

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

20th March 2019

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

Yours sincerely



Michelle Francis
Clerk to the Trustee

AGENDA

- 18/178 To advise the recording of the meeting**
- 18/179 To note apologies for absence and approve reason, where appropriate**
- 18/180 To Receive any Declarations of Interest**
- 18/181 Minutes of the last meeting held on Monday 25th February 2019 for approval (attached)**
- 18/182 Matters from the minutes – for report purpose only**
- 18/183 Correspondence**
- 18/183.1 To note the correspondence log (attached)
- 18/183.2 Request to use Memorial Ground for Easter family activities on 16th April
- 18/183.3 Williton Youth Club – to discuss request for access to Kitchen for water
- 18/183.4 Letter and photographs from a parishioner complaining about parked cars outside the Pavilion
- 18/183.5 WSC - Details of new council Somerset West and Taunton - existing contracts & invoices
- 18/184 Finance**
- 18/184.1 Approval of accounts for payment (to be circulated at meeting)
- 18/184.2 Expenditure Analysis as at 28th February 2019 (attached)
- 18/184.3 Estimated Provisions for February 2019 (attached)
- 18/184.4 Pavilion fundraising income and expenditure analysis (attached)
- 18/184.5 Pavilion build expenditure (attached)
- 18/184.6 Bank reconciliation for February 2019 (to be signed at meeting)
- 18/185 Report from Officers**
- 18/185.1 Ground Management Officers – Cllrs Hooper and Perrett –
- *to discuss damage sustained to bench after the small fire and if further action to be taken*
 - *Reply from West Somerset Rights of Way warden confirming a sign should be erected stating ‘This is not a public right of way’ – for decision*
- 18/185.2 Building Management Officers – Cllrs Howes and Perrett
- 18/185.3 Asset Management Officers – Cllrs Pearson and Perrett
- 18/185.4 Legal Officers – Cllr Peeks
- 18/185.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllrs Howes and Pearson
- *(Events minutes attached)*
 - Request to purchase outside speakers
- 18/186 Website**
- 18/187 Film Club** – Confirming details for film night on 26.03.19 and future showings
- 18/188 (Item 18/167) Betula Trees on Memorial Ground - update**



- 18/189** **Health and Safety**
- 18/190** (Item 18/169) **CCS Training for Trustee** – *update on meeting*
- 18/191** **Noticeboard and Brochure Holder** - *update*
- 18/192** **Pavilion Project**
- 18/192.1 Pavilion Project update to include snagging list – outstanding items
- 18/192.2 Short Mat Bowls – To note the mats had been purchased
- 18/192.3 Data Controller for Pavilion - update
- 18/192.4 Remodelling of Old Changing Rooms – update
- To decide on a new name for the Old Changing Rooms
- 18/192.5 Installation of Bench with Memorial Plaque - update
- 18/192.6 User Steering Group – (there will be no update until after the meeting with CCS)
- 18/192.7 To discuss the official opening of the Pavilion
- 18/192.8 Cleaning of the Changing Rooms after use
- 18/192.9 Review of staffing levels
- 18/192.10 Pavilion security deposit, threshold
- 18/192.11 Brendon Room tables – exchange quantities
- 18/192.12 Data Link
- 18/192.13 Entry sign
- 18/193** **MUGA** – Allocation of dog free area (Trustee Hooper)
- 18/194** **Repair of Fire Beacon**
- 18/195** **Matters for the next meeting to be held on Monday 23rd April 2019**