

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 22nd October 2018 at 7.00 pm at the Parish Office, Killick Way, Williton

Attendees:

Councillors: Peeks (Vice-Chairman), Aldridge, Bennett, Doherty, Hooper, Howes and Pearson (left at 8.44pm after item 18/87)
Other: Mrs M Francis
Public: None
Press: None

Apologies:

Councillors: Perrett and Vaughan
Public: None

18/77 The Vice-Chairman advised that the meeting would be recorded.

18/78 **Apologies as noted above.**

18/79 **Declarations of Interest**

Name	Agenda item	Interest	Action
Cllr Peeks	18/82.2 and 18/82.3	Employee of West Somerset Council	Informed meeting

18/80 **Minutes of the last meeting held on Monday 24th September 2018**

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

18/81 **Matters from the Minutes – for the purpose of report only**

18/81.1 (Item 18/69.5) The Clerk confirmed Cllr Hooper had opened a cash and carry account with Booker; three cards had been issued, Cllr Hooper would hold one; the remaining two were held in the office.

18/81.2 It was **resolved** to note the Lone Soldier was not being purchased; however, a silhouette was being made and would be erected on Bellamys Corner. A decision as to whether this would be permanently positioned by the Memorial Shelter would be made at the November meeting.

18/82 **Correspondence**

18/82.1 It was **resolved** to note the correspondence log.

18/82.2 Cllr Peeks advised it would be a criminal offence to erect the banner without planning permission. It was **resolved** the Clerk would advise Active Spaces.

18/82.3 Greater Quantock Landscape Development Fund – a discussion took place regarding options to plant a 100th Anniversary of Armistice memorial tree on the Memorial Ground. After a proposal from Cllr Aldridge, seconded by Cllr Howes, it was **resolved** to contact the Quantock Landscape Fund and ask if they could offer free advice on the best position where to plant a Quercus robur (English Oak)

18/82.4 A request had been received to start the Pavilion clock at 11.11am on the 11th November 2018. Concern was raised as to whether access would be available to the Pavilion as this would be before the completion date and handover to the Trustee; it would also need to be confirmed if electricity had been connected by this date. After a proposal from Cllr Howes, seconded by Cllr Pearson, it was unanimously **resolved** to contact the builders to enquire if this would be possible and if the answer was yes, to agree to starting the clock at this time.

18/82.5 A letter had been received from the owner of the boundary wall adjacent to the Robert Street entrance confirming they would be happy for the contractors to spray the wall and remove the weeds, withholding the right to reverse the decision at any time.

18/82.6 A price of £53.00 + vat had been received from the contractors to include the clearing of the wall (in the previous item) on a monthly basis until March 2019. Cllr Howes proposed to ask for a price for clearing now and again in March (2 visits), this was seconded by Cllr Pearson. An amendment was proposed by Cllr Hooper to accept the price as it stood, this was seconded by Cllr Aldridge. A vote was taken on the amendment, to agree the price of £53.00 + vat, five votes in favour with one against and one abstention. The vote replaced the previous motion as substantive motion. As no further amendment was proposed a vote was taken on the substantive motion which was passed with five votes in favour, one abstention and one against. This would be passed to Parish Council to agree as they pay for the Ground Maintenance contract. Cllr Aldridge volunteered to clear the wall this month.

18/83 Finance

- 18/83.1 After a proposal from Cllr Hooper, seconded by Cllr Howes, it was **resolved** to pay the accounts on the attached list
- 18/83.2 It was **resolved** to note the Expenditure Analysis as at 30th September 2018 and to note the bank balance as at 30th September was £104,053.21.
(Cllr Pearson requested her spreadsheets were printed on A3)
- 18/83.3 It was **resolved** to defer this item.
- 18/83.4 It was **resolved** to note the Pavilion income and expenditure analysis.
- 18/83.5 It was **resolved** to note the Pavilion build expenditure.
- 18/83.6 It was **resolved** to note that the bank reconciliation for the month of September was carried out by Cllr Peeks.
- 18/83.7 After a proposal from Cllr Bennett, seconded by Cllr Pearson, it was unanimously **resolved** to carry out the Legionella testing, to a budget of £300.00.
- 18/83.8 The Clerk advised a water bill for the Pavilion had been received, which would be forwarded to HBC builders. It was **resolved** a meter reading would be taken on the day of handover.
- 18/83.9 Budget Considerations for the financial year 2019-2020 were discussed. The Clerk would make amendments and report to the November meeting.

