Receipting 26-Jan-2017Cash Receipting	Journal Import 260241:	26/01/17 MOP 18 Trans 99999C564256 Orig Trans VAT PARK 129 UPPER W				26/01/2017	27/01/2017

Cost of maintaining pitches			RPI =	1.03		
	Expense		2016/17			
		Whitening	£ -			
		pitch marker	£ -			
			£ -			
			£ -			
	Renovations	Top Dressing	£ 75.96	actual cost based on 5 pitches		
		Grass seeding	£ 1,212.12	actual cost based on 5 pitches		
		fertilizer	£ 510.00	weed/feed: actual cost based on 5 pitches		
		labour cost	£ 591.01	annual inflated cost		
		Herbicide	£ -	see 'fertiliser' above		
			£ -			
			£ -			
	Goal Posts		£ 1,577.56	annual inflated cost		
		Total	£ 3,967			