

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

## Minutes of the Trustee Meeting held on Monday 24<sup>th</sup> September 2018 at 7.00 pm at the Parish Office, Killick Way, Williton

### Attendees:

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

### Apologies:

**Councillors:** Bennett and Pearson  
**Public:** None

18/60 The Chairman advised that the meeting would be recorded.

18/61 **Apologies as noted above.**

### 18/62 **Declarations of Interest**

Name	Agenda item	Interest	Action
Cllr Peeks	18/67.3	Employee of West Somerset Council	Did not vote

After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was **resolved** to pass a resolution to move to item 18/65 to enable the Internal Auditor to address the Trustee.

### 18/63 **Minutes of the last meeting held on Monday 23<sup>rd</sup> July 2018**

After a proposal from Cllr Peeks, seconded by Cllr Howes, it was **resolved** to approve the minutes.

### 18/64 **Minutes of the Extraordinary Meeting held on Monday 6<sup>th</sup> August 2018**

After a proposal from Cllr Peeks, seconded by Cllr Doherty, it was **resolved** to approve the minutes.

### 18/65 **Annual Audit of Accounts 2017 - 2018**

The Internal Auditor attended the meeting to advise the Trustees on a discrepancy on the asset register values that had been reported as on file, as the Trustee should be aware of the value. The recommendations were to obtain valuations for the land and buildings; the removal of the tractor shed; items to be depreciated yearly; to remove items with a value under £50.00. It was **resolved** the Internal Auditor and the Clerk would work through the register and report to the next meeting.

It was **resolved** to return to item 18/63

### 18/66 **Matters from the Minutes – for the purpose of report only**

18/66.1 (Item 18/45.3) It was **resolved** to note that Get Set did not use the Memorial Ground on 30<sup>th</sup> July 2018 due to inclement weather.

It was **resolved** to note that two helpers had volunteered to tend the Memorial Garden.

### 18/67 **Correspondence**

18/67.1 It was **resolved** to note the correspondence log.

18/67.2 A request had been received from Active Spaces to erect a banner on the Memorial Ground fence. After a proposal from Cllr Howes, seconded by Cllr Aldridge, it was **resolved**, with one against, to allow a banner to be erected for a period of 3 months, until the Pavilion was up and running. It would be their responsibility to investigate if planning permission would be required.

18/67.3 A letter of complaint had been received from Williton Bowling Club regarding tree seeds blowing onto their bowling green. A discussion took place regarding different options. After a proposal from Cllr Perrett, seconded by Cllr Howes, it was **resolved** with 4 in favour, 2 against and 1 abstention, to submit an application to West Somerset Council for the removal of the Betula tree and the replacement with another native genus; advise to be sought regarding the variety.

18/67.4 CCS Training for Trustee – it was **resolved** Cllr Aldridge would attend and report back to the Trustees.

### 18/68 **Finance**

18/68.1 After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was **resolved** to pay the accounts on the attached list

18/68.2 It was **resolved** to note the Expenditure Analysis as at 31<sup>st</sup> July 2018 and 31<sup>st</sup> August and to note the bank balance as at 31<sup>st</sup> August was £118,480.67.

- 18/68.3 It was **resolved** to note the Financial Reserve Estimated Provisions for July 2018 and August 2018. The Clerk would investigate the signatures on the Parish Plan Bank Account.
- 18/68.4 It was **resolved** to note the Pavilion income and expenditure analysis. It was noted the collection boxes would be left in situ. Tea towels will be re-designed.
- 18/68.5 It was **resolved** to note the Pavilion build expenditure.
- 18/68.6 It was **resolved** to note that the bank reconciliation for the months of July and August was carried out by Cllr Vaughan.

### 18/69 Report from Officers

- 18/69.1 Ground Management Officers – It was reported the bins were overflowing. Advice had been received stating the Fire Beacon was stable and therefore after a proposal from Cllr Hooper, seconded by Cllr Howes, it was **resolved** to proceed with the lighting of the beacon for 11<sup>th</sup> November 2018; the replacement would still be carried out in the future.
- 18/69.2 Building Management Officers – It was **resolved** to obtain a price to have the plate fitted due to the concern regarding the crack down the building.
- 18/69.3 Asset Management Officers – It was **resolved** the annual report would take place in November.
- 18/69.4 Legal Officers – There was nothing to report.
- 18/69.5 Events & Fundraising Officers – After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** any Cash and Carry account could be opened for the use of purchasing items for events.

