

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

c/o Williton Parish Council, 2 Killick Way, Williton, Somerset TA4 4PY

Tel & Fax: 01984 633979 Email: clerk@willitonpc.org.uk

Dear Trustee

21st November 2018

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 26th November 2018 at 7pm** in the Parish Office, 2 Killick Way, Williton.

Yours sincerely



Michelle Francis
Clerk to the Trustee

AGENDA

- 18/109 To advise the recording of the meeting**
- 18/110 To note apologies for absence and approve reason, where appropriate**
- 18/111 To Receive any Declarations of Interest**
- 18/112 Minutes of the last meeting held on Monday 22nd October 2018 for approval (attached)**
- 18/113 Minutes of the Extra-ordinary Meeting held on Wednesday 31st October 2018 for approval (attached)**
- 18/114 Minutes of the Extra-ordinary Meeting held on Monday 19th November 2018 for approval (attached)**
- 18/115 Matters from the minutes – for report purpose only**
- 18/115.1
- 18/115.2 (Item 18/82.3) 100th Anniversary of Armistice Day Memorial Tree - *update*
- 18/115.3 (Item 18/82.4) To note the Pavilion clock was started at 11am on the 11th November 2018
- 18/115.4 (Item 18/82.6) Response from Williton Parish Council regarding addition to contract to clear the boundary wall from Robert Street entrance to the Memorial Ground – *to note agreed*
- 18/116 Correspondence**
- 18/116.1 To note the correspondence log (attached)
- 18/116.2 Trading Standards Legislation (attached)
- 18/116.3 Opus Energy - £30.00 credited to account as they failed to meet standards of service in relation to new connection at Pavilion
- 18/116.4 Opus Energy – contract confirmation
- 18/117 Finance**
- 18/117.1 Approval of accounts for payment (to be circulated at meeting)
- 18/117.2 Expenditure Analysis as at 31st October 2018 (attached)
- 18/117.3 Estimated Provisions for September and October 2018 (attached)
- 18/117.4 Pavilion fundraising income and expenditure analysis (attached)
- 18/117.5 Pavilion build expenditure (attached)
- 18/117.6 Bank reconciliation for October 2018 (to be signed at meeting)
- 18/117.7 Budget Considerations for financial year 2019-2020 (attached)
- 18/118 Report from Officers**
- 18/118.1 Ground Management Officers – Cllrs Hooper and Perrett
- 18/118.2 Building Management Officers – Cllrs Howes and Perrett
- 18/118.3 Asset Management Officers – Cllrs Doherty, Pearson and Perrett
- 18/118.4 Legal Officers – Cllrs Bennett and Peeks



- 18/118.5 Events & Fundraising Officers – Cllrs Doherty, Howes and Pearson
- 18/119 Website** - update
- 18/120 Film Club** – update – *to note change of date to 29th January 2019*
- 18/121** (Item 18/81.2) **Lone Soldier Silhouette** – *to consider a permanent location*
- 18/122 Events on Memorial Ground**
18/122.1 Report from Remembrance Sunday
- 18/123 Annual Audit of Accounts 2017 – 2018**
- 18/124** (Item 18/86) **Report from CCS Training for Trustee** – *(to consider the price received from Community Buildings Officer) (forwarded 21.11.18)*
- 18/125 Pavilion Project**
18/125.1 Pavilion Project update
18/125.2 To note progress report 12 from Slade Parry (forwarded 19/11/18)
18/125.3 Remodelling of Old Changing Rooms - update
18/125.4 Trust Fund to run the Pavilion
18/125.5 Pavilion Hire Charges
 - To consider request for discount from Exmoor Beekeepers Annual Honey show (*forwarded 21.11.18*)
 - To consider request from WASP Parkinsons Support Group (attached)
 - To clarify charges for clubs where booking secretary is not within the parish, but where the club has members that do live within the parish
 - To consider charges for charities outside and within the parish
- 18/125.6 Defibrillator – To consider the offer of a donation which has been received from 'Ladies that Eat Cake' towards the cost of a defibrillator located at the Pavilion
- 18/125.7 Installation of Bench with Memorial Plaque
- 18/126 Matters for the next meeting to be held on Monday 28th January 2019**