

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 25th February 2019 at 7.00pm at the Parish Office, Killick Way, Williton

Attendees:

Trustee: Perrett (Chairman), Aldridge, Howes, Peeks, Vaughan and White
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Trustee: Bramall and Hooper
Public: None

18/156 The Chairman advised the meeting would be recorded. (*The recording failed during item 164.1*)

18/157 Apologies

As noted above.

18/158 Declarations of Interest

Name	Agenda Item	Interest	Action
Trustee Peeks	18/167	Prejudicial	Informed meeting

18/159 Minutes of the last meeting held on 28th January 2019

After a proposal from Trustee Aldridge, seconded by Trustee Vaughan, it was **resolved** to approve the minutes.

18/160 Minutes of the Extra Ordinary meeting held on Wednesday 6th February 2019

After a proposal from Trustee Aldridge, seconded by Trustee Vaughan, it was **resolved** to approve the minutes after apologies from Trustee Howes were added.

18/161 Matters from the minutes

There were none

18/162 Correspondence

18/162.1 The correspondence log was noted.

18/162.2 A letter had been received from Williton Parish Council asking if the Trustees would like to purchase the tables from the offices. It was **resolved** not to purchase the tables as they were not folding and storage was an issue. After a proposal from Trustee Aldridge, seconded by Trustee Peeks, it was **resolved** to reply advising of the decision and counter-offering the folding tables from the Brendon Room at the price for which they were bought.

It was **resolved** to note that Opus energy would credit the account by a further £70.00 as way of compensation for the utility connection problems at the Pavilion.

18/163 Finance

18/163.1 It was unanimously **resolved** to approve the accounts for payment.

- After a proposal from Trustee Peeks, seconded by Trustee Vaughan, it was **resolved** to set up a direct debit to pay Opus energy for the electricity to the Pavilion.
- Security Deposits for Pavilion bookings – the Clerk would enquire if a separate bank account was needed to ring-fence deposits.
- Two invoices had been received from Coomber Security Systems Ltd – Invoice 167556 and 167551 – the Clerk would request further details on the upgrade and exactly what the monitoring covered.

18/163.2 It was **resolved** to note the attached Expenditure Analysis as at 31st January 2019. HBC would be invoiced regarding the water bill. HBC had been invoiced regarding the electricity usage in the Pavilion prior to hand-over – when received, this would be indicated by a minus amount.

18/163.3 It was **resolved** to the Estimated Provisions for January 2019 would be forwarded.

- 18/163.4 It was **resolved** to note the Pavilion fundraising income and expenditure analysis.
- 18/163.5 It was **resolved** to note the Pavilion build expenditure list.
- 18/163.6 It was **resolved** Trustee Vaughan had signed the Bank Reconciliation for January 2019 before the start of the meeting.

18/164 Report from Officers

18/164.1 Ground Management Officers Report

The report that had been forwarded before the meeting from Trustee Perrett was noted, which highlighted:

- Trespassers had entered the back area of the pavilion and a bottle had been smashed. The CCTV would be checked; CCTV signs would be erected on the gates advising the area is recorded. Trustee Vaughan would contact HBC as it was supposed to be a secure area.
- A lot of rubbish had accumulated in the playground; Trustee Perrett's grandchildren had collected a full bag – a letter of thanks had been written.
- Any photos of rubbish would be forwarded to Trustee Howes who would put it on social media to try and encourage the use of the bins.
- Suspected drugs and foils had been reported.
- Broken glass was reported on the Memorial Shelter – the plate which had been placed to cover the socket had been taken.
- Trustee Aldridge would arrange for a replacement chain and padlock for the gates on the proposed MUGA land.

18/164.2 Building Management Officers Report

- The render on the Pavilion had been chipped off, the underneath was very soft
- Damage on the shutters was reported
- It appeared footballers may be using the wall to clear the mud from their boots – an email would be forwarded to request this ceased.
- Trustee Howes would highlight on social media if anyone witnessed any problems, to notify the office of the date and time so that CCTV could be checked.

18/164.3 Asset Management Officers Report – Nothing to report.

18/164.4 Legal Officers Report – Nothing to report.

18/164.5 Events and Fundraising Officers report

The minutes of the meeting held on were noted. It was suggested that the PA system was booked as the Trustee did not have outside speakers. 2020 would see the 100th Anniversary of the Memorial Ground – consideration would be given to a special event to commemorate.

18/165 Website

Concern was raised regarding the clarity of what month was being viewed. A list would be compiled over the coming months of suggested improvements. It was suggested an 'Events' tab was added - a price would be obtained. Trustee White and Vaughan would take photographs which could be added to the website.

18/166 Film Club

- 18/166.1 The next showing of A Star is Born was due to take place the following evening. Numbers would be looked at with regards to setting a maximum allocation. The projector screen had been altered for wide screen viewing.

18/167 (Item 18/131.3) Betula Trees on Memorial Ground

A reply had been received stating the request would be forwarded to an officer – a further reply was awaited.

18/168 Health and Safety

A new tie was required around one fire extinguisher in the main hall.

