

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Project Working Group held on Thursday 30th November 2017 at 7.00pm At the Parish Office, Killick Way, Williton

Attendees:

Councillors: Vaughan, Hooper, Peeks and Doherty

Clerk: Mrs Sarah Towells

Other:

Press: None

Apologies:

Councillors: Richards and Perrett

Public: None

17/11B Apologies

As noted above.

17/12B Minutes of the last meeting held on 14th November 2017 for approval

It was unanimously **resolved** to approve the minutes

17/13B Hire rates

Discussions took place regarding hire rates. It was **resolved** to recommend to the Trustee the following rates:

Main Hall £10 per hour

Kitchen £5 per session

Downstairs meeting room £7 per hour

Upstairs meeting room £7 per hour

Changing rooms and pitch £45 per session

Use of stage £5 per session

Wedding and large functions from £250 per day

All non-parish hire would be 20% more and commercial hire would be double the above rates.

17/14B Hire agreement

Cllr Vaughan had copies of other venues hire agreements. It was **resolved** Cllr Aldridge would look at these and come up with an agreement for the pavilion to include the terms and conditions. Cllr Aldridge would report back to the working group.

17/15B Labour requirements, Janitorial and Cleaning

It was **resolved** to recommend to the Trustee that we go out to tender in April 2018 with this.

17/16B Marketing approach

It was **resolved** to recommend to the Trustee that a Williton Pavilion Facebook page is set up as soon as possible.

17/17B Section 11 (Business Plan) H&S requirements

Nothing to report

17/18B Website



LOTTERY FUNDED

It was **resolved** the following was required on the Pavilion part of the charity website:
Pavilion Home page
Booking page/Calander
Hire agreement
Newspage
Charges
What the pavilion contains; each room facilities, hearing loop, parking spaces, stage.
User page

17/19B Date for next meeting

The next meeting will be held on 11th December at 7.00pm

17/20B Matters for the next meeting

CCS Workshops
Steering group structure and terms of reference

