

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

23rd May 2018

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Tuesday 29th May 2018 at the rising of the Extra Ordinary Parish Council meeting** in the Parish Office, 2 Killick Way, Williton.

Yours sincerely



Michelle Francis
Clerk to the Council

A G E N D A

Before the start of the meeting there will be a presentation from Mr G John from Somerset activity and sports partnership (SASP) on their project 'Active Spaces' and how they are looking to utilise local parks and open spaces to facilitate exercise and family activity sessions.

- 18/05 To advise the recording of the meeting**
- 18/06 To note apologies for absence and approve reason, where appropriate**
- 18/07 To Receive any Declarations of Interest**
- 18/08 Minutes of the last meeting held on Monday 23rd April 2018 for approval (attached)**
- 18/09 Minutes of the Extraordinary Meeting held on Tuesday 8th May 2018 for approval (attached)**
- 18/10 Appointment of Officers and Working Group Representatives (forwarded 23.05.18)**
- 18/11 Matters from the minutes – for report purpose only**
- 18/12 Correspondence**
 - 18/12.1 To note the correspondence log (attached)
 - 18/12.2 Update of Business Account General Conditions
 - 18/12.3 SALC – To consider training course on Understanding Charitable Trusts
 - 18/12.4 Slade Parry - Contract Instruction No 2 – (forwarded 30.04.18)
 - 18/12.5 Dog Fouling in West Somerset (forwarded 21.05.18) *To consider purchase of stickers*
- 18/13 Finance**
 - 18/13.1 Approval of accounts for payment (to be circulated at meeting)
 - 18/13.2 Expenditure Analysis as at 30th April 2018 (attached)
 - 18/13.3 Estimated Provisions for April 2018 (attached)
 - 18/13.4 Pavilion fundraising income and expenditure analysis (attached)
 - 18/13.5 Pavilion build expenditure (attached)
 - 18/13.6 Bank reconciliation for April (to be signed at meeting)
 - 18/13.7 Bank Account Authorisation
- 18/14 Annual Audit of Accounts 2017 - 2018**
- 18/15 Report from Officers**
 - 18/15.1 Ground Management Officers – (Currently) Cllrs Hooper and Perrett
 - 18/15.2 Building Management Officers – (Currently) Perrett, Hooper and Aldridge
 - 18/15.3 Asset Management Officers – (Currently) Perrett, Doherty and Pearson
 - 18/15.4 Legal Officers – (Currently) Cllrs Peeks & Bennett
 - 18/15.5 Fundraising Committee – (Currently) Cllr Hooper
- 18/16 To consider SASP Active Spaces presentation and request**

- 18/17 Website**
18/17.1 To consider Quotation from Website Admin to make alterations
18/17.2 To consider Privacy Policy on Website (forwarded 16.05.18)
18/17.3 To consider SSL Certificate (forwarded 16.05.18)
18/17.4 To consider agreement of request regarding replacement photographs (Cllr Vaughan's email forwarded 23.05.18)
18/17.5 To consider Pavilion Tab structure (Cllr Vaughan's email forwarded 23.05.18)
- 18/18 Football Hire Agreement**
18/18.1 Request from Williton FC to leave one set of goals in situation for use during the summer
- 18/19 Williton Youth Club**
18/19.1 To consider request for the use of the Changing Rooms from 7th June 2018
18/19.2 To consider request for the future use of the Pavilion
- 18/20 Pavilion Project**
18/20.1 Pavilion Project update
18/20.2 Report from the Project Working Group held on 22nd May 2018 (to be forwarded prior to meeting)
Recommendations from the above meeting for approval – Projection Screen Requirements and Costs (to be discussed under item 18/23)
18/20.3 To note progress report 6 from Slade Parry (forwarded by email 29/03/18)
18/20.4 To note Slade Parry's minutes for site meeting No 6 (forwarded by email 18/04/18)
18/20.5 Further information from HBC regarding recommendation of dark blue doors - update
18/20.6 To consider and agree Hire Agreement Terms and Conditions (forwarded 08.05.18)
18/20.7 To consider and agree Booking Form format
18/20.8 To review and agree Hire Charges
- 18/21 Events on the Memorial Ground**
18/21.1 To receive report on Duck Race & Car Boot Sale held on the 20th May 2018
18/21.2 Annual Fete 7th July 2018
- 18/22 To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 18/23 Review of pricing and agreement of the projector screens (forwarded 23.05.18)**
- 18/24 Matters for the next meeting to be held on Monday 25th June 2018**