

# 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](mailto:clerk@willitonpc.org.uk)

Dear Trustee

22<sup>nd</sup> May 2019

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Tuesday 28<sup>th</sup> May 2019 at 7pm** in the Parish Office, 2 Killick Way, Williton.

Yours sincerely



Michelle Francis  
Clerk to the Trustee

## AGENDA

- 19/08 To advise the recording of the meeting**
- 19/09 To note apologies for absence and approve reason, where appropriate**
- 19/10 To Receive any Declarations of Interest**
- 19/11 Minutes of the last meeting held on Wednesday 24<sup>th</sup> April 2019 for approval (attached)**
- 19/12 Minutes of the Extra Ordinary Meeting held on Thursday 16<sup>th</sup> May 2019 for approval (attached)**
- 19/13 Appointment of Officers and Working Group Representatives (forwarded 22.05.19)**
- 19/14 Matters from the minutes – for report purpose only**
- 19/15 Correspondence**
- 19/15.1 To note the correspondence log (attached)
- 19/16 Finance**
- 19/16.1 Approval of accounts for payment (to be circulated at meeting) to include refund of deposits paid
- 19/16.2 Expenditure Analysis as at 30<sup>th</sup> April 2019 (to be forwarded)
- 19/16.3 Estimated Provisions for April 2019 (to be forwarded)
- 19/16.4 Pavilion fundraising income and expenditure analysis (to be forwarded)
- 19/16.5 Bank reconciliation for April 2019 (to be signed at meeting)
- 19/17 Report from Officers**
- 19/17.1 Ground Management Officers – to consider painting of the Coronation Gates
- 19/17.2 Building Management Officers – to consider recommendation to include reporting on the Pavilion
- 19/17.3 Asset Management Officers
- 19/17.4 Legal Officers
- 19/17.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllr Howes
- Outside Speakers – update
  - To receive report on Duck Race & Car Boot Sale held on the 26<sup>th</sup> May 2019
  - Annual Fete
- 19/18 Website**
- 19/19 Film Club**
- 19/20 (Item 18/167) Betula Trees on Memorial Ground - update**
- 19/20.1 Letter from Bowling Club to Chairman



- 19/21 Health and Safety**
- 19/22 Repair of Fire Beacon**
- 19/23 To consider request for a free session to be held to encourage a Short Mat Bowls club**
- 19/24 Pavilion Project**
- 19/24.1 Final Summary Cost Report for the end of April
- 19/24.2 To consider the purchase of 3 Wall Heaters for the Barn
- 19/24.3 To consider the purchase of a Monitor/TV and Interface cables for the Quantock room
- 19/24.4 To consider assigning a budget for the introduction of an additional data link and interface cables for projection - £400 suggested
- 19/24.5 HBC Outstanding Items
- Toilet Roll Holder in the Barn
  - Seeding and levelling
  - Securing finger guards
  - Repair of the bollard lighting
- 19/24.6 Installation of Blinds - update
- 19/24.7 Official opening of the Pavilion - update
- 19/24.8 Proposal to change Baby Changing room into store room and move baby changing into the disabled changing room
- 19/24.9 To consider colour of 'This is Not a Public Right of Way' sign
- 19/25 WWMRG Charity Management Committee** – to agree recommendations from meeting with CCS regarding future Trustee meetings and WWMRG Charity Management Committee meetings
- 19/26 Matters for the next meeting to be held on Monday 24<sup>th</sup> June 2019**