

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Tuesday 29th May 2018 at 7.00 pm at the Parish Office, Killick Way, Williton

Attendees:

Councillors: Perrett (Chairman), Bennett, Hooper, Howes and Vaughan

Other: Mrs M Francis

Public: None

Press: None

Apologies:

Councillors: Aldridge, Doherty, McDonald, Pearson and Peeks

Public: None

18/05 The Chairman advised that the meeting would be recorded.

18/06 **Apologies as noted above.**

18/07 **Declarations of Interest**

Cllr Perrett	Whole	Garden Backs onto Memorial Ground	Participated
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18/08 **Minutes of the last meeting held on Monday 23rd April 2018**

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

18/09 **Minutes of the Extraordinary Meeting held on Tuesday 8th May 2018**

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

18/10 **Appointment of officers and representatives**

It was **resolved** to appoint representatives as follows –

Asset Management Officers	Doherty, Pearson and Perrett
Budget Monitoring Officers	Bennett and Vaughan
Building Management Officers	Howes and Perrett
Events & Fundraising Officers	Doherty, Howes and Pearson
Ground Management Officers	Hooper and Perrett
Legal Officers	Bennett and Peeks
Pavilion Working Group	Aldridge, Doherty, Hooper, McDonald, Peeks, Perrett and Vaughan
Press Officer	Clerk and Howes

18/11 **Matters from the Minutes – for the purpose of report only**

There were none.

18/12 **Correspondence**

18/12.1 It was **resolved** to note the correspondence log.

18/12.2 It was **resolved** to note the update of Business Account General Conditions

18/12.3 After a proposal from Cllr Vaughan, seconded by Cllr Hooper, it was unanimously **resolved** the Clerk and Cllrs Aldridge and Perrett would attend the training course on Understanding Charitable Trusts.

18/12.4 It was **resolved** to note Slade Parry Contract Instruction No 2

18/12.5 Dog Fouling in West Somerset - After a proposal from Cllr Hooper, seconded by Cllr Howes, it was **resolved** to purchase 25 stickers asking dog owners to clear up after their dogs.

18/13 **Finance**

18/13.1 It was **resolved** to pay the accounts on the attached list

18/13.2 It was **resolved** to note the Expenditure Analysis as at 30th April 2018 and to note the bank balance as at 30th April 2018 was £109,667.47.

18/13.3 It was **resolved** to note the Financial Reserve Estimated Provisions for April 2018.

18/13.4 It was **resolved** to note the Pavilion income and expenditure analysis.

- 18/13.5 It was **resolved** to note the Pavilion build expenditure.
- 18/13.6 It was **resolved** to note that the bank reconciliation for the month of April was carried out by Cllr Vaughan.
- 18/13.7 After a proposal from Cllr Vaughan, seconded by Cllr Hooper, it was unanimously **resolved** to authorise the Clerk to have access to the Bank Account for information purposes, but not to become a signatory.

18/14 Annual Audit of Accounts 2017 - 2018

This item was being worked upon.

18/15 Report from Officers

- 18/15.1 Ground Management Officers – it was noted the grass was too long and the seats had become overgrown. The memorial hard standing was weedy. After a proposal from Cllr Vaughan, seconded by Cllr Howes, it was **resolved** to instruct Complete Weed Control or Countrywide Grounds Maintenance to spray the hardstanding up to a value of £100.00.
- 18/15.2 Building Management Officers – It was **resolved** to note the electric socket had not been sorted. The Clerk advised the alarm was not working; it was **resolved** to defer until after the refurbishment.
- 18/15.3 Asset Management Officers – Nothing to report. It was **resolved** to forward a list of assets to Councillors Doherty, Pearson and Perrett.
- 18/15.4 Legal Officers – There was no report.
- 18/15.5 Fundraising Committee – Reported all was fine. A dinner dance had been booked for the 25th November in the Pavilion and was in the process of being organised.

