

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

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

Attendees:

Trustee: Aldridge, Bramall, Hooper, Howes, Pearson, Vaughan and White
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Trustee: Perrett and Payne
Public: None

- 18/178** Due to the absence of Trustees Perrett and Peeks, Trustee Vaughan chaired the meeting. The Chairman advised the meeting would be recorded.
- 18/179** **Apologies**
As noted above.
- 18/180** **Declarations of Interest**
There were none
- 18/181** **Minutes of the last meeting held on 25th February 2019**
After a proposal from Trustee Howes, seconded by Trustee White, it was **resolved** to approve the minutes with three abstentions due to their absence.
- 18/182** **Matters from the minutes**
There were none
- 18/183** **Correspondence**
- 18/183.1 The correspondence log was noted.
- 18/183.2 A request had been received from Families United through Nature (FUN Project Coordinator, Exmoor National Park Authority to use a corner of the Memorial Ground for Easter family activities on the 16th April 2019. After a proposal from Trustee Pearson, seconded by Trustee Howes, it was unanimously **resolved** to allow the use, free of charge.
- 18/183.3 Trustee Vaughan proposed the use of the sink in the janitors cupboard for the Youth Club to access cold water as it was mains fed. A sign would be erected to state 'drinking water'
- 18/183.4 A letter of complaint had been received regarding parking outside of the Pavilion.
- 18/183.5 WSC – Details of new council Somerset West and Taunton – existing contracts and invoices - **noted**
- 18/184** **Finance**
- 18/184.1 After a proposal from Trustee Hooper, seconded by Trustee Pearson, it was unanimously **resolved** to approve the accounts for payment.
- 18/184.2 It was **resolved** to note the attached Expenditure Analysis as at 28th February 2019.
- 18/184.3 It was **resolved** to note the Estimated Provisions for February 2019.
- 18/184.4 It was **resolved** to note the Pavilion fundraising income and expenditure analysis. The Clerk had also produced an income and running cost expenditure analysis sheet – it was **resolved** this would become a monthly report.
- 18/184.5 It was **resolved** to note the Pavilion build expenditure list. It was **resolved** this report would no longer be produced after March 2019.
- 18/184.6 It was **resolved** Trustee Vaughan would sign the Bank Reconciliation for February 2019 at the end of the meeting.

18/185 Report from Officers

18/185.1 Ground Management Officers Report

- It was requested that fallen 'Conkers' would be collected next season as they killed the grass and included in future contract specification. This would be passed onto the Parish Council, EPC committee. It was further requested that the raising of the Horse Chestnut canopy was looked into.
- Fire damage had been sustained to a picnic bench next to the path leading from Robert Street to Catwell. Trustee Aldridge stated the damage should be put right. Trustee White agreed to look at the bench with a view to 'turning' the slat if possible. After a proposal from Trustee Hooper, seconded by Trustee Pearson, it was **resolved** no further action would be taken against those responsible on the basis they had remained on site, called the fire brigade and had apologised.
- A reply had been received from West Somerset Rights of Way Warden confirming a sign should be erected stating 'This is not a public right of way'. It was resolved to obtain a price for four signs, A5 in size, to be erected at the following positions; at the gate from the car park access, Robert Street, by the bridge near Catwell entrance, by the old changing rooms. The Clerk would check if the Highways Act needed to be included on the sign.
- It was noted dog fouling was once again becoming a problem.

18/185.2 Building Management Officers Report

- It was **resolved** to contact B Walsh and Son to advise the blanking box on the back of the Memorial Shelter had been inserted the wrong way around and that the 'slider' had since been taken. They would be asked to correct the insertion. Another slider would be required.

18/185.3 Asset Management Officers Report – Nothing to report.

18/185.4 Legal Officers Report – Nothing to report.

