

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

## Minutes of the Trustee Meeting held on Wednesday 24<sup>th</sup> April 2019 at 7.00pm at the Parish Office, Killick Way, Williton

### Attendees:

**Trustee:** Perrett (Chairman), Aldridge, Hooper, Howes, Payne, Vaughan and White  
**Other:** Mrs Michelle Francis  
**Public:** One Member  
**Press:** None

### Apologies:

**Trustee:** Pearson and Peeks  
**Public:** None

Before the start of the meeting Williton Youth Club gave an update

**18/196** The Chairman advised the meeting would be recorded.

### **18/197 Apologies**

As noted above.

### **18/198 Declarations of Interest**

There were none

### **18/199 Minutes of the last meeting held on 25<sup>th</sup> March 2019**

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

### **18/200 Matters from the minutes**

The Youth Club had been contacted regarding the damage to the Short Mat Bowls mats, which had been discussed before the start of the meeting.

### **18/201 Correspondence**

18/201.1 The correspondence log was noted.

18/201.2 A request had been received from volunteers from the community to use the pavilion on Sunday 22<sup>nd</sup> December 2019 to give the elderly, lonely Williton residents a festive dinner. After a proposal from Trustee Aldridge, seconded by Trustee Howes, it was unanimously **resolved** to allow the use, free of charge.

18/201.3 A letter had been received from a Hirer of the pavilion who had encountered a problem and had requested a refund of one hour. After a proposal from Trustee Payne, seconded by Trustee Hooper it was unanimously **resolved** to refund two hours as compensation and express the Trustees sincere apologies.

18/201.4 Opus Energy – notice of price increase for The Barn (old changing rooms) – **noted**.

18/201.5 A letter had been received from The Royal British Legion regarding reinstatement of Memorial Gates. It was noted they were in fact the Coronation Gates and they had already been replaced. It was **resolved** to reply confirming this had been completed.

18/201.6 A letter had been received expressing concerns that the new outside amenity area, by The Barn, could attract anti-social behaviour; that damage had been made to the bollards and excessive parking had been noticed outside of the pavilion. It was **resolved** to reply thanking for observations, advising that the bollards would be replaced and that the police made regular visits to the ground and interacted with groups if on site.



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Trustee White tabled photographs of parking that had occurred at the pavilion earlier in the day – it was agreed the parking was unacceptable as it would restrict access to emergency vehicles. Hirers are advised of the parking arrangements; which had clearly not been adhered to. Trustee Aldridge had attended and advised the parking should not have been as it was. Parking arrangements would continue to be highlighted to future users by the office.

18/201.7 The Memorial Ground had received Discretionary Rate Relief for the period 01/04/2019 to 31/03/2020 - **noted**

18/201.8 After a proposal from Trustee Howes, seconded by Trustee Aldridge, it was **resolved** with 1 against and 1 abstention, to enter the Somerset Playing Fields Association – Field of the Year Competition.

## **18/202 Finance**

18/202.1 After a proposal from Trustee Hooper, seconded by Trustee White, it was unanimously **resolved** to approve the accounts for payment.

18/202.2 It was **resolved** to note the attached Expenditure Analysis as at 31<sup>st</sup> March 2019. It was **resolved** to include the Gas budget for 2018-2019 into the provisions as no invoice had been received for November – March period. The analysis sheet would be amended to relate to current year expenses, which meant the removal of pavilion build costs.

18/202.3 It was **resolved** to note the Estimated Provisions for March 2019.

18/202.4 It was **resolved** to note the Pavilion fundraising income and expenditure analysis. It was noted how well the Bingo and Film Club were doing, thanks was given to the volunteers of these events.

18/202.5 It was **resolved** to note the Pavilion build expenditure list. It was **resolved** this report would no longer be produced after March 2019. The water meter would be read and Wessex Water contacted to ensure correct billing. After a proposal from Trustee Aldridge, seconded by Trustee Payne, it was **resolved** Trustee Vaughan, would stay as a pro bono consultant in regard to completion of the pavilion project which would see the project through the end of November 2019.

18/202.6 It was **resolved** Trustee Vaughan would sign the Bank Reconciliation for March 2019 at the end of the meeting.

## **18/203 Report from Officers**

### 18/203.1 Ground Management Officers Report

- It was noted there was a lot of rubbish on the ground. It was noted small bags were being used in the bins, the contractor would be notified and large bags requested to use the full capacity.
- The Parish EPC committee would be asked to look at the contract regarding the grass collection – report back to next meeting.
- Trustee White requested, due to the new path, an extra bin was installed by one of the 'seat pads'. Prices would be obtained.
- A tyre by The Barn needed to be removed. It was agreed to contact Viridor for a permit to take items to the recycling centre, if possible free of charge.

