

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

c/o Williton Parish Council, 2 Killick Way, Williton, Somerset TA4 4PY

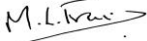
Tel & Fax: 01984 633979 Email: clerk@willitonpc.org.uk

Dear Trustee

17th July 2019

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 22nd July 2019 at 7pm** in the Parish Office, 2 Killick Way, Williton.

Yours sincerely



Michelle Francis
Clerk to the Trustee

A G E N D A

- 19/48 To advise the recording of the meeting**
- 19/49 To note apologies for absence and approve reason, where appropriate**
- 19/50 To Receive any Declarations of Interest**
- 19/51 Minutes of the last meeting held on Tuesday 24th June 2019 for approval** (attached)
- 19/52 Minutes of the Extra Ordinary meeting held on Thursday 11th July for approval** (attached)
- 19/53 Matters from the minutes – for report purpose only**
19/53.1 (Item 19/32.3) Gas Bill for the Pavilion – *verbal update to be given*
- 19/54 Correspondence**
19/54.1 To note the correspondence log (attached)
19/54.2 Confirmation of registration under provisions of Gambling Act 2005 and return forms to be completed
19/54.3 Letter regarding weeds at entrance to Memorial Ground from Robert Street – *to note this has now been cleared*
19/54.4 Letter of request for Memorial Seat close to Memorial Garden (attached)
- 19/55 Finance**
19/55.1 Approval of accounts for payment (to be circulated at meeting) to include refund of deposits paid
19/55.2 Expenditure Analysis as at 30th June 2019 (attached)
19/55.3 Estimated Provisions for June 2019 (attached)
19/55.4 Pavilion fundraising income and expenditure analysis (attached)
19/55.5 Bank reconciliation for June 2019 (to be signed at meeting)
- 19/56 Report from Officers**
19/56.1 Ground Management Officers –
 - To note Parish Council had received playground inspection report
 - Clearing of gutter on the Barn and installation of a gutter guard
19/56.2 Building Management Officers
 - To note the outside plug is isolated
19/56.3 Asset Management Officers
19/56.4 Legal Officers
19/56.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllr Howes
 - Outside Speakers – update
 - To note the minutes of the meeting held on Thursday 18th July 2019 (to be forwarded)
 - Annual Fete – report
 - Carol Concert – Friday 13th December
19/56.6 Entrance Gates from Robert Street – to consider installation of a combination padlock



- 19/57 Film Club**
- 19/58** (Item 19/37) **Betula Trees on Memorial Ground** - update
- 19/59 Health and Safety**
- Report of a child riding a motorised bike around the Memorial Ground – reported to the Police – update
 - Damaged panels on picnic benches – update
- 19/60 Pavilion**
- 19/60.1 Monitor/TV and Interface cables for the Quantock room – *update Trustee White*
- 19/60.2 HBC Outstanding Items
- Toilet Roll Holder in the Barn - update
 - Securing finger guards - update
- 19/60.3 Purchase and Installation of Blinds – update Trustee White
- 19/60.4 Entry Sign - update
- 19/60.5 Pavilion Heating and plumbing –
- To consider cost for adjustable Ball Valve
 - To consider response for double lagging the cold water distribution pipework
 - To confirm what flushing of the water system is required – *(Clerk to report on verbal conversation with Heat Radiation 16.07.19)*
- 19/60.6 Snagging List – to arrange a meeting in the Quantock Room, Wednesday 9th October to finalise list for HBC.
- 19/60.7 Big Lottery and EDF Year End Report – to arrange a meeting in September to discuss submission of report
- 19/60.8 Service Contracts – to consider
- 19/60.9 Request from Talking Café to use the Hall instead of the Brendon Room during the hot weather
- 19/61 Official opening of the Pavilion**
- 19/61.1 To discuss plans made to date
- 19/61.2 To discuss invitations and how they will be distributed
- 19/61.3 To consider a Commemorative Plaque of the Official Opening
- 19/62 To discuss running a Competition to Design a Logo for the Memorial Ground and Pavilion**
- 19/62.1 Update from Trustee Howes
- 19/63 WWMRG Charity Management Committee** – Awaiting reply from CCS
- 19/64 Football Hire Agreement** - update
- 19/65 Matters for the next meeting to be held on Monday 23rd September 2019**
- 19/66 To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 19/67 Repair of Fire Beacon** – to consider quotations
- 19/68 To consider quotations for purchase of new bins**