18/16 To consider SASP Active Spaces presentation and request

Cllrs agreed in principal. It was **resolved** to look into the cost of hiring the ground and ask the Parish Council to sponsor.

18/17 Website

- 18/17.1 After a proposal from Cllr Vaughan, seconded by Cllr Hooper, it was resolved to agree for Website Admin to make alterations to a maximum of £70.00.
- 18/17.2 After a proposal from Cllr Hooper, seconded by Cllr Vaughan, it was unanimously **resolved** to adopt the Privacy Policy at a cost of £35 + vat for the website.
- 18/17.3 After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to adopt the SSL certificate for the website, at a cost of £35 + vat.
- 18/17.4 It was **resolved** to change the photographs as requested by Cllr Vaughan.
- 18/17.5 It was **resolved** to change the Pavilion Tab structure as requested by Cllr Vaughan.

18/18 Football Hire Agreement

- 18/18.1 After a proposal from Cllr Hooper, seconded by Cllr Vaughan, it was unanimously resolved to allow Williton Football Club to leave one set of goals in situation for use during the summer. It was further **resolved** to request Williton FC to fill in the holes in the ground for H&S reasons.

Williton FC had been asked to provide the total number of matches for the next season. After a proposal from Cllr Bennett, seconded by Cllr Hooper, it was **resolved** to add to the agreement that senior matches would be charged at £45.00 and junior matches would be charged at 50% making the cost £22.50 per match. It was further **resolved** a 10% reduction would be offered to compensate for marking the pitch. The old changing rooms would be used to make teas for junior matches. Any additional matches would be charged at discounted rate.

18/19 Williton Youth Club

- 18/19.1 It was **resolved** to allow the Youth Club the use of the old changing rooms from 7th June 2018.
- 18/19.2 It was **resolved** to request Parish Council to cover the cost for the Youth Club to use the Pavilion, with storage of equipment.

18/20 Pavilion Project

- 18/20.1 Pavilion Project Update – 16th November 2018 had been given as a completion date. The contingency was still protected. Cllr Vaughan has asked HBC builders for a cost to re-model the old changing rooms.
- 18/20.2 It was **resolved** to note the report that had been forwarded.
- 18/20.3 It was **resolved** to note the progress report 6 from Slade Parry that had been forwarded.
- 18/20.4 It was **resolved** to note Slade Parry's minutes from the site meeting No 6 that had been forwarded.

- 18/20.5 It was **resolved** to note this item was still ongoing regarding the internal doors. The external doors would be blue.
- 18/20.6 A discussion took place regarding the Hire Agreement Terms and Conditions and whether a commercial booking should be cancelled in favour of a charity booking. After a proposal from Cllr Howes, seconded by Cllr Perrett, it was **resolved** 60 days' notice would be given if the need arose to cancel a commercial booking.
- 18/20.7 It was unanimously **resolved** to agree to the Booking Form format.
- 18/20.8 It was **resolved** to agree to the Hire Charges.

18/21 Events on the Memorial Ground

- 18/21.1 The Duck Race and Car Boot had been well attended. It was suggested to condense the area to maintain atmosphere. It was noted a second first aider was required.
- 18/21.2 The Fete was on schedule. The raffle tickets would be printed later in the week.

18/22 To pass a resolution to exclude the Press and Public from the remainder of the meeting

After a proposal from Cllr Vaughan, seconded by Cllr Bennett, it was **resolved** to pass the resolution.

18/23 Review of pricing and agreement of the projector screens

A discussion took place regarding the projector screens. After a proposal from Cllr Vaughan, seconded by Cllr Howes, it was unanimously **resolved** to purchase screens at a cost of £359.99 for the main hall and a cost of £83.90 for the meeting room. It was further **resolved** to purchase the screens for the contractor to install approximately July.

18/24 Matters for the next meeting to be held on Monday 25th June 2018

Meeting closed 9.20 pm

Signed as a true and correct record Dated