### 18/70 Website

The Clerk advised there had been some technical problems; the enquiries, bookings and calendar were being addressed. It was reported the app could not be accessed via smart phones. Facebook would be incorporated when the website was complete.

### 18/71 Football Hire Agreement

It was **resolved** to note the agreement had been signed by Williton Football Club; therefore it was **resolved** that Cllr Perrett as Chairman would sign the agreement on behalf of WWMRG Charity.

### 18/72 Film Club

Cllr Howes gave a verbal report on the information she had obtained regarding different media suppliers. It was discussed holding a monthly film night on a Tuesday and to ask for volunteers from the community. Refreshments would be offered. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was unanimously **resolved** to use Filmbank Media and create a budget of £250.00. Cllr Perrett thanked Cllr Howes for her input that would provide an income stream for the Pavilion.

### 18/73 Pavilion Project

- 18/73.1 Update:
- 16<sup>th</sup> November 2018 - completion date
  - September claim to Big Lottery had been submitted. A visit would be made in November.
  - A site meeting would be held on 25<sup>th</sup> September to discuss the fence and access points.
  - A site meeting would be held on 8<sup>th</sup> October to discuss disabled car park layout
  - The colour of the blinds was discussed. After a proposal from Cllr Aldridge, seconded by Cllr Peeks it was **resolved**, with 1 vote against, to agree to light grey. A roller blind would be installed in the kitchen.
  - Insurance cost – a price was being obtained.
  - First Aid Boxes would be purchased suitable to cover 200 people – this will be funded by the Trustee out of the equipment budget. To be wall mounted, which HBC would fit. First Aid notices required.
  - Media Equipment training – attendees to be: Michelle, Jo, Cllrs Howes, Perrett, Aldridge and Vaughan.
  - System controls training – attendees to be: Michelle, Jo and two Councillors.
- (Cllr Peeks left the meeting)
- Open Day – Saturday 1<sup>st</sup> December – 10am – 3pm
  - Equipment deliveries will commence during w/c 12<sup>th</sup> November.
- 18/73.2 It was **resolved** to note the progress report 9 from Slade Parry that had been forwarded.
- 18/73.3 It was **resolved** to note the progress report 10 from Slade Parry that had been forwarded.
- 18/73.4 It was **resolved** to note the report from the Project Working Group held on 13<sup>th</sup> August 2018.

18/73.5 Review of Equipment Budget

Cllr Vaughan gave a verbal report on the equipment budget and contingency.

18/73.6 After a proposal from Cllr Aldridge, seconded by Cllr Doherty, it was unanimously **resolved** to open a credit account with Stage Electrics Partnership Ltd to meet the payment terms.

18/73.7 Remodelling of Old Changing Rooms (update)

Cllr Vaughan advised an update was awaited. Cllr Howes had sold £70.00 worth of goods from the Old Changing Rooms and handed the money to the Clerk to be banked.

18/73.8 A request had been received for disabled vehicular access to the designated parking bays, via a Radar Key, for general use. After a discussion, it was **resolved** to respond advising the spaces would have to be left available for the patrons / hirers of the Pavilion only.

**18/74 After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously resolved to exclude the press and public from the remainder of the meeting due to commercial sensitivity**

**18/75 Lighting of the Beacon and Bugle playing for WW1 Centenary Commemoration**

The Clerk advised quotations were still awaited from some companies. It was **resolved** to advise a deadline for the quotations.

**18/76 Matters for the next meeting to be held on Monday 22<sup>nd</sup> October 2018**

Budget

Trust Fund to run the Pavilion

Cllrs Perrett and Vaughan tendered their apologies.

Meeting closed 9.43 pm

Signed as a true and correct record ..... Dated .....