18/169 (Item 18/138) CCS Training for Trustee

The Community Buildings Officer had been contacted and a date for a meeting was awaited.

18/170 Noticeboard and Brochure Holder - There was no update

18/171 Pavilion Project

- 18/171.1 Trustee Vaughan gave a verbal update, which included:
- The CCTV had been relocated to cover the entrance – completed
 - The front door had been reduced to a one second delay before locking, the lobby reader must be swiped on the way out
 - The hall door, disabled toilet and Brendon room doors were not closing correctly – please ensure they are shut upon exit.
 - The front door shutter would be down at 11pm and remain down until opened.
 - Dado rail was still missing
 - The waste bin would be relocated on the grassed area by the wall and seat – HBC to action.
 - Ceiling caps to be added in the shower
 - CCTV – need to check the finish on the work undertaken to move the camera.
 - The bollard still needed to be repaired
 - The gates were to be re-hung at Long Street entrance.
 - A shower in Changing Room 2 was not working at full power – HBC to be notified
 - A radiator valve in the upstairs disabled toilet was not in properly, which could catch – HBC to be notified.
- 18/171.2 Short Mat Bowls – Trustee had looked at the mats with two bowlers. The mats were in good condition, the only problem was where they would be stored. It was suggested a seat could be made to go over them. Trustee Perrett proposed to get the mats despite the storage problem; seconded by Trustee Aldridge and **resolved**. Trustee Peeks would arrange their collection.
- 18/171.3 Data Controller – there would be no update until after the meeting with CCS was held.
- 18/171.4 Remodelling of Old Changing Rooms – due to be finished over the coming weeks. Trustee Vaughan would check where the fire extinguishers currently were.
- 18/171.5 Installation of Memorial Plaque on Bench – quotations had been requested, no further update to date.
- 18/171.6 User Steering Group – this would be arranged after the meeting with the Community Buildings Officer.
- 18/171.7 Access to the building – this was discussed.
- 18/171.8 To consider proposal to allocate £3,500.00 toward the following items – budgetary costs estimated by Trustee Vaughan.
- Seeding the verge by the car park – Trustee Vaughan would contact HBC and if there was to be any cost, Trustee Peeks and Aldridge would carry out the work.
 - Repair to Bollard – concern was raised regarding the cost which was more than paid for new – a definite cost would be needed before repair.
- After a proposal from Trustee Vaughan, seconded by Trustee Perrett, it was resolved to allocate £3,500.00 to cover the following items, subject to review of prices and agreement of cost before any money was spent; the items were
- Repair of the damaged bollard £300.00
 - Information rack in the Foyer
 - Notice Board on the external of the building
 - Data link protection – (laptop)
 - Williton Pavilion sign at entrance
- 18/171.9 Hire Charges for the Memorial Ground, Old Changing Rooms Kitchenette and Amenity Area 2019-2020 – The kitchenette in the old changing rooms could be hired for £10.00 per hour, to include the toilet. Williton Rockets would receive a special price of £5.00 per hour. This would be reviewed in 6 months' time.
- 18/171.10 Pavilion Security Deposit Threshold – a discussion took place regarding the threshold of when to charge a security deposit. It was suggested on any booking over £50.00 and on any event that included alcohol. It was agreed all Trustees would research other venues and report back to the next meeting.
- 18/171.11 Parish Office Data Link – Coomber Security Systems Ltd had been asked for a technical proposal – this was still awaited.
- 18/171.12 Project Warranties and support – HBC Builders warranty would expire November 2019. The lift would require a 6 month check in May – a date to be arranged. HBC would advise support contracts upon completion. Trustee Aldridge proposed that Trustee Vaughan advised a full list at the following meeting.
- ## 18/172 Talking Café – consideration of requests made at January meeting
- 18/172.1 It was **resolved** to allow the officials changing room to be used as a private room, if required, if there was no other booking and the room was available.

18/172.2 The Carers Champion could book the Quantock Room if they wished and pay in conjunction to the pay scales.

18/172.3 A Soup Kitchen could be run if the areas needed were booked and paid for in conjunction with the pay scales.

It was resolved to ensure the hire agreement had been signed by Talking Café.

18/173 (Item 18/131.2) 100th Anniversary of Armistice Day Memorial Tree

Trustee Aldridge would donate an English Oak and would plant the tree with Trustee Peeks.

18/174 To consider ideas on how to mark the passing of Cllr Bennett

'A Star is Born' was being shown at the film club, as this was Cllr Bennetts request. It was resolved to request this item be added on the Parish Council agenda for further consideration; Trustee Peeks advised the need to consider previous Councillors that had passed.

18/175 MUGA - due to the absence of Trustee Hooper, it was resolved to defer this item.

18/176 Repair of Fire Beacon - it was resolved to defer this item.

18/177 Matters for the next meeting to be held on 25th March 2019

Pavilion Official Opening
Trustee Perret gave his apologies.

Meeting closed 9.17 pm

Signed as a true and correct recordCllr Perrett..... Dated25.03.2019.....