18/84 Report from Officers

- 18/84.1 Ground Management Officers – It was reported the leaves on the access lane from Long Street, which belonged to number 48, needed clearing. After a proposal from Cllr Hooper, seconded by Cllr Howes, it was **resolved**, with one abstention, to write to the owners introducing the Trustees and politely ask for the leaves to be cleared. It was **resolved** the Clerk would also contact SCC footpaths to ask if they could clear the leaves as it would be an ongoing problem.
- 18/84.2 Building Management Officers – Cllr Howes reported the bin by the Long Street entrance was regularly overflowing with household rubbish. Cllr Peeks would monitor and report to the November meeting.
- 18/84.3 Asset Management Officers – It was **resolved** the annual report would take place in November.
- 18/84.4 Legal Officers – A copy of the new bye-laws had been requested. Cllr Bennett advised there was a possible move from higher authority that dogs would be banned from areas that are used for sport. Further information would be awaited.
- 18/84.5 Events & Fundraising Officers – It was noted the next meeting would be held in January 2019.

18/85 Website

The Clerk advised the technical problem had been **resolved**. The calendar had been amended and populated with current bookings. It had been reported to Function 28 that the app could not be accessed via smart phones. Cllr Howes would setup a Facebook page; the password would be changed and content managed from the office. This would be incorporated when the website was complete.

18/86 Report from CCS Training for Trustee

Cllr Aldridge gave a verbal report on the training that he had attended which had raised concerns. It was **resolved** to contact the speaker and request a firm price on how much he would charge to address the Trustee at an extra-ordinary meeting.

18/87 Film Club

After a proposal from Cllr Aldridge, seconded by Cllr Pearson, it was unanimously **resolved** to open an account with Filmbank Media. It was **resolved** to show 'Mama Mia - Here we go again' on 4th December 2018. Doors to open at 7pm, film to commence at 7.30pm. Tickets would be charged at £4.00 in advance or £5.00 on the door. Tickets available from the Parish Office; Cllr Howes would ask the Post Office if they would also sell tickets. Cllrs Pearson, Doherty, Hooper, Aldridge and possibly Peeks volunteered to help on the night.
(Cllr Pearson left at 8:44pm)

18/88 Pavilion Project

18/88.1 Update:

- The Clerk gave an update on the electricity connection
- Bookings were being received - regular visits to show potential hirers around were being undertaken
- The license had been received today regarding the gas connection
- The premises license had been submitted and a letter had been received from Devon and Somerset Fire Brigade with suggestion for a Fire Policy. This was passed to Cllr Bennett.
- It was resolved the huts would cause no issue as long as it did not impede on the access to the disabled parking bays
- The planting of the Silver Birch was noted as would be undertaken

18/88.2 It was **resolved** to note the progress report 11 from Slade Parry that had been forwarded.

18/88.3 There had been no update on the remodelling of the Changing Rooms

18/88.4 Sanitary bins and servicing – it was **resolved** to move this item into committee as quotations would be considered

18/88.5 Waste and Recycling bins – it was **resolved** to move this item into committee as quotations would be considered.

18/88.6 It was expected parents would have their own disposable bags; therefore, no supply would be required.

18/88.7 It was **resolved** to permanently locate the Dog waste bin just inside the Robert Street entrance on top of the low stone wall.

18/88.8 It was **resolved** the cost of the insurance would be added to the budget 2019-2020

18/88.9 Trust fund to run the Pavilion – it was **resolved** to defer this item due to time restraints.

18/89 Events of Memorial Ground

18/89.1 Remembrance Sunday. It was **resolved** to request the lengthsman carry out the cleaning of the hard standing. If unavailable, Councillors would clean it, ready for the service.

18/89.2 A discussion took place regarding the safety of lighting the beacon as contradictory advice had been received. After a proposal from Cllr Bennett, seconded by Cllr Aldridge, it was unanimously **resolved** not to light the beacon on the 11th November, due to safety concerns. The repair/replacement would be looked into.

18/90 Annual Audit of Accounts 2017 - 2018

It was **resolved** to defer this item.

18/91 Matters for the next meeting to be held on Monday 26th November 2018

Repair/replacement of Fire Beacon

18/92 **After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was unanimously resolved to exclude the press and public from the remainder of the meeting due to commercial sensitivity**

18/93 Fire Extinguishers for the Pavilion

Quotations were distributed and discussed. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was **resolved**, with Cllr Howes voting against, to accept the quotation from Westfire for the installation of 11 extinguishers plus a fire blanket, at a cost of £429.75 + vat.

18/94 To consider cost for repair to Memorial Shelter

After a proposal from Cllr Aldridge, seconded by Cllr Howes, it was unanimously **resolved** to accept the quotation from B Walsh & Sons for the repair to the Memorial Shelter at a cost of £194.00 + vat.

18/88.4 Quotations regarding the Sanitary bins and servicing were considered. It was **resolved** to enquire with Environmental Health what provision was required by law and to obtain information from other community halls.

18/88.5 Quotations regarding Waste and Recycling bins were considered. After a proposal from Cllr Doherty, seconded by Cllr Howes, it was **resolved** to accept the quotation from Viridor at a cost of £107.00 per month.

Meeting closed 9.20 pm

Signed as a true and correct record Dated

