

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

c/o Williton Parish Council, 2 Killick Way, Williton, Somerset TA4 4PY

Tel & Fax: 01984 633979 Email: willitonpc2@btconnect.com

Dear Trustee

8th November 2017

A meeting of the Project Working Group will be held on Tuesday **14th November 2017 at 7.00pm** in the Parish Office, 2 Killick Way, Williton.

Yours sincerely



Michelle Francis
Clerk to the Council

A G E N D A

- 17/01B Election of Chairman for Project Working Group Meetings**
- 17/02B To Note apologies**
- 17/03B Decision Process** – To clarify the Project Working Group will direct all decision making to the Trustees of Williton War Memorial Recreation Ground Charity
- 17/04B Hire Rates**
- 17/05B Hire Agreement**
- 17/06B Labour requirements, Janitorial and Cleaning**
- 17/07B Marketing approach**
- 17/08B Section 11 (Business Plan) H&S requirements**
- 17/09B Date for next meeting**
- 17/10B Matters for the next meeting**