

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Tuesday 25th June 2018 at 7.00 pm at the Parish Office, Killick Way, Williton

Attendees:

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

Apologies:

Councillors: Burnett
Public: None

Before the start of the meeting a representative from West Somerset Council addressed Trustees regarding licensing for the Pavilion. It was recommended to apply as soon as possible for a Premises License.

18/25 The Chairman advised that the meeting would be recorded.

18/26 **Apologies as noted above.**

18/27 **Declarations of Interest**

Cllr Perrett	Whole	Garden Backs onto Memorial Ground	Participated
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18/28 **Minutes of the last meeting held on Monday 29th May 2018**

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

18/29 **Matters from the Minutes – for the purpose of report only**

The Dog Fouling stickers had been ordered and were awaited.

18/30 **Correspondence**

18/30.1 It was **resolved** to note the correspondence log.

18/31 **Finance**

18/31.1 It was **resolved** to pay the accounts on the attached list

18/31.2 It was **resolved** to note the Expenditure Analysis as at 31st May 2018 and to note the bank balance as at 31st May 2018 was £113,496.82.

18/31.3 It was **resolved** to note the Financial Reserve Estimated Provisions for May 2018.

18/31.4 It was **resolved** to note the Pavilion income and expenditure analysis.

18/31.5 It was **resolved** to note the Pavilion build expenditure.

18/31.6 It was **resolved** to note that the bank reconciliation for the month of May was carried out by Cllr Vaughan.

18/32 **Annual Audit of Accounts 2017 - 2018**

This item was being worked upon.

18/33 **Report from Officers**

18/33.1 Ground Management Officers – It was reported weeds, including brambles, were growing out of the wall by the entrance to the Memorial Ground from Robert Street. It was **resolved** Cllr Aldridge would look again at the wall and talk to the owners regarding its clearance and possible spraying. The Beech hedge around the Children's play area would be cut to the level of the wire fence. It was **resolved** the vegetation around the benches would be cut back. Cllr McDonald reported the Memorial Garden needed maintenance. There was a nut missing of the seat in the Memorial Shelter. The waste bin in the shelter and by the benches near the river needed to be looked at and possibly replaced. It was **resolved** to request the removal of the wood which had been put in the hedge in the playground. The growth of the hedge between the playground and bowling green would be monitored.

18/33.2 Building Management Officers – Electric Socket - Cllr Aldridge reported on a metal plate he had devised that would enable the socket to be moved into the shelter and the door to be locked, but still enable power cables to be used. A price of £50.00 had been quoted to make the plate, which included materials. After a proposal from Cllr Hooper, seconded by Cllr Vaughan, it was **resolved** to agree to

the construction of the plate at a cost of £50.00.

- 18/33.3 Asset Management Officers – It was **resolved** the audit would be carried out in October 2018.
- 18/33.4 Legal Officers – Cllr Bennett enquired if the builders were responsible for their own H&S as concern had been raised regarding PPE. Cllr Vaughan confirmed HBC were responsible for their own H&S, but would send an email to Slade Parry advising of the concern raised.
- 18/33.5 Events & Fundraising Officers – Cllr Pearson reported the organisation for the Fete was progressing nicely. The Dog Show was sorted; raffle books had arrived; tombola prizes were requested. Cake donations would be greatly received. Raffle tickets would be sold in the Co-op on Saturday 30th June, volunteers were requested.

18/34 To consider Hire Charges of Memorial Ground and Changing Rooms

A discussion took place and it was **resolved** to amend the Hire Charges.

- 18/34.1 (Item 18/16) A response had been received from Williton Parish Council requesting costings in relation to the request for support for funding the hire charges for Williton Youth Club and SASP Active Spaces. After a proposal from Cllr Vaughan, seconded by Cllr Aldridge, it was **resolved**, with two abstentions, to reply to the Parish Council advising the hire cost for the Youth Club to use to Pavilion would be £25.00 per session; the cost for SASP to use the ground would be £30.00 per week which would cover 3-one hour sessions.
- 18/34.2 A Request had been received from Get Set (Children's Centre) to use the Changing Rooms and Memorial Field for community fun day on 30th July 2018. It was **resolved** a Grant Application form would be forwarded and for the application to be submitted to the Parish Council to consider the funding of the hire charges.

18/35 Website

It was noted this item was ongoing and that Function 28 would make the requested changes.

18/36 Football Hire Agreement

It was **resolved** a copy of the agreement would be forwarded to Cllr Vaughan for review.

18/37 Report from SALC course Understanding Charitable Trusts

It was resolved to defer this item.

18/38 Pavilion Project

- 18/38.1 Pavilion Project Update – It was **resolved** to note the Big Lottery would visit on completion. The build was on target for the completion date of 16th November 2018.
- 18/38.2 It was **resolved** to note the verbal report from Cllr Vaughan.
- 18/38.3 There were no recommendations.
- 18/38.4 It was **resolved** to note the progress report 7 from Slade Parry that had been forwarded.
- 18/38.5 It was **resolved** to note Slade Parry's minutes from the site meeting No 7 that had been forwarded.
- 18/38.6 It was **resolved** to note colour swabs and a mood board had been requested and was due over the coming weeks.
- 18/38.7 A discussion took place regarding the budget and authorisation for equipment purchases. After a proposal from Cllr Peeks, seconded by Cllr Vaughan, it was **resolved**, with one abstention, to allow the purchase of equipment by the Project Working Group but to impose a spend limit of £2,000.00 per company, as long as the cost was within budget. Any proposed purchases outside budget would need the agreement of the full Trustees.
- 18/38.8 Pavilion Terrace – Information had been requested to consider finish options, which at the present time was black tarmac. It was **resolved** to defer this item until the information had been received.
- 18/38.9 A discussion took place to consider the extra cost of £2,312.42 for the through colour render; Cllr Vaughan advised Slade Parry believed it to be a reasonable cost. After a proposal from Cllr Vaughan, seconded by Cllr Hooper, it was **resolved**, with one abstention, to agree to the sum of £2,312.42 which would be taken from the contingency fund.

18/39 Matters for the next meeting to be held on Monday 23rd July 2018

Meeting closed 9.05 pm

Signed as a true and correct record Dated



LOTTERY FUNDED