

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 29th January 2018 at 7.00pm At the Parish Office, Killick Way, Williton

Attendees:

Councillors: Perrett (Chairman), Peeks, Hooper, Vaughan, Doherty, Aldridge and Pearson

Clerk: Mrs S Towells

Other: None

Press: None

Apologies:

Councillors: Bennett, and Burnett

Public: None

17/104 The Chairman advised that the meeting would be recorded.

17/105 **Apologies**
As noted above.

17/106 To Receive Declarations of Interest

Name	Agenda item	Interest	Action
Cllr Perrett	Whole	Garden backs onto Memorial Ground	Participated
Cllr Peeks	17/111.2 and 17/111.4	Works at WSC	Participated

17/107 **Approval of the Minutes of the Meeting held on Monday 27th November 2017**
It was **resolved** to approve the minutes.

17/108 **Approval of the Minutes of the Extraordinary Meeting held on Monday 08th January 2017**
It was **resolved** to approve the minutes with an abstention from Cllr Doherty.

17/109 Matters to report

17/109.1 Memorial Garden – The Memorial Garden could be maintained by the Charity.
The Clerk also reported that HBC Builders would accept payment by cheque as long as it was cleared by the payment date.

17/110 To appoint the following positions, due to the resignation of Cllr Richards

17/110.1 It was **resolved** that Cllrs Hooper and Aldridge would become Building Management Officers.

17/110/2 It was **resolved** that Cllrs Doherty and Pearson would become an Asset Management Officers.

17/111 Correspondence

17/111.1 It was unanimously **resolved** to note the correspondence log.

17/111.2 Response from Leader of WSC - It was **resolved** to note the response.

17/111.3 Response from Williton Bowls Club - It was **resolved** to note the response and The Clerk would write to say we would cut our side of the hedge and to point out that no work could be carried out on the trees without our consent or approval from WSC as they had TPO's on them. It was also **resolved** to include a plan of the trees with the letter.

17/111.4 Response from Chris Hall – It was **resolved** to note the response. The Trustee would continue to monitor the grass cutting.



17/111.5 Response from Royal British legion – With abstentions from Cllrs Peeks and Hooper, it was **resolved** to check with the insurance company to see if volunteers would be covered if they were looking after the Memorial Garden. If volunteers were covered it was **resolved** to put a request for volunteers to maintain the Memorial Garden in the Williton Window. If no volunteers came forward it was **resolved** The Trustee would maintain the Memorial Garden for this year only, and then would be looked at again when the budget is set in November.

17/112 Finance

17/112.1 It was **resolved** to pay the accounts on the attached list.

17/112.2 It was **resolved** to note the Current Account Expenditure Analysis and Financial Reserve Estimated Provisions and to note the bank balance as on 31st December 2017 was £10766.19

17/112.3 It was **resolved** to note the Pavilion income expenditure and analysis.

17/112.4 It was **resolved** to note that the bank reconciliation for the months of November and December 2017 were carried out by Cllr Vaughan.

17/112.5 It was **resolved** to add Cllr Hooper as a signatory for Lloyds Bank account.

17/113 Report from Officers

17/113.1 Ground Management Officers - Cllr Hooper reported a lot of dog mess around and also a lot of leaves. It was **resolved** the Clerk would contact the contractor to ask for the leaves to be cleared.

17/113.2 Building Management Officers - The buildings all appear to be alright.

17/113.3 Asset Management Officers – Cllr Perret reported the sockets behind the Memorial Shelter had been damaged again. It was **resolved** the building Management Officers would look at a solution to enable the sockets inside to be used without the door being left unlocked.

17/113.4 Legal Officers - There was no report.

17/113.5 Fundraising Officer Fundraising – Bingo is continuing to go well. It was further **resolved** Cllrs Pearson and Doherty would take on responsibility for running the fete.

17/114 Website

It was **resolved** not to register a second domain name for the website. It was further **resolved** to monitor this once the new site was launched to see if it was thought a second domain name should be registered.

17/115 Pavilion Project

17/115.1 Big Lottery Update – Permission to proceed has now been received from the Big Lottery. It was **resolved** the Chairman would be a signatory for the Big Lottery. It was **resolved** the Clerk would order a banner for the building site. It was **resolved** Cllrs Peeks, Hooper and Vaughan would cut the first sod. A Notice would be placed in the Parish Council Window to advertise this and invite members of the public to attend.

17/115.2 Report from the Project Working Group held on 30th November 2017 – It was **resolved** to note the report.

17/115.3 Recommendations from that meeting to be approved –

Hire rates – After a proposal by Cllr Peeks and seconded by Cllr Vaughan with Cllr Pearson against it was **resolved** to accept the recommendations as outlined in the Working Group minutes. Will review again in January 2019.

Labour requirements – It was **resolved** to for out to tender in April 2018. The Working Group would come up with a scope of work and report back to the Trustee.

Marketing Approach – It was **resolved** to set up a Facebook page.

17/115.4 Report from the Project Working Group held on 11th December 2017 – It was **resolved** to note the report. There were no recommendations from that meeting.

17/115.5 Report from Project Working Group held on 11th January 2018 – It was **resolved** to note the report.



- 17/115.6 Recommendations from that meeting to be approved – Hire Agreement – Cllr Aldridge recommended the charity purchases a copy of the ACRE hire agreement at a cost of £10.00. It was **resolved** the Clerk would order this, liaise with Cllr Aldridge regarding the editing and then the Working Group would look at it again before final recommendations would be made to the Trustee.
Double Door Layout – HBC recommend that the doors do not open 180 degrees. They recommend 1200mm doors that open 90 degrees out to stays and have finger guards. It was **resolved** to go with HBC recommendations.
- 17/115.7 To Note progress report 1 from Slade Parry- It was **resolved** to note the report.
- 17/115.8 To Note progress report 2 from Slade Parry- It was **resolved** to note the report.
- 17/115.9 JCT Contract – It was **resolved** the Chairman would be the signatory on the contract.
- 17/116 Events on the Memorial Ground**
A request from the Parish Council Events Committee had been received to ask if they could use the ground and building on Easter Sunday for an Easter Egg hunt and also to use it on 11th November for celebrating Armistice Day. It was **resolved** to write to the Parish Council with approval to use the ground and building for Easter Sunday and to say they agree in principle for Armistice Day but they will look at cost for use of the pavilion nearer the time.
- 17/116.1 Duck Race – It was **resolved** to change the date from Bank Holiday weekend to the previous weekend and hold it on Sunday 20th May.
- 17/116.2 Annual Fete – The date for the annual fete would be 7th July. A meeting would be called at the beginning of March.
- 17/117 Matters for the next meeting to be held on Monday 26th February 2018**
Cllr Peeks Apologies
Meeting closed 9.00pm

