

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Wednesday 7th March 2018 at 7.00pm At the Parish Office, Killick Way, Williton

Attendees:

Councillors: Vaughan (Vice Chairman), Peeks, Hooper, Doherty and Aldridge
Clerk: Mrs S Towells
Other: None
Press: None

Apologies:

Councillors: Bennett, McDonald, Pearson, Perrett and Burnett
Public: None

- 17/118 The Vice Chairman in the absence of the Chairman advised that the meeting would be recorded.
- 17/119 **Apologies**
As noted above.
- 17/120 **To Receive Declarations of Interest**
There were none.
- 17/121 **Approval of the Minutes of the Meeting held on Monday 29th January 2018**
It was unanimously **resolved** to approve the minutes.
- 17/122 **Matters to report**
There were none.
- 17/123 **Correspondence**
- 17/123.1 It was unanimously **resolved** to note the correspondence log. It was **resolved** the football club could use the Ground on Bank holiday Sunday at the end of May as long as they remove the goals that day.
- 17/123.2 Email Correspondence from Rebecca James - It was **resolved** to note the correspondence and the Clerk would respond to say the comments had been noted but at this stage it was too late for any design changes. It was further **resolved** to pass Rebecca James's comments on to The Parish Council regarding public toilets.
- 17/124 **Finance**
- 17/124.1 It was **resolved** to pay the accounts on the attached list.
- 17/124.2 It was **resolved** to note the Current Account Expenditure Analysis and Financial Reserve Estimated Provisions and to note the bank balance as on 31st January 2018 was £71,241.64
Cllr Vaughan would like to see a more detailed pavilion spend to show costs to date for HBC and Slade Parry. The Clerk would produce a new breakdown sheet to show costs for Slade Parry, HBC and Other. This would be discussed again at the next meeting.
- 17/124.3 It was **resolved** to note the Pavilion income expenditure and analysis. Cllr Peeks would update the T-towel design.
- 17/124.4 It was **resolved** to note that the bank reconciliation for the month of January 2018 was carried out by Cllr Vaughan.
- 17/124.5 Bank charge for BACS/CHAPS payments to the builders It was **resolved** with an abstention from Cllr Peeks to pay a £30 charge each month for CHAPS payments to pay HBC. It was noted that the charge was waived for the February payment.
- 17/125 **Report from Officers**



- 17/125.1 Ground Management Officers - Cllr Hooper reported leaves were still around the building and the lane. It was **resolved** the Clerk would contact the contractor and ask for this to be done. It was further **resolved** to ask the contractor to edge the path.
- 17/125.2 Building Management Officers - Cllr Hooper reported the memorial shelter had a huge crack in it. The Clerk would ask the contractor to have a look at it. Cllr Aldridge reported he would take a look at the electric sockets on the building to see if they could be removed and access to the sockets via a secure hole in the wall.
- 17/125.3 Asset Management Officers – Cllr Doherty reported Cllr Perrett would show her the assets to enable her to report next month.
- 17/125.4 Legal Officers - There was no report.
- 17/125.5 Fundraising Officer Fundraising – Bingo is continuing to go well, although Cllr Hooper reported the hall was very cold. A sign would be put into the Parish Council Window to advertise that clothes could be left at the Parish Office for bags2school.
- 17/126 Website**
The Clerk reported the website had gone live. Cllr Vaughan would do something for the website to include the room sizes and the hire agreement would be added as soon as completed.
- 17/127 Pavilion Project** – Cllr Vaughan reported EDF will be attending the project photo shoot and review which was planned for midday. It was **resolved** to invite Mo Mossman and Joan Scott. It was **resolved** a notice would not be put in the window to advertise this.
- 17/127.1 Big Lottery Update – Cllr Vaughan reported the lottery is downsizing and he had agreed with them that 3 basic documents are to sent with the invoices. He also reported no representative would be present at the photo shoot.
- 17/127.2 Working Group Members – It was **resolved** Cllr McDonald could join the Working Group. Cllr Vaughan would advise Cllr McDonald of the decision.
- 17/127.3 Recommendations from Working Group – Door Design – It was **resolved** with an abstention from Cllr Doherty to go with Artuby 3 design with the colour to be decided by the working group and the contractor this would be contrasting to the wall colour for dementia users.
- 17/127.4 To note progress report 3 from Slade Parry – It was **resolved** to note the report.
- 17/127.5 To note Slade Parry's minutes for site meeting No3 – It was **resolved** to note the minutes.
- 17/128 Events on the Memorial Ground**
- 17/128.1 Duck Race – It was **resolved** the Clerk would ask HBC if access would be available for the duck race and car boot sale on 20th May.
- 17/128.2 Annual Fete – It was **resolved** to ask HBC if access would be available on fete day. A meeting date would be agreed in the next two weeks to discuss the fete. Members of the public that had expressed an interest to help would be invited to attend the meeting.
- 17/129 Matters for the next meeting to be held on Monday 26th March 2018**
There were none.
- 17/130** It was unanimously **resolved** to pass resolution to exclude the press and public from the remainder of the meeting.
- 17/131** Slade Parry Ltd – Performance to Contract- It was **resolved** to note Slade Parry's performance is satisfactory.
- 17/132** HBC Ltd – It was **resolved** to note the Trustee were happy with the work HBC builders have carried out to date and to note they have caught up now. Some ongoing design issues will have an impact on the overall cost of the project. The S106 money has all been spent now and more than half of the HL20 money. The remainder of the HL20 money will be used by the end of March.

Meeting closed at 8.40pm

