

# 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

19<sup>th</sup> February 2019

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 25<sup>th</sup> February 2019 at 7pm** in the Parish Office, 2 Killick Way, Williton.

Yours sincerely



Michelle Francis  
Clerk to the Trustee

## A G E N D A

- 18/156 To advise the recording of the meeting**
- 18/157 To note apologies for absence and approve reason, where appropriate**
- 18/158 To Receive any Declarations of Interest**
- 18/159 Minutes of the last meeting held on Monday 28<sup>th</sup> January 2019 for approval (attached)**
- 18/160 Minutes of the Extra Ordinary meeting held on Wednesday 6<sup>th</sup> February 2019 for approval (attached)**
- 18/161 Matters from the minutes – for report purpose only**
- 18/162 Correspondence**
  - 18/162.1 To note the correspondence log (attached)
  - 18/162.2 Letter from Williton Parish Council enquiring if the Trustees would purchase the Parish Office tables
- 18/163 Finance**
  - 18/163.1 Approval of accounts for payment (to be circulated at meeting)
  - 18/163.2 Expenditure Analysis as at 31<sup>st</sup> January 2019 (attached)
  - 18/163.3 Estimated Provisions for January 2019 (to be given at meeting)
  - 18/163.4 Pavilion fundraising income and expenditure analysis (attached)
  - 18/163.5 Pavilion build expenditure (attached)
  - 18/163.6 Bank reconciliation for January 2019 (to be signed at meeting)
- 18/164 Report from Officers**
  - 18/164.1 Ground Management Officers – Cllrs Hooper and Perrett
  - 18/164.2 Building Management Officers – Cllrs Howes and Perrett
  - 18/164.3 Asset Management Officers – Cllrs Pearson and Perrett
  - 18/164.4 Legal Officers – Cllr Peeks
  - 18/164.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllrs Howes and Pearson (*Events minutes attached*)
- 18/165 Website**
- 18/166 Film Club** – Confirming details for film night on 26.02.19 and future showings
- 18/167 (Item 18/131.3) Betula Trees on Memorial Ground - update**
- 18/168 Health and Safety**

- 18/169** (Item 18/138) **CCS Training for Trustee** – *update on meeting*
- 18/170** **Noticeboard and Brochure Holder** - *update*
- 18/171** **Pavilion Project**
- 18/171.1 Pavilion Project update
- 18/171.2 Short Mat Bowls – update
- 18/171.3 Data Controller for Pavilion - update
- 18/171.4 Remodelling of Old Changing Rooms - update
- 18/171.5 Installation of Bench with Memorial Plaque - update
- 18/171.6 User Steering Group – no update
- 18/171.7 Access control to the building - update
- 18/171.8 To consider proposal to allocate £3,500.00 towards the following items
- Seeding the verge by the car park, £100.00
  - Repairing the damaged bollard. £300.00
  - Information rack in the foyer
  - Notice Board
  - Data link protection. Direct with Coomers
  - Williton Pavilion sign at the entrance
- 18/171.9 Hire charges for the Memorial Ground, Old Changing Rooms Kitchenette and Amenity Area 2019-2010
- 18/171.10 Pavilion security deposit, threshold
- 18/171.11 Parish Office Data Link
- 18/171.12 Project warranties and support
- 18/172** **Talking Café** – to consider the following requests made at the January meeting
- 18/172.1 To consider if the Trustees would allow the officials changing room to be used as a private room if required
- 18/172.2 Carers Champion – to consider the use of the Quantock Room once a month
- 18/172.3 Soup Kitchen – to consider if a soup kitchen could run each week after the Talking Café
- 18/173** (Item 18/131.2) **100<sup>th</sup> Anniversary of Armistice Day Memorial Tree** – to consider planting in location to the right of the path from Robert Street entrance
- 18/174** **To consider ideas on how to mark the passing of Cllr Bennett**
- 18/175** **MUGA** – Allocation of dog free area (Trustee Hooper)
- 18/176** **Repair of Fire Beacon**
- 18/177** **Matters for the next meeting to be held on Monday 25<sup>th</sup> March 2019**