

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

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

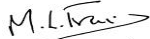
Tel & Fax: 01984 633979 Email: clerk@willitonnpc.org.uk

Dear Trustee

18th September 2019

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 23rd September 2019 at 7pm** in the Quantock Room, Williton Pavilion.

Yours sincerely



Michelle Francis
Clerk to the Trustee

A G E N D A

- 19/78 To advise the recording of the meeting**
- 19/79 To note apologies for absence and approve reason, where appropriate**
- 19/80 To Receive any Declarations of Interest**
- 19/81 Minutes of the last meeting held on Monday 22nd July 2019 for approval** (attached)
- 19/82 Minutes of the Extra Ordinary meeting held on Thursday 29th August 2019 for approval** (attached)
- 19/83 Matters from the minutes – for report purpose only**
19/83.1 (Item 19/77) Confirmation from HBC Builders that appointment of IT specialists CJ Systems to complete their recommended adjustments to the current IT system will not affect their 12 month guarantee of this system
- 19/84 Correspondence**
19/84.1 To note the correspondence log (attached)
19/84.2 Letter from Williton Parish Council asking if the Trustees would like a sign 'Happy to Chat' for one of the benches in the Memorial Ground.
19/84.3 Wessex Water Regulations Inspection Report – to note items added to the snagging list (forwarded 17.09.19)
19/84.4 To consider cost for Function 28 Ltd to make necessary changes to website to ensure Accessibility Regulations 2018 are met
19/84.5 Certificate – Playing Fields of the Year 2019 - Commendation
19/84.6 Wessex Water invoices – meeting on site to confirm correct supply and check for leaks – Thursday 26th September
19/84.7 Request from Workers Education Association for WWMRG Charity to apply for funding to enable them to run a lunch club at the Pavilion on Tuesdays to follow on from Talking Café (attached)
19/84.8 Business Rates
- 19/85 Finance**
19/85.1 Approval of accounts for payment (to be circulated at meeting) to include refund of deposits paid
19/85.2 Expenditure Analysis as at 31st July and 31st August (attached)
19/85.3 Estimated Provisions for July and August 2019 (attached)
19/85.4 Pavilion fundraising income and expenditure analysis (attached)
19/85.5 Pavilion running costs against income from bookings analysis (attached)
19/85.6 Bank reconciliation for July and August 2019 (to be signed at meeting)
- 19/86 Report from Officers**
19/86.1 Ground Management Officers –
 - Ground Maintenance Contract – to consider any additions to be requested via the Parish Council
19/86.2 Building Management Officers



- 19/86.3 Asset Management Officers – working party to etch name on all equipment (Cllr Peeks)
 19/86.4 Legal Officers
 19/86.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllr Howes
- To note the minutes of the meeting held on Thursday 12th September 2019 (forwarded)
 - To consider request to hold future events meetings in the Pavilion free of charge
 - Identification badges for use at events
- 19/87 Film Club**
- 19/88** (Item 19/58) **Betula Trees on Memorial Ground** - update
- 19/89 Health and Safety** - Damaged panels on picnic benches – update (Cllr White)
- 19/90 Pavilion**
- 19/90.1 Monitor/TV and Interface cables for the Quantock room – *update Cllr White/Cllr Aldridge*
 19/90.3 Purchase and Installation of Blinds – to note this item had been completed by Cllr Peeks
 19/90.4 Snagging List – to re-arrange a date for a meeting in the Quantock Room, from Monday 14th October due to a clash of date - to finalise list for HBC.
 19/90.5 Big Lottery and EDF Year End Report – date of meeting
 19/90.6 Service Contracts – to consider
 19/90.7 To consider advice from Mr Vaughan to add a further £1,000.00 into the Provisions to cover costs to HBC builders further to email conversations with Justin Cox, PM (email forwarded 17.09.19)
 19/90.8 To consider a Reserves Fund for unforeseen maintenance to the building or contents (Cllr Aldridge)
 19/90.9 Marketing of Pavilion – to review bookings, marketing, newsletter etc (Cllr Aldridge)
 19/90.10 To consider and whether to agree to the purchase of an additional chair mover (Cllr Payne)
 19/90.11 (Item 19/51) Access to Pavilion during bookings to be agreed with the office to minimise access problems for hirers and councillors
 19/90.12 To arrange a Rota system for Emergency Cover
 19/90.13 Confirmation from SWaT licencing that a PPL PRS license is required to play recorded music – to agree the application of a licence
 19/90.14 To consider hire charge for drinks cooler and adding to hire charge list
 19/90.15 Request to alter shutter time down to 2am (Cllr Hooper)
 19/90.16 Direct Water Feed – advice from Mr Vaughan to prepare Tender packs and survey from professional with liability insurance
 19/90.17 To consider Coomber Security Systems Ltd proposal to supply and install proximity reader adjacent to all doors (attached)
- 19/91 S106 Application for improvements to the Pavilion**
 Suggestions so far, but not limited to
- external speakers and maglocks on the internal doors for easier access for all
- 19/92 Official opening of the Pavilion**
 19/92.1 To receive a verbal report on the event
 19/92.2 (Item 19/61.3) Commemorative Plaque of the Official Opening – agreed budget £200.00 stating when opened and by whom
- 19/93 To discuss running a Competition to Design a Logo for the Memorial Ground and Pavilion**
 19/93.1 Update from Trustee Howes
- 19/94 WWMRG Charity Management Committee** – to consider way forward
- 19/95 Football Hire Agreement** – to consider response from Williton Rockets
- 19/96 Matters for the next meeting to be held on Monday 28th October 2019**
 Annual Audit of Accounts 2018 – 2019 Budget 2019-2020
 (Item 19/56.2) consideration of erecting more cigarette bins – for March 2020 agenda
- 19/97 To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 19/98 Repair of Fire Beacon** – to consider quotations
 19/99 To consider quotations for purchase of new bins

