

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

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

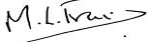
Tel & Fax: 01984 633979 Email: clerk@willitonpc.org.uk

Dear Trustee

23rd October 2019

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 28th October 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

- 19/100 To advise the recording of the meeting**
- 19/101 To note apologies for absence and approve reason, where appropriate**
- 19/102 To Receive any Declarations of Interest**
- 19/103 Minutes of the last meeting held on Monday 23rd September 2019 for approval (attached)**
- 19/104 Matters from the minutes – for report purpose only**
- 19/104.1 (Item 19/84.6) Wessex Water check of water meters - update
- 19/104.2 (Item 19/84.8) Business Rate invoice for Pavilion – confirmation rate relief had been applied for and a letter of support had been received from Cllr Hugh Davies
- 19/104.3 (Item 19/90.10) Purchase of an extra Chair Mover - update
- 19/104.4 (Item 19/91.17) Meeting between Slade Parry and Cllr Aldridge - update
- 19/104.5 (Item 19/95) Football Hire Agreement - update
- 19/105 Correspondence**
- 19/105.1 To note the correspondence log (attached)
- 19/105.2 (Item 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 (update)
- 19/105.3 British Gas – update regarding supply and invoice, to consider a new supply contract
- 19/106 Finance**
- 19/106.1 Approval of accounts for payment (to be circulated at meeting) to include refund of deposits paid
- 19/106.2 Expenditure Analysis as at 30th September (attached)
- 19/106.3 Estimated Provisions for September 2019 (attached)
- 19/106.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 19/106.5 Pavilion running costs against income from bookings analysis (attached)
- 19/106.6 Bank reconciliation for September 2019 (to be signed at meeting)
- 19/106.7 Budget Considerations for Financial Year 2020-2021(attached) – request to add £1,000 to have pavilion floor cleaned professionally once a year
- 19/107 Annual Audit of Accounts 2018 – 2019**
- 19/108 Report from Officers**
- 19/108.1 Ground Management Officers
- Playground fence – update
 - Memorial Bench scheme - update
- 19/108.2 Building Management Officers
- 19/108.3 Asset Management Officers – working party to etch name on all equipment update
- 19/108.4 Legal Officers
- 19/108.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllr Howes
- To note the minutes of the meeting held on Thursday 10th October 2019 (to be forwarded)



- 19/109 Film Club**
- 19/110** (Item 19/88) **Betula Trees on Memorial Ground** - update
- 19/111 Health and Safety**
- 19/111.1 Damaged panels on picnic benches – update (Cllr White)
- 19/111.2 WWMRG H&S Policy and Management Arrangements (forwarded 23.10.19) – for agreement
- 19/111.3 WWMRG General H&S Risk Assessment (forwarded 23.10.19) – for agreement
- 19/111.4 Pavilion Fire Risk Assessment (forwarded 23.10.19) – for agreement
- 19/112 Pavilion**
- 19/112.1 Monitor/TV and Interface cables for the Quantock room and TV license– *update Cllr White/Cllr Aldridge*
- 19/112.2 To agree to the purchase of a TV license at a cost of £154.50 per year
- 19/112.3 Snagging List - update
- 19/112.4 Big Lottery and EDF Year End Report – date of meeting
- 19/112.5 Service Contracts – to consider
- 19/112.6 To consider a Reserves Fund for unforeseen maintenance to the building or contents (Cllr Aldridge)
- 19/112.7 Marketing of Pavilion – to review bookings, marketing, newsletter etc (Cllr Aldridge)
- 19/112.8 Purchase of an additional chair mover - update
- 19/112.9 (Item 19/51) Access to Pavilion during bookings to be agreed with the office to minimise access problems for hirers and councillors
- 19/112.10 To arrange a Rota system for Emergency Cover
- 19/112.11 PPL PRS license requirement to play recorded music – update
- 19/112.12 To consider hire charge for drinks cooler and adding to hire charge list
- 19/112.13 Request to alter shutter time down to 2am (Cllr Hooper)
- 19/112.14 (19/90.16) In line coolers for Kitchen and Kitchenettes – update (Cllr Howes)
- 19/113 Hire Charge for Pavilion and The Barn** – to consider - attached
- 19/114 Keys and Access for Emergency Services** – (Cllr Aldridge)
- 19/115 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
- 19/116 Official opening of the Pavilion**
- 19/116.1 To receive a verbal report on the event
- 19/116.2 Commemorative Plaque of the Official Opening – agreed budget £200.00 stating when opened and by whom
- 19/117 To discuss running a Competition to Design a Logo for the Memorial Ground and Pavilion**
- Update from Trustee Howes
- 19/118 WWMRG Charity Management Committee** – to consider way forward
- 19/119 Matters for the next meeting to be held on Monday 25th November 2019**
- (Item 19/56.2) consideration of erecting more cigarette bins – for March 2020 agenda
- 19/120 To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 19/121 Repair of Fire Beacon** – to consider quotations
- 19/122 To consider quotations for purchase of new bins**