18/184.5 Events and Fundraising Officers report

Trustee Howes would obtain a price for printing 300 and 500 copies of the programme for consideration. There would be an entrance fee for the fete. Trustee Vaughan would obtain a price for outside speakers for the next meeting and whether a wireless capability would be an option.

18/186 Website

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.

18/187 Film Club

18/166.1 The next showing of Bohemian Rhapsody was sold out. Depending on obtaining a licence, a second showing would be screened. The upcoming films were Mary Poppins Returns, followed by Stan and Ollie. A request for a children's film to be shown in the day during school holidays had been received, this would depend upon volunteers. Trustee Howes would put a request on social media.

18/188 (Item 18/167) **Betula Trees on Memorial Ground**

There had been no further update.

18/189 **Health and Safety** – nothing to report

18/190 (Item 18/169) **CCS Training for Trustee**

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

18/191 **Noticeboard and Brochure Holder**

Various options of noticeboard and the prices were distributed for consideration. After a proposal from Trustee Pearson, seconded by Trustee Bramall, it was unanimously **resolved** to purchase two notice boards from Amazon, in blue, at a cost of £261.00 each.

Brochure Holder – this would hold user information, instructions, feedback forms, general information sheets etc. Various options of holders and prices were distributed. After a proposal from Trustee Howes, seconded by Trustee Hooper, it was unanimously resolved to purchase an A4 Wall Mounted Brochure Holder, code LS125 from Discount Displays at a cost of £34.00 + vat.

18/192 **Pavilion Project**

18/192.1 Trustee Vaughan gave a verbal update which included a snagging list.

- 18/192.2 Short Mat Bowls – It was noted the mats had been purchased. Damage to the mats had occurred at the Youth Club – the Clerk was asked to write to Minehead Eye about the damage.
- 18/192.3 Data Controller – there would be no update until after the meeting with CCS was held.
- 18/192.4 Remodelling of Old Changing Rooms – Trustee Vaughan gave a verbal update on the remodelling. After a discussion, it was resolved to change the name to 'The Barn'.
- 18/192.5 Installation of Memorial Plaque on Bench – quotations had been requested, no further update to date.
- 18/192.6 User Steering Group – this would be arranged after the meeting with the Community Buildings Officer.
- 18/192.7 Official Opening of the Pavilion – after a proposal from Trustee White, it was unanimously resolved to hold the official opening on Fete Day – Saturday 6th July 2019. Consideration would be given as to who could be asked to undertake the opening and cutting of the ribbon.
- 18/192.8 Cleaning of the Changing Rooms after use – concern had been raised as the changing rooms had not been cleaned on the same day of use after a recent football match. It was resolved to remind the football club to ensure that the rooms are cleaned after use and before they leave.
- 18/192.9 Review of Staffing Levels – this would be discussed at Parish Council.
- 18/192.10 Pavilion Security Deposit Threshold – deposits would be requested for one-off bookings, at the Clerks discretion, based upon 30%, but with a minimum of £10.00. Deposits would be kept in a secure, locked area and returned after a check of the Pavilion after use. There would be a charge of £5.00 for lost fobs.
- 18/192.11 Brendon Room Tables – the Parish Council had agreed to purchase the tables from the Charity. Trustee Vaughan explained the Parish Council could purchase 8 tables from STAC and exchange with the current tables – the price would be within the agreed cost. This was agreed. Trustee Howes would advertise the Parish Office tables.
- 18/192.12 Data Link – Trustee Vaughan explained a laptop was required to fulfil the proposal for the control system in the Pavilion.
- 18/192.13 Entry Sign – this was ongoing.

18/193 MUGA – After a request from Trustee Hooper, it was **resolved** to remove this item from the agenda.

18/194 Repair of Fire Beacon - it was resolved to defer this item.

18/195 Matters for the next meeting to be held on Wednesday 24th April 2019

Janitor

Meeting closed 9.34 pm

Signed as a true and correct recordTrustee Perrett Dated24th April 2019.....