### 18/203.2 Building Management Officers Report

- The Clerk confirmed B Walsh and Son had been contacted regarding the blanking box on the back of the Memorial Shelter and had confirmed they would ensure this was corrected.

18/203.3 Asset Management Officers Report – Nothing to report.

18/203.4 Legal Officers Report – Nothing to report.

### 18/203.5 Events and Fundraising Officers report

- It was **resolved** to note the minutes of the Events meeting that had been previously circulated.
- A discussion took place regarding outside speakers – Trustee Howes suggested waiting until a response is received from Mr Morse contacting a local band and investigating hiring speakers for this coming year, to ensure a wireless system would work before going the expense of purchasing; seconded by Trustee Hooper – **resolved**
- A proposed advert for the pavilion for inclusion in the fete brochure was distributed and agreed (there would be no cost)
- The timings would be left as using the 24-hour clock.

## **18/204 Website**

It was **resolved** to add cinema posters to the website.



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**18/205 Film Club**

A report was given by Trustee Howes. After a proposal from Trustee Hooper, seconded by Trustee White, it was **resolved** to join Moviola at a cost of £40 plus 35% box office, to enable Stan and Ollie to be shown at an earlier date. A fish and chip supper voucher would be investigated to run in conjunction with the film club. July 30<sup>th</sup> – as a one-off showing a children’s film would be shown in the afternoon, to gage volunteer levels. Trustees agreed to a Thank you being printed on the reverse of the film tickets to Williton Post Office for selling tickets, which may be in the form on an advert. To be organised by Trustee Howes and Aldridge.

**18/206** (Item 18/188) **Betula Trees on Memorial Ground** - There had been no further update.

**18/207 Health and Safety** – The roundabout bolts had been removed and therefore had been fenced off. Bolts would be replaced. The Parish EPC would be asked to look into the replacement of the motorbike.

**18/208** (Item 18/190) **CCS Training for Trustee**

The Community Buildings Officer had suggested a date of 13<sup>th</sup> May 2019, which had been accepted. Confirmation was awaited.

**18/209 Noticeboard and Brochure Holder**

- The noticeboards had been received. After a proposal from Trustee Aldridge, seconded by Trustee Vaughan, it was **resolved** the Clerk would arrange for the boards to be erected, up to a maximum budget of £200.00.
- Brochure Holder – the pro-forma invoice had been received, which had been authorised to pay during item 18/202.1

**18/210 Pavilion Project**

18/210.1 Trustee Vaughan gave a verbal update.

18/210.2 Trustee Vaughan gave a verbal update.

18/210.3 Installation of Memorial Plaque on Bench – no further update to date.

18/210.4 Data Controller – no discussion would take place until after the meeting with CCS.

18/210.5 User Steering Group – request to change to Pavilion Management Committee – no discussion would take place until after the meeting with CCS.

18/210.6 Official Opening of the Pavilion – due to the availability of volunteers and the fact that rooms would be in use for the produce show, it was decided the official opening could not be held on Fete day. Consideration would be given as to whom to invite to undertake the official opening and a date would be arranged around their availability.

18/210.7 Data Link – a proposal was still awaited from HBC and Coomers.

18/210.8 Entry Sign – there had been no update.

18/210.9 A cost of £1040.00 + vat had been received from HBC Builders to add strengthening plates in all of the bollards repair two broken bollards and fix into place. After a proposal from Trustee Hooper, seconded by Trustee White it was unanimously **resolved** to accept the quotation. Trustee Vaughan would forward an email to confirm agreement.

18/210.10 Serviced Hire – It was **resolved** to offer a serviced hire for the Brendon Room to set out the required furniture at a cost of £10.00 per hire; however, the cleaning of crockery etc. would still be the responsibility of the hirer.

18/210.11 To consider the position of a Janitor – after a proposal from Trustee White, due to time restraints, an extra-ordinary meeting would be held to discuss this item.

18/210.12 A quotation had been received for the installation of blinds in the main hall. Trustee Peeks had submitted an alternative suggestion – it was **resolved** to approach Trustee Peeks for further information.

**18/211 Repair of Fire Beacon** – No update. It was **resolved** to move this item to higher on the next agenda.

**18/212 Matters for the next meeting to be held on Tuesday 28<sup>th</sup> May 2019** - Building Management reports – inclusion of Pavilion

Meeting closed 9.30 pm

Signed as a true and correct record .....Cllr Perrett..... Dated .....28<sup>th</sup> May 2019.....



LOTTERY FUNDED



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