

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 28th January 2019 at 6.45pm at the Parish Office, Killick Way, Williton

Attendees:

Trustee: Perrett (Chairman), Aldridge, Hooper, Howes, Peeks (left at 8.55pm), Vaughan and White
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Trustee: None
Public: None

Before the start of the meeting Izzy Sylvester, updated the Trustees on the Talking Café. The following requests were made 1) Could the officials changing room be used if a private room was needed; 2) Carers Champion from the surgery was keen to set up a carers group – could they use the Quantock Room once a month; 3) Would a soup kitchen be possible on a Tuesday, after the café; 4) Volunteer run Credit Union in Minehead would like to set up in Williton – could they use a corner of the room. Trustees would consider requests, but in the meantime recommended contacting West Somerset Council, Wessex Water, Co-op and Wyndham Charity to try and raise funding. Izzy was thanked for attending.

18/127 The Chairman advised the meeting would be recorded.

18/128 Apologies

As noted above.

18/129 Declarations of Interest

Name	Agenda Item	Interest	Action
Trustee Peeks	18/139.1	Prejudicial	Informed meeting

18/130 Minutes of the last meeting held on 26th November 2018

After a proposal from Trustee Hooper, seconded by Trustee Peeks, it was **resolved** to approve the minutes after the alteration was made to the time of the closure of the meeting.

18/131 Matters from the minutes

18/131.1 (Item 18/118.2) It was **resolved** to note the repair of the socket at the back of the Memorial Shelter had been completed.

18/131.2 (Item 18/82.3) 100th Anniversary of Armistice Day Memorial Tree update - The Clerk advised it had been recommended to plant the tree by the red Horse Chestnut, however, three Birches had since been planted near to the position. It was agreed to include on the next agenda and change the position to where the rollers were stored.

18/131.3 Betula trees on Memorial Ground – A response had been received from West Somerset Council to say they would look into the request.

18/132 Correspondence

18/132.1 The correspondence log was noted.

18/132.2 Crowcombe Village Hall had contacted the office and as they had 2 x short mat bowl mats for sale at a cost of £100.00 each. It was **resolved** Trustee Peeks would view the mats with, it was hoped, a representative from the Bowls Club. After a proposal from Trustee Hooper, seconded by Trustee Aldridge, it was **resolved** the mats could be purchased if they were in a good condition.

18/132.3 It was noted the Premises License for the Pavilion had been granted and received.

18/132.4 The National Village Halls week was noted.

18/132.5 A letter of complaint had been received regarding the hearing loop in the Pavilion not working correctly. This had since been rectified.

18/133 Finance

- 18/133.1 The water bill, previous to hand over, would be reclaimed from HBC builders. It was unanimously **resolved** to approve the accounts for payment.
- 18/133.2 It was **resolved** to note the attached Expenditure Analysis as at 30th November and 31st December 2018.
- 18/133.3 It was **resolved** to note the Estimated Provisions for November and December 2018. It was **resolved** to put the fundraising back in the provisions, which would reduce the available reserve.
- 18/133.4 It was **resolved** to note the Pavilion fundraising income and expenditure analysis. A line would be added for Film Club.
- 18/133.5 It was **resolved** to note the Pavilion build expenditure list.
- 18/133.6 It was **resolved** Trustee Vaughan would sign the Bank Reconciliation for November and December 2018 after the meeting.
- 18/133.7 The budget had been agreed at the November meeting.

*After a proposal from Trustee Hooper, seconded by Trustee Vaughan, it was unanimously **resolved** to move to item number 18/141.1.*

18/134 Report from Officers

- 18/134.1 Ground Management Officers Report
No concern. Trustee Vaughan would ask HBC builders to turf the verge by the doctors.
- 18/134.2 Building Management Officers Report
Concern was raised regarding the Memorial Garden not looking its best. There was a lot of debris from the Horse Chestnut that needed removing and debris by the Bowling Club – the contractors would be asked to undertake the work.
- 18/134.3 Asset Management Officers Report – it was **resolved** to defer this item.
- 18/134.4 Legal Officers Report - it was **resolved** to defer this item.
- 18/134.5 Events and Fundraising Officers report
Duck Race and Car boot – 26th May 2019. Fete – 6th July 2019. A verbal report of the meeting was given.

18/135 Website

It was noted that Pavilion was spelt incorrectly. The Clerk would ask for this to be amended.

18/136 Film Club

- 18/136.1 Trustee White would be present for first aid cover. Trustee Perrett had completed the risk assessment. Doors would open at 1830 hrs.

18/137 Health and Safety

Trustee Perrett gave a verbal report on the recent visit from Safety Synergy.

18/138 (Item 18/124) CCS Training for Trustee

After a proposal from Trustee Perrett, seconded by Trustee Hooper, it was unanimously **resolved** to book the meeting with the Community Buildings Officer at the guided price of £103.00.

18/139 Pavilion Bookings

- 18/139.1 TENS were limited to 15 in any one calendar year. It was **resolved** to reserve 3 for any potential weddings and 1 for the annual Fete, leaving a total of 11 available for other bookings.
- 18/139.2 It was **resolved** to offer the Blood Donation the Parish Rate for booking the Pavilion.
- 18/139.3 Trustees were asked to look at the form on the website and advise any comments.

18/140 Noticeboard and Brochure Holder

The Clerk had distributed options for an internal wall rack Brochure Holder and external Noticeboard. The Brochure Holder would need to hold a ring binder to include Fire Risk Assessment, User Information Sheet, Incident Book and Accident Book. After a proposal from Trustee Aldridge, seconded by Trustee Howes, the Clerk was asked to obtain further information for a quality display up to a budget of £100.00. This was carried with one vote against.

The Clerk would obtain further prices for a Noticeboard for the outside wall, to be either metal or aluminium with 3 bays, 6 x A4. It would need to be glazed and lockable.

18/141 Pavilion Project

18/141.1 Prior to the meeting Trustee Vaughan had circulated an update, **please see the attached document** giving details.

*It was **resolved** to return to item 18/134*

18/141.2 Progress report – due to time restraints, it was resolved to defer this item.

18/141.3 Data Controller - due to time restraints, it was resolved to defer this item.

18/141.4 Remodelling of Old Changing Rooms - due to time restraints, it was resolved to defer this item.

18/141.5 Installation of Memorial Plaque on Bench - due to time restraints, it was resolved to defer this item.

18/141.6 User Steering Group - due to time restraints, it was resolved to defer this item.

18/141.7 Cost of installing extra tap - due to time restraints, it was resolved to defer this item.

18/141.8 Parishioner concern regarding light pollution - due to time restraints, it was resolved to defer this item.

18/141.9 Suggestions to reduce Pavilion energy costs - due to time restraints, it was resolved to defer this item.

18/141.10 Cleaning requirements - due to time restraints, it was resolved to defer this item.

18/141.11 Janitorial requirements - due to time restraints, it was resolved to defer this item.

18/141.12 Hire Charges - due to time restraints, it was resolved to defer this item.

18/141.13 Financial records and reporting - due to time restraints, it was resolved to defer this item.

18/141.14 Access to the building - due to time restraints, it was resolved to defer this item.

18/141.15 Ground Maintenance requirements - due to time restraints, it was resolved to defer this item.

18/142 MUGA - due to time restraints, it was resolved to defer this item.

18/143 Repair of Fire Beacon - due to time restraints, it was resolved to defer this item.

18/144 Matters for the next meeting to be held on 25th February 2019

Meeting closed 9.40 pm

Signed as a true and correct recordCllr Perrett..... Dated25.02.2019.....

