

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 22nd July 2019 at 7.00pm at the Parish Office, Killick Way, Williton

Attendees:

Trustee: Perrett (Chairman), Aldridge, Hooper, Howes, Payne, Peeks (arrived during item 19/54.3) and White
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Trustee: Nye
Public: None

Before the start of the meeting Trustee Peeks attended the Pavilion to take a temperature reading.

19/48 The Chairman advised the meeting would be recorded.

19/49 Apologies

As noted above.

19/50 Declarations of Interest

There were none

19/51 Minutes of the last meeting held on Tuesday 24th June 2019

After a proposal from Trustee Howes, seconded by Trustee Hooper, it was **resolved** to approve the minutes after the amendment to wording on 19/39.8, which would be added to the next agenda for clarification.

19/52 Minutes of the Extra Ordinary meeting held on Thursday 11th July 2019

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

19/53 Matters from the minutes

19/53.1 (Item 19/32.3) The Clerk reported she had spoken to British Gas who had been unaware the connection had been completed. They would contact the connection team and an invoice would be raised when an agreement would be reached due to their error.

19/54 Correspondence

19/54.1 The correspondence log was noted.

19/54.2 Confirmation of registration under provision of Gambling Act 2005 and return forms - noted

19/54.3 A letter had been received regarding the weeds at the entrance to the Memorial Ground from Robert Street entrance – it was noted Cllr Payne had already cleared this area – thanks were given. The contract would be checked regarding ongoing maintenance.

19/54.4 A letter of request for a Memorial Seat close to the Memorial Garden had been received. It was resolved to reply to advise this would be possible and that a scheme would be looked into regarding costs and suggested styles of seats. When the scheme had been agreed, an invitation would be sent to attend a meeting to discuss the options.

The Clerk advised notification of the rateable value had been received, after a proposal from Trustee White, seconded by Trustee Aldridge; it was **resolved** to write to the SWAT Council to ask for rate relief.

19/55 Finance

19/55.1 It was unanimously **resolved** to approve the accounts for payment.

19/55.2 It was **resolved** to note the attached Expenditure Analysis as at 30th June 2019. An extra spreadsheet would be produced to indicate the Pavilion running costs against the income.

19/55.3 It was **resolved** to note the Estimated Provisions for July 2019.

19/55.4 It was **resolved** to note the Pavilion fundraising income and expenditure analysis.

19/55.5 It was **resolved** Trustee Perrett would sign the Bank Reconciliation for June 2019.



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19/56 Report from Officers

19/56.1 Ground Management Officers Report

- The sapling under the ramp of the play equipment needed to be removed
- All were pleased with how the ground looked for the fete. Grass clippings would be monitored after future cuts with the possibility to look at the collection of clippings every few months.
- It was thought the Charity was registered to be able to use the refuse centre free of charge – this would be looked into and whether the ground maintenance contractors could use the Charity license.
- It was noted the Parish Council had received a report on the Play Equipment and that a meeting would be held on the 24th July to discuss.
- Clearing of gutter – After a proposal from Trustee Hooper, seconded by Trustee Aldridge it was resolved the gutter would be cleared by Trustee Peeks, Aldridge and White.

19/56.2 Building Management Officers Report

- The outside plug on the Barn was confirmed as isolated. However, it was reported the cover had been damaged. A notice would be displayed advising the electric was not live which should elevate any further damage of people trying to use the socket.
- Trustee Aldridge would look into a price to replace the flap for the casing regarding the socket on the Memorial Shelter that had gone missing and whether a similar one could be fitted to the Barn and its cost. Proposed Trustee Hooper, seconded Trustee White – resolved with two abstentions.
- It was reported rubbish on the ground was becoming a problem; also used cigarettes under the canopy of the Pavilion. It was suggested to look at erecting more cigarette bins when money was available – **resolved** to put agenda for six months' time.

19/56.3 Asset Management Officers Report – Nothing to report.

19/56.4 Legal Officers Report – Access onto the Memorial Ground from neighbouring gardens was raised and whether licenses could be granted. The clerk would look for the access file.

19/56.5 Events and Fundraising Officers report

- Outside Speakers – The gentleman who did the MC for the fete had offered to look into which speakers would be suitable; Trustee Howes would email to ask for an update. After a proposal from Trustee Hooper, seconded by Trustee Howes it was unanimously **resolved** to go ahead, via the office and apply for 106 funding for the speakers for the Memorial Ground and the Film Club.
- Notes from the meeting held on Thursday 18th July would be forwarded when completed.
- A verbal report on the Fete was given. 100th Anniversary events were touched upon; the planting of the Oak tree was discussed.
- A Carol Concert would take place on Friday 13th December – a viewing was due with Watchet Choral Society on the 23rd July.

19/56.6 It was unanimously **resolved** to purchase a key padlock for the Robert Street entrance gates. Each hirer would be given a key, along with Trustee key holders.

