

# 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](mailto:clerk@willitonpc.org.uk)

Dear Trustee

23<sup>rd</sup> January 2019

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 28<sup>th</sup> January 2019 at 6.45pm** in the Parish Office, 2 Killick Way, Williton.

Yours sincerely



Michelle Francis  
Clerk to the Trustee

## A G E N D A

**Before the start of the meeting Izzy Sylvester, Talking Café would like to address Trustees.**

- 18/127 To advise the recording of the meeting**
- 18/128 To note apologies for absence and approve reason, where appropriate**
- 18/129 To Receive any Declarations of Interest**
- 18/130 Minutes of the last meeting held on Monday 26<sup>th</sup> November 2018 for approval** (attached)
- 18/131 Matters from the minutes – for report purpose only**
- 18/131.1 (Item 18/118.2) Repair of socket at the back of the Memorial Shelter - update
- 18/131.2 (Item 18/82.3) 100<sup>th</sup> Anniversary of Armistice Day Memorial Tree - update
- 18/131.3 Betula trees on Memorial Ground - update
- 18/132 Correspondence**
- 18/132.1 To note the correspondence log (attached)
- 18/132.2 Short Bowl Mats – to consider offer from Crowcombe Village Hall to purchase their mats at a cost of £100.00 each (2 mats available)
- 18/132.3 West Somerset Council determined Premises Licence was granted
- 18/132.4 National Village Halls Week 22 Jan 2019 (forwarded 24.01.19)
- 18/132.5 Letter of complaint regarding hearing loop in Pavilion (forwarded 07.01.19)
- 18/133 Finance**
- 18/133.1 Approval of accounts for payment (to be circulated at meeting)
- 18/133.2 Expenditure Analysis as at 30<sup>th</sup> November 2018 and 31<sup>st</sup> December 2018 (attached)
- 18/133.3 Estimated Provisions for November and December 2018 (attached)
- 18/133.4 Pavilion fundraising income and expenditure analysis (attached)
- 18/133.5 Pavilion build expenditure (attached)
- 18/133.6 Bank reconciliation for November and December 2018 (to be signed at meeting)
- 18/133.7 Budget financial year 2019-2020
- 18/134 Report from Officers**
- 18/134.1 Ground Management Officers – Cllrs Hooper and Perrett
- 18/134.2 Building Management Officers – Cllrs Howes and Perrett
- 18/134.3 Asset Management Officers – Cllrs Pearson and Perrett
- 18/134.4 Legal Officers – Cllr Peeks
- 18/134.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllrs Howes and Pearson
- 18/135 Website**
- 18/136 Film Club** – Confirming details for film night on 29.01.19 and future showings



- 18/137 Health and Safety**
- 18/138** (Item 18/124) **CCS Training for Trustee** – *(to consider the price received from Community Buildings Officer and Trust Fund) (forwarded 24.01.19)*
- 18/139 Pavilion Bookings**
- 18/139.1 TENS notices – to discuss limit of TENS notices that can be applied in any one year
- 18/139.2 Blood Donation – to consider the request for the use of the Pavilion free of charge
- 18/139.3 Suggested format for Booking Form from a user view (attached)
- 18/140 Noticeboard and Brochure Holder** - *To consider purchase of a wall mounted brochure holder and outside noticeboard (attached)*
- 18/141 Pavilion Project**
- 18/141.1 Pavilion Project update
- 18/141.2 To note progress report 13 from Slade Parry (forwarded 19/01/19)
- 18/141.3 Data Controller for Pavilion
- 18/141.3 Remodelling of Old Changing Rooms - update
- 18/141.4 Installation of Bench with Memorial Plaque
- 18/141.5 User Steering Group
- 18/141.6 To consider cost of installing an extra tap in each changing room to enable cleaning – (forwarded 21/01/19)
- 18/141.7 Parishioner concern regarding light pollution
- 18/141.8 Suggestions to reduce Pavilion energy costs
- 18/141.9 Cleaning Requirements – (Cllr Vaughan)
- 18/141.10 Janitorial Requirements – (Cllr Vaughan)
- 18/141.11 Hire Charges 2019-20 - (Cllr Vaughan)
- 18/141.12 Financial records and reporting - (Cllr Vaughan)
- 18/141.13 Access to the building - (Cllr Vaughan)
- 18/141.14 Ground Maintenance requirements - (Cllr Vaughan)
- 18/142 MUGA** – Allocation of dog free area (Cllr Hooper)
- 18/143 Repair of Fire Beacon**
- 18/144 Matters for the next meeting to be held on Monday 25<sup>th</sup> February 2019**