

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 23rd April 2018 at 8.25pm At the Parish Office, Killick Way, Williton

Attendees:

Councillors: Perrett (Chairman), Aldridge, Bennett, Doherty, Hooper, McDonald, Pearson, Peeks and Vaughan
Clerk: Mrs M Francis
Other: None
Press: None

Apologies:

Councillors: Burnett
Public: None

- 17/145 The Chairman advised that the meeting would be recorded.
- 17/146 **Apologies**
As noted above.
- 17/147 **To Receive Declarations of Interest**
There were none.
- 17/148 **Approval of the Minutes of the Meeting held on Monday 26th March 2018**
After a proposal from Cllr McDonald, seconded by Cllr Vaughan, it was **resolved** to approve the minutes, with one abstention from Cllr Pearson.
- 17/149 **Matters to report**
There were none.
- 17/150 **Correspondence**
- 17/150.1 It was unanimously **resolved** to note the correspondence log. A discussion took place regarding the logging of correspondence, after a proposal from Cllr McDonald, seconded by Cllr Bennett, it was unanimously **resolved** the Clerk would review items that are logged.
- 17/151 **Finance**
- 17/151.1 It was **resolved** to pay the accounts on the attached list, with the exception of £312.00 taken by Direct Debit by British Telecom. The Clerk advised she had spoken to BT regarding this and had been advised the amount would be re-credited to the Trustee account within the next 10 – 14 days.
It was **resolved** to change the titles of the finance headings to relate easier with the agenda.
- 17/151.2 It was **resolved** to note the Current Account Analysis as at 31st March 2018. It was noted some formulas were incorrect; the Clerk would amend and re-send to Councillors.
- 17/151.3 It was **resolved** to note the Provisions and bank balance as at 31st March 2018, as £126,839.40.
- 17/151.4 It was **resolved** to note the Pavilion fundraising income expenditure and analysis. It was **resolved** to remove the headings Christmas Post, Stamps and Concerts.
- 17/151.5 The Clerk requested clarification with Cllr Vaughan regarding this document; a copy would be forwarded to Councillors.
- 17/151.6 It was **resolved** to note that the bank reconciliation for the month of March 2018 was carried out by Cllr Vaughan.



17/152 Report from Officers

- 17/152.1 Ground Management Officers - Cllr Hooper reported leaves were still around the building and the lane. Cllr Perrett advised the play equipment had been repaired and that the old boarding had not been cleared away. Concern was raised regarding the cost implications of the repairs. It was **resolved** the Clerk would investigate an insurance claim for the repair of the equipment and if there were any restrictions regarding urgent repairs on health and safety grounds.
- 17/152.2 Building Management Officers - Cllr Aldridge advised due to Parish Council commitments he had been unable to look at the electric sockets on the building, but would do in due course.
- 17/152.3 Asset Management Officers – Cllr Pearson advised she needed to be clear of this role. Cllr Peeks advised the assets were normally checked in September.
- 17/152.4 Legal Officers - There was no report.
- 17/152.5 Fundraising Officer Fundraising – It was reported all was going well.

17/153 Website

The Clerk confirmed any suggested changes for the website had to be agreed by the Trustees and submitted to the website admin via the Parish Office only. It was **resolved** the Clerk would obtain a quotation from the website admin regarding their charges to make alterations to the site to relief some admin pressure within the office.

17/154 Football Hire Agreement

A discussion took place regarding possible suggested hire agreement changes. After a proposal from Cllr Doherty, seconded by Cllr Aldridge, it was unanimously **resolved** to arrange a meeting with the Football Club to discuss their requirements.

17/155 Pavilion Project

- 17/155.1 Big Lottery Update – It was **resolved** to amend this title from Big Lottery Update to Pavilion Project Update. It was **resolved** to note the advance notice that Robert Street would be closed from the 8th May 2018 for sewerage connections.
- 17/155.2 Report from the Project Working Group held on 5th April 2018 – it was **resolved** to note the report.
- 17/155.3 Recommendations from Working Group – There were no recommendations to be approved.
- 17/155.4 To note progress report 5 from Slade Parry – It was **resolved** to note the report.
- 17/155.5 To note Slade Parry's minutes for site meeting No 5 – It was **resolved** to note the minutes.
- 17/155.7 Pavilion Cladding Colour – It was **resolved** to note the blue/grey colour had been agreed.
- 17/155.8 Installation of kitchenette within the ground floor meeting room – Cllr Aldridge proposed this installation at additional total cost of £2,495.00. Cllr Doherty enquired if the extra funds were available, Cllr Vaughan advised they were available from the budget contingency. The proposal was seconded by Cllr Hooper and unanimously **resolved**.
- 17/155.9 To agree the extra works at the area to the rear of the building - After a proposal from Cllr Vaughan, seconded by Cllr Hooper, it was unanimously **resolved** to provide a service area to the rear of the building at an additional total cost of £4,374.00.
- 17/155.10 After a proposal from Cllr Doherty, seconded by Cllr Aldridge, it was unanimously **resolved** to agree in principal to HBC recommendation on door colour being a dark blue, but to request further information before a final decision could be made.
- 17/155.11 After a proposal from Cllr Peeks, seconded by Cllr Aldridge, it was unanimously **resolved** to agree to HBC recommendation that the grey water installation was removed as it was no longer required, this would provide a total cost saving of £7,182.00.

17/156 Events on the Memorial Ground

- 17/156.1 It was **resolved** to note the report. It was further **resolved** the date of the next meeting would be re-arranged as the date clashed with the May Parish Council meeting.



- 17/156.1 Duck Race – It was **resolved** the Clerk would forward an amended copy of the duck race poster to state starts at 2pm, first race at 2.30pm.
- 17/156.2 Annual Fete – It was **resolved** volunteers would be sought.
- 17/157 Matters for the next meeting to be held on Tuesday 29th May 2018**
Audit

The Meeting closed at 9.18pm

Signed as a true and correct record Dated