19/57 Film Club

Trustee Howes gave a verbal update. 30th July Fisherman's Friends was sold out, a further viewing on 9th August would be shown – this would be after the showing of Dumbo. 27th August would be Red Joan. The option to purchase bottled water would be added to the refreshment supplies.

19/58 (Item 19/37) **Betula Trees on Memorial Ground** – No update. Trustee Peeks would attend the office regarding completing the forms.

19/59 Health and Safety

- It had been reported a motorised child's bike had been riding around the Memorial Ground. This had been reported to the police, who replied and advised it was battery operated, not motorised.
- Trustee White advised 8 panels needed to be replaced on the picnic benches at a cost of £34 per panel. After a proposal from Trustee Aldridge, seconded by Trustee Howes it was **resolved** with one abstention, to purchase the panels via the office to a maximum budget of £300.00.
- Trustee White would fix the panels upon receipt.

19/60 Pavilion Project

19/60.1 Monitor/TV and Interface cables for the Quantock Room – a discussion took place. Further information would be obtained by Trustee Aldridge and a decision at the September meeting.

19/60.2 HBC Outstanding Items: Toilet Roll Holder in the Barn and Securing finger guards – completed

19/60.3 Installation of Blinds – There had been no further update. Trustee Howes and White would liaise regarding the purchase to the previously **resolved** maximum cost of £200.00. Trustee White and Payne would erect the blinds.



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- 19/60.4 Entry Sign – **resolved** to note the signs had been erected. After a proposal from Trustee Hooper, seconded by Trustee Payne, it was **resolved** Trustee Aldridge would purchase lime putty to infill behind the signs. It was **resolved** to remove this item from the agenda.
- 19/60.5 Pavilion Heating and Plumbing – A discussion took place. It was **resolved** after a proposal from Trustee Peeks, seconded by Trustee Howes, to contact Environmental Health or Somerset County Council for a second opinion regarding the direct mains feed into the kitchen and to defer the remaining items.
- 19/60.6 A meeting would be held on Monday 14th October 2019 to finalise the snagging list for HBC. Trustee Aldridge sent his apologies. A current snagging list would be forwarded to all Trustees.
- 19/60.7 Big Lottery and EDF Year End Report – a meeting would be held in September to discuss submission of the report (Trustee Hooper, Payne, Peeks, Mr Vaughan and Clerk to attend). Clerk to forward some possible dates.
- 19/60.8 Service Contracts would need to be considered. A list would be compiled of contracts required; three quotations for each contract would try and be obtained.
- 19/60.9 It was **resolved** if the Talking Café paid the difference of hire cost between the Brendon Room and main Hall in advance, the hall could be used unless it was previously booked.
- 19/61 Official opening of the Pavilion – Saturday 14th September – 2pm**
- 19/61.1 Plans made to date: Elizabeth Peeks had agreed to cut the ribbon at the opening, Bill Vaughan had declined. The doors to the main hall off the veranda would be used for the ribbon cutting. A price had been received from Glenmore Bakery for the supply of half a sandwich and cake at a cost of £1.25 each. A slideshow of photos from the project build would be shown on the screen in the main hall. A chargeable bar would be provided. A band would be looked into.
- 19/61.2 Invitations – Trustee Howes will contact Williton Window regarding a design for an invitation to be placed in the Williton Window for residents to fill in and return to the Parish Council office so number of guests would be known. If numbers exceed 200 a license would be obtained and a marquee would be considered. Trustees Aldridge, Hooper and Peeks would compile a list of helpers over the years for a formal invitation.
- 19/61.3 After a proposal from Trustee Hooper, seconded by Trustee Howes, it was **resolved** with one abstention to erect in the main hall a plaque stating when the Pavilion was opened and by whom to a maximum budget of £200.00.
- 19/62 Competition to Design a Logo for the Memorial Ground and Pavilion**
- 19/62.1 A discussion took place regarding various options. Trustee Howes would report back with a clear competition brief at the September meeting.
- 19/63 WWMRG Charity Management Committee** - This item was deferred
- 19/64 Football Hire Agreement**
- Item was outstanding. The agreement would be worked upon; extra ordinary meeting to be held to agree.
- 19/65 Matters for the next meeting to be held on Monday 23rd September 2019**
- Request from Memorial Ground Events Committee the use of the Pavilion for future meetings, at no cost.
 - Access to Pavilion when rooms are pre-booked
 - Identification badges for use at events
- 19/66** After a proposal from Trustee Hooper, seconded by Trustee Peeks, it was unanimously **resolved** to pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity.
- 19/67 Repair of Fire Beacon**
- Two quotations had been received. It was **resolved** to obtain further information regarding setting the post in concrete and protection from fire. An extra ordinary meeting would be held when replies had been received with hopefully a third quotation.
- 19/68 To consider quotation for purchase of new bins** - This item was deferred
- Meeting closed 9.33 pm

Signed as a true and correct recordCllr Perrett..... Dated23rd September 2019.....



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