

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

## Minutes of the Trustee Meeting held on Monday 23<sup>rd</sup> October 2017 at 7.00pm At the Parish Office, Killick Way, Williton

### Attendees:

**Councillors:** Richards (Chairman), Vaughan, Bennett(left 8.45pm), Peeks, Denton, Doherty, Burnett, Aldridge and Perrett  
**Clerk:** Mrs S Towells  
**Other:** Mrs B Heywood and Mrs P Stephens  
**Press:** None

### Apologies:

**Councillors:** Hooper and Pearson  
**Public:** None

17/62 The Chairman advised that the meeting would be recorded.

17/63 **Apologies**  
As noted above.

### 17/64 To Receive Declarations of Interest

Name	Agenda item	Interest	Action
Cllr Perrett	All	Garden backs on to Memorial Ground	Participated
Cllr Peeks	17/68.2 and 17/68.3	Employed by West Somerset Council	Participated
Cllr Richards	17/68.2 and 17/68.3	Employed by West Somerset Council	Participated

17/65 **Approval of the Minutes of the Meeting held on Monday 25<sup>th</sup> September 2017**  
It was **resolved** to approve the minutes.

17/66 **Approval of the Minutes of the extraordinary Meeting held on 5<sup>th</sup> October 2017**  
It was **resolved** to approve the minutes with abstentions from Cllr's Aldridge and Burnett.

### 17/67 Matters to report

- 17/67.1 (17/51.1) Legionella testing – The Clerk reported the tests had all come back clear.  
17/67.2 (17/51.2) Hedgerow behind tractor shed – Cllr Hooper was concerned it was still not cut back enough.  
17/67.3 (17/57) Website – It was **resolved** to note the Clerk had placed the order for the website.  
17/67.4 (17/58) Asset Register - The Clerk reported the asset register had been updated with the CCTV and the coronation gates added on.

### 17/68 Correspondence

- 17/68.1 It was unanimously **resolved** to note the correspondence log.  
17/68.2 WSC – Letter regarding discharge of planning condition 12 - It was **resolved** to note condition 12 has been discharged.  
17/68.3 WSC – Re Registration of gambling licence - It was **resolved** to re-register the gambling licence at a cost of £20.00.

### 17/69 Finance

- 17/69.1 It was **resolved** to pay the accounts on the attached list.



- 17/69.2 It was **resolved** to note the Current Account Expenditure Analysis and Financial Reserve Estimated Provisions and to note the bank balance as on 30<sup>th</sup> September 2017 was £113270.91
- 17/69.3 It was **resolved** to note the Pavilion income expenditure and analysis.
- 17/69.4 It was **resolved** to note that the bank reconciliation for the month of September 2017 was carried out by Cllr Vaughan.
- 17/69.5 Budget considerations – IT costs including in professional fees. BT costs of £300 in professional fees. Increase consumables from £500 to £1000. £800 for refuge collection. £500 for improvements costs. £1000 for pavilion launch costs.
- 17/70 Report from Officers**
- 17/70.1 Ground Management Officers - Other than the hedge all seems alright.
- 17/70.2 Building Management Officers - No report.
- 17/70.3 Asset Management Officers Nothing to report.
- 17/70.4 Legal Officers Nothing to report.
- 17/70.5 Fundraising Officer Fundraising There was no report. Cllr Peeks reported that the last coffee morning had been held in the Parish Office in its present format. After a proposal by Cllr Richards and seconded by Cllr Vaughan it was **resolved** to give a vote of thanks to Cllr Hooper and her fundraising team.
- 17/71 Memorial Garden**
- It was **resolved** to ask Pete Broadey to tidy the garden up and clean off the hardstanding area. Cllr Vaughan suggested having a word with Steve Thrush as he may volunteer for an hour a month to maintain the garden. It was **resolved** to contact the charity commission to ask if the charity is able to pay to maintain the garden. If this is not possible it would be recommended to ask the Parish Council take this on.
- 17/72 Clearing out the tractor shed** It was **resolved** after a proposal by Cllr Richards and seconded Cllr Doherty to give a vote of thanks to all the people that turned up to clear out the tractor shed. Cllr Aldridge said he would have to cut up the steel pole before it could be removed from the ground and he would ask the doctors for use of their electric to enable him to use his angle grinder. He also reported he would remove the salt bags from outside the tractor shed.
- 17/73 Pavilion Project**
- 17/73.1 Big Lottery Update- The stage 4 package had been sent in to the Big Lottery with the exception of the cash flow plan as further information was still required from Lisa Redston who is managing the CIM fund. After a proposal by Cllr Aldridge and seconded by Cllr Richards with abstentions from Cllr Peeks and Vaughan it was **resolved** the Clerk could forward the cash flow plan to the Big Lottery once the information had been received from Lisa Redston.  
It was **resolved** to raise the order for the BT line. Justin Cox will set up a pre-commencement meeting and has requested only 2 councillors and the Clerk attend. It was **resolved** the Clerk, Cllr Vaughan and one other councillor would attend the project Managers meetings.  
Project Working Group – section 11 of the business plan requires a project working group of up to 6 people to undertake different activities such as the health and safety aspects of the building and researching information. It was **resolved** that Cllrs Vaughan, Aldridge, Richards, Peeks, Doherty and Denton would form this group. This group would report back to the Trustee.  
It was further **resolved** the project working group agendas would be issued by the Clerk and the minutes published on the website for transparency reasons. It was **resolved** members of the public could attend these meetings. Cllr Bennett left during this item.
- 17/73.2 Party Wall response from Cllr Peeks Visit- It was **resolved** to write to the residents to let them know that the building is not being demolished yet and that they would be kept informed.
- 17/73.3 Letter to Robert Street residents advising of contractor start date – It was **resolved** the Clerk would contact Justin Cox to check if the contractor was sending a letter to residents if not the clerk would write to the residents to let them know the start date of the works, to include the Bowling Club and Croftways.



- 17/73.4 Hire rates and Hire agreement – This item was deferred to the project working group and it was **resolved** they would report back to the Trustee.
- 17/73.5 Marketing approach- This item was deferred to the project working group and it was **resolved** they would report back to the Trustee.
- 17/73.6 Labour requirements, janitorial and cleaning – This item was deferred to the project working group and it was **resolved** they would report back to the Trustee.
- 17/74 Matters for the next meeting to be held on Monday 27<sup>th</sup> November 2017**  
Project Working Group recommendations  
Budget
- 17/75 To pass resolution to exclude the press and public from the remainder of the meeting**  
It was **resolved** to exclude the press and the public from the remainder of the meeting.
- 17/76 To agree for Risdon Hosegood to act on matters relating to the Big Lottery**  
It was **resolved** to send the cheque for £300 to Risdon Hosegood for them to act on matters relating to the Big Lottery.
- Meeting closed 9.35pm

