

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

15th April 2019

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Wednesday 24th April 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

Before the start of the meeting Williton Youth Club will address the Trustees.

- 18/196 To advise the recording of the meeting**
- 18/197 To note apologies for absence and approve reason, where appropriate**
- 18/198 To Receive any Declarations of Interest**
- 18/199 Minutes of the last meeting held on Monday 25th March 2019 for approval (attached)**
- 18/200 Matters from the minutes – for report purpose only**
- 18/201 Correspondence**
- 18/201.1 To note the correspondence log (attached)
- 18/201.2 Request to use the Pavilion free of charge to provide a festive dinner on Sunday 22nd December 2019 for the elderly and lonely local residents
- 18/201.3 Letter from Hirer and request for a refund of one hour (attached)
- 18/201.4 Opus Energy – notice of price increase for The Barn (old changing rooms)
- 18/201.5 Letter from The Royal British Legion regarding reinstatement of Memorial Gates (attached)
- 18/201.6 Letter of complaint regarding refurbished changing rooms, damage to bollards and parking at indoor car boot sale (forwarded)
- 18/201.7 West Somerset Council – awarded Discretionary Rate Relief for the period 01/04/2019 to 31/03/2020 for the Memorial Ground
- 18/201.8 Somerset Playing Fields Association – Field of the Year Competition – to consider entry to competition
- 18/202 Finance**
- 18/202.1 Approval of accounts for payment (to be circulated at meeting)
- 18/202.2 Expenditure Analysis as at 31st March 2019 (attached)
- 18/202.3 Estimated Provisions for March 2019 (attached)
- 18/202.4 Pavilion fundraising income and expenditure analysis (attached)
- 18/202.5 Pavilion Hire Income and Running Expenditure Analysis (attached)
- 18/202.6 Bank reconciliation for March 2019 (to be signed at meeting)
- 18/203 Report from Officers**
- 18/203.1 Ground Management Officers – Cllrs Hooper and Perrett
- 18/203.2 Building Management Officers – Cllrs Howes and Perrett
- 18/203.3 Asset Management Officers – Cllrs Pearson and Perrett
- 18/203.4 Legal Officers – Cllr Peeks
- 18/203.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllrs Howes and Pearson
- (Events minutes attached)
 - Request to purchase outside speakers - update
 - Programme – to consider placing advertisement for the Pavilion in the programme



- 18/204 Website**
- 18/205 Film Club** – update
- 18/206** (Item 18/188) **Betula Trees on Memorial Ground** - update
- 18/207 Health and Safety**
- 18/208** (Item 18/169) **CCS Training for Trustee** – *update on request for a meeting*
- 18/209 Noticeboard and Brochure Holder** - *update*
- 18/210 Pavilion Project**
- 18/210.1 Pavilion Project update
- 18/210.2 Remodelling of The Barn - update
- 18/210.3 Installation of Bench with Memorial Plaque - update
- 18/210.4 Data Controller – (there will be no update until after the meeting with CCS)
- 18/210.5 User Steering Group – request to change to Pavilion Management Committee – for consideration (there will be no update until after the meeting with CCS)
- 18/210.6 Official opening of the Pavilion – Saturday 6th July 2019 – to arrange details
- 18/210.7 Data Link - update
- 18/210.8 Entry sign - update
- 18/210.9 Bollard – to consider cost to add strengthening plates in all of bollards, repair two broken bollards and fix into place.
- 18/210.10 To consider the option for hirers to pay an extra amount for ‘Serviced Hire’ (having the furniture set out in hired rooms)
- 18/210.11 To consider the position of a Janitor
- 18/210.12 To consider quotation for installation of blinds in the main hall
- 18/211 Repair of Fire Beacon**
- 18/212 Matters for the next meeting to be held on Tuesday 28th May 2019**