

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 23rd July 2018 at 7.00 pm at the Parish Office, Killick Way, Williton

Attendees:

Councillors: Peeks (Vice-Chairman), Aldridge, Bennett, Doherty, Hooper, Howes and Vaughan
Other: Mrs M Francis
Public: None
Press: None

Apologies:

Councillors: Burnett, Pearson and Perrett
Public: None

18/40 The Vice-Chairman advised that the meeting would be recorded.

18/41 **Apologies as noted above.**

18/42 **Declarations of Interest**

Name	Agenda item	Interest	Action
Cllr Aldridge	18/52.1	Radio Club	Did not vote

18/43 **Minutes of the last meeting held on Monday 25th June 2018**

After a proposal from Cllr Hooper, seconded by Cllr Vaughan, it was **resolved**, with one abstention, to approve the minutes.

18/44 **Matters from the Minutes – for the purpose of report only**

18/44.1 The Dog Fouling stickers had arrived and would be distributed around the Memorial Ground.

18/45 **Correspondence**

18/45.1 It was **resolved** to note the correspondence log.

18/45.2 A letter had been received from Williton Parish Council requesting the permanent siting of The Lone Soldier silhouette. After a proposal from Cllr Aldridge, seconded by Cllr Doherty, it was unanimously **resolved** the Trustees would like to see the silhouette, before a final decision was made.

18/45.3 A letter had been received from Williton Parish Council advising they had agreed to the request to fund Williton Youth Club, SASP Active Spaces and the Get Set activity day.

A request for the hire of the Pavilion had been received from Slimming World. After a proposal from Cllr Peeks, seconded by Cllr Hooper it was **resolved** to charge £10.00 per hour, based on a 12 month booking due to the health benefits to parishioners. The night would need to be agreed.

18/46 **Finance**

18/46.1 It was **resolved** to pay the accounts on the attached list

18/46.2 It was **resolved** to note the Expenditure Analysis as at 30th June 2018 and to note the bank balance as at 30th June was £113,806.63.

18/46.3 It was **resolved** to note the Financial Reserve Estimated Provisions for June 2018. Cllr Vaughan advised the clock cost approximately £1,800.00; of which the Parish Plan funds would be used towards this cost.

18/46.4 It was **resolved** to note the Pavilion income and expenditure analysis.
It was **resolved** a separate sheet would be produced for Pavilion bookings.

18/46.5 It was **resolved** to note the Pavilion build expenditure.

18/46.6 It was **resolved** to note that the bank reconciliation for the month of June was carried out by Cllr Vaughan.

18/47 **Annual Audit of Accounts 2017 - 2018**

The Clerk reported the Internal Auditor had been unwell and was due to complete the Audit during the coming week.

18/48 Report from Officers

- 18/48.1 Ground Management Officers – It was reported the gates to the Community Hall land had been left open; the Clerk confirmed the contractors had been asked to secure. Concern was raised regarding the weeds along the footpath leading from Robert Street; after a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was **resolved** to ask the contractor to cut the vegetation and spray, subject to the owners agreement. After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was **resolved** a draft letter would be written for Cllr Aldridge to deliver to the owner of the property. The bins had not been emptied by the contractor and it had been reported that vermin had been sighted. The Clerk confirmed the contractors had been informed.
- 18/48.2 Building Management Officers – The plate had been made. It was **resolved** to obtain a price to have the plate fitted.
- 18/48.3 Asset Management Officers – There was nothing to report.
- 18/48.4 Legal Officers – There was nothing to report.
- 18/48.5 Events & Fundraising Officers – It was noted the fete was good and had been well attended; however, due to the extremely hot weather, the dog show had not been well attended. The fete made approximately £1,600.00. Thank you to everyone involved.

18/49 Website

The website had been updated and was almost complete. It would be formatted to enable usage by mobile devices. The calendar needed work.

18/50 Football Hire Agreement

It was **resolved** a copy of the agreement had been updated and needed to be signed.

18/51 Report from SALC course Understanding Charitable Trusts

Cllr Aldridge gave a verbal report.

18/52 Pavilion Project

- 18/52.1
- There was a new Big Lottery contact from a regional office.
 - Stage Electrics had visited the Pavilion and would submit a quotation.
 - Interest had been shown from a radio club. A discussion took place regarding an aperture that would be needed to feed cables through to a telescopic mast, which would be laid at the back of the building. It was noted the equipment, license and planning requirements would be the responsibility of the radio club. After a proposal from Cllr Vaughan, seconded by Cllr Doherty, it was **resolved** Cllr Vaughan would speak to HBC Builders regarding the feasibility and authorise the work, up to a cost of £300.00.
 - A mood-board was presented and comments given. After a proposal from Cllr Hooper, seconded by Cllr Vaughan it was **resolved** to accept the board and colours.
- 18/52.2 It was **resolved** to note the progress report 8 from Slade Parry that had been forwarded.
- 18/52.3 Update from HBC Builders regarding recommendation of dark blue doors – there was no update as all colours had been covered in the mood board. It was **resolved** to remove this item from the agenda.
- 18/52.4 Equipment Purchases Update
- Equipment budgets were distributed, estimated at £46,500.00. After a proposal from Cllr Vaughan, seconded by Cllr Hooper, it was **resolved** to commence the purchase of equipment if within this budget.
- 18/52.5 Kitchen Amendments
- The kitchen amendments were discussed. The mobile island would cost £949.32; the lockable cupboard would cost £237.60, giving a total of £1186.92. Cllr Doherty enquired if the funds were available, Cllr Vaughan responded yes, it would reduce the contingency. After a proposal from Cllr Doherty, seconded by Cllr Howes, it was **resolved** to accept these amendments.
- 18/52.6 Pavilion Terrace – Prices had been received and were considered. Cllr Peeks proposed the use of black tarmac at £24.73m², seconded by Cllr Hooper. Cllr Doherty proposed the use of red tarmac at £44.82m², seconded by Cllr Aldridge. Cllr Howes proposed the use of brick paving at £44.82m², seconded by Cllr Aldridge. A vote was taken with four in favour of the brick paving proposal, which became the substantive motion; a vote was taken and the proposal was **resolved** unanimously at an extra cost of £4,029.00.
- 18/52.7 Remodelling of Old Changing Rooms
- Cllr Vaughan advised there was approximately £63,000.00 remaining on contingency. It was **resolved** to request a firm price from HBC Builders for Trustee consideration.

18/52.8 Additional Lamp Standard

It was **resolved** a quotation would be obtained for an addition lamp standard between Killick Way and the entrance to the Memorial Ground.

18/52.9 Payment Terms for Williton Parish Council

After a proposal from Cllr Vaughan, seconded by Cllr Doherty, it was unanimously **resolved** that Williton Parish Council would be invoiced at the end of each month for any bookings they were funding. It was further **resolved** any invoices would show a breakdown of all bookings.

18/53 Lighting of the Beacon and Bugle playing for WW1 Centenary Commemoration

After a proposal from Cllr Aldridge, seconded by Cllr Howes, it was unanimously **resolved** to obtain quotations for the repair to the basket and repair/replacement of pole, to enable the beacon to be lit for the Commemoration.

18/54 Matters for the next meeting to be held on Monday 24th September 2018

Film Club

Cllr Bennett tendered his apologies.

Meeting closed 8.56 pm

Signed as a true and correct record Dated

