

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

## Minutes of the Trustee Meeting held on Monday 25<sup>th</sup> September 2017 at 7.00pm At the Parish Office, Killick Way, Williton

### Attendees:

**Councillors:** Richards (Chairman), Hooper, Birkett, Vaughan, Bennett, Peeks, Denton (arrived 7.10)  
Doherty, Burnett and Pearson  
**Clerk:** Mrs S Towells  
**Other:**  
**Press:** None

### Apologies:

**Councillors:** Perrett, Aldridge  
**Public:** None

- 17/47 The Chairman advised that the meeting would be recorded.
- 17/48 **Apologies**  
As noted above.
- 17/49 **To Receive Declarations of Interest**  
There were none
- 17/50 **Approval of the Minutes of the Meeting held on Monday 24<sup>th</sup> July 2017**  
It was **resolved** to approve the minutes with an abstentions from Cllr's Doherty and Pearson.
- 17/51 **Matters to report**
- 17/51.1 (17/39.5) Legionella testing – The Clerk reported the bottles had been received from the lab and the samples would be taken on 26<sup>th</sup> September and returned to the lab for analysis.
- 17/51.2 (17/40.1) Hedgerow behind tractor shed – The hedge has not been cut as birds are still nesting in it. The contractor has stated it will be cut as soon as the birds have gone.
- 17/51.3 (17/43) Football agreement – The Clerk reported the agreement has been signed.
- 17/51.4 (17/44) White line machine – The machine has arrived and has been used to mark out the junior pitch in blue paint.
- Pavements on the Recreation Ground – The Clerk reported the forms had gone off to Somerset County Council to include village green protection at a cost of £250.00
- 17/52 **Correspondence**
- 17/52.1 It was unanimously **resolved** to note the correspondence log.
- 17/52.2 WSC – Letter regarding discharge of planning conditions It was **resolved** to note the letter. Cllr Denton enters the meeting at this point.
- 17/52.3 WSC – Letter regarding discharge of conditions 12 and 17 Cllr Peeks would contact the planning department and report back to the Clerk.
- 17/52.4 WSC – S106 revised agreement It was **resolved** with Cllr Bennett voting against, that the agreement could be signed and returned to West Somerset Council.
- 17/53 **Finance**
- 17/53.1 It was **resolved** to pay the accounts on the attached list.
- 17/53.2 It was **resolved** to note the Current Account Expenditure Analysis and Financial Reserve Estimated Provisions and to note the bank balance as 31<sup>st</sup> July 2017 was £135226.24 and to note the bank balance on 31<sup>st</sup> August 2017 was £113270.91



LOTTERY FUNDED

- 17/53.3 It was **resolved** to note the Pavilion income expenditure and analysis.
- 17/53.4 It was **resolved** to note that the bank reconciliation for the months of July 2017 and August 2017 was carried out by Cllr Vaughan.
- 17/53.5 Budget considerations – IT budget of £510.00 for new website. Put contingency down to include new website.
- 17/53.6 End of year accounts – It was unanimously **resolved** to sign the accounts.
- 17/54 Report from Officers**
- 17/54.1 Ground Management Officers Cllr Hooper reported the hedge requires a really good cut as it is very overgrown. She feels it has not been cut back enough in the past which is why it is so overgrown. Cllr Peeks reported that the person driving the mower drives it far too fast and therefore the cut is very patchy and not good enough. After a proposal from Cllr Hooper and seconded by Cllr Doherty with Cllrs Peeks and Richards abstaining it was **resolved** to write to the leader of West Somerset Council and Chris Hall.
- 17/54.2 Building Management Officers Nothing to report
- 17/54.3 Asset Management Officers Nothing to report
- 17/54.4 Legal Officers Nothing to report
- 17/54.5 Fundraising Officer Fundraising Fundraising going very well. The last table top sale will be held in October. It was **resolved** Cllr Peeks would put an article in the Williton Window to see if anyone was able to take over the running of the table top sales due to Cllr Hooper not being able to lift the items. Some sales will take place in the pavilion but will be run differently.
- 17/55 Data Protection and Transparency**  
Cllr Richards reported that himself, The Clerk to the Charity and The Parish Clerk had attended a Data Protection Course and that personal details were not to be included in the correspondence log, a data protection officer would need to be employed by May 2018, secure and dedicated Parish Council email accounts must be set up. The year end accounts must be published on the website.
- 17/56 Pavilion Project**
- 17/56.1 Big Lottery Update- A letter had been received from Big Lottery stating that things were changing. As of 14<sup>th</sup> September we would be dealing with a temporary central grant support team instead of Tabasam Lee.
- 17/56.2 Working Group Reports – It was **resolved** to note the reports.
- 17/56.3 Working Group – Way Forward – It was **resolved** the way forward would be to invite all Trustees to the working group meetings, there would be a proper agenda and the minutes would be published on the website for transparency reasons. No decision making would take place by the working group. If decisions were required an extraordinary meeting would be called.
- Cllr Peeks proposed we move to closed session seconded by Cllr Hooper. It was **resolved** to move to item 17/61
- 17/57 Charity Website** A website demonstration was attended by The Clerk, Cllrs Vaughan and Hooper. All were very impressed with the site. It was **resolved** to employ Function 28 at a cost of £450.00 to set up a new website for the charity. The ongoing costs would be £5.00 per month.
- 17/58 Review of asset register**  
It was **resolved** to add the CCTV to the asset register. Cllr Peeks would look up the price for the long Street entrance gates as no price was stated on the register.
- 17/59 Matters for the next meeting to be held on 23<sup>rd</sup> October 2017**  
Budget
- 17/60 To pass resolution to exclude the press and public from the remainder of the meeting**



17/61

**To discuss tenders regarding the pavilion project** (Cllr Denton left during this item)

Justin Cox explained how the process had worked. Five tenders had been sent out and four had been received and he would recommend that we go with Harris Bros and Collard Ltd. Justin Cox would send a full tender report out on Wednesday 27<sup>th</sup> September. It was **resolved** to hold an extraordinary meeting on 5<sup>th</sup> October to decide on a contractor. It was **resolved** to move back to item 17/57.

Meeting closed 9.10pm

