

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

## Minutes of the Trustee Meeting held on Monday 23<sup>rd</sup> September 2019 at 7.00pm at the Quantock Room, Williton Pavilion, Williton

### Attendees:

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

### Apologies:

**Trustee:** Peeks  
**Public:** None

19/78 The Chairman advised the meeting would be recorded.

### 19/79 Apologies

As noted above.

### 19/80 Declarations of Interest

There were none

### 19/81 Minutes of the last meeting held on Monday 22<sup>nd</sup> July 2019

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

### 19/82 Minutes of the Extra Ordinary meeting held on Thursday 29<sup>th</sup> August 2019

After a proposal from Cllr Aldridge, seconded by Cllr Payne, it was unanimously **resolved** to approve the minutes.

### 19/83 Matters from the minutes

19/83.1 (Item 19/77) Confirmation had been received from HBC Builders that appointment of IT specialists CJ Systems to complete their recommended adjustments to the current IT system would not affect their 12 month guarantee of the system.

### 19/84 Correspondence

19/84.1 The correspondence log was noted.

19/84.2 A letter had been received from Williton Parish Council asking if the Trustees would like a sign 'Happy to Chat' for one of the benches in the Memorial Ground. After a proposal from Cllr Howes, seconded by Cllr Hooper, it was unanimously **resolved** to accept a sign on a bench by the river in the Memorial Ground.

19/84.3 It was **resolved** to note the Wessex Water Regulations Inspection Report items had been added to the snagging list. The Clerk advised Heat Radiation had booked to visit Wednesday 25<sup>th</sup> September to rectify points.

19/84.4 After a proposal from Cllr Hooper, seconded by Cllr Payne, it was **resolved** to instruct Function 28 Ltd to make the necessary changes to the website to ensure Accessibility Regulations 2018 were met at a cost of £80.00 + vat.

19/84.5 A certification 'Playing Field of the Year 2019 – Commendation' had been received. This would be added to the website and displayed in the noticeboard. Cllr Howes requested a copy and would publicise on social media.

19/84.6 The Clerk reported Wessex Water would attend the site on Thursday 26<sup>th</sup> September to check the water meters and supply due to the high invoices that had been received.

19/84.7 A letter of request had been received from two employees of the Workers Education Association for WWMRG Charity to apply for funding to enable them to run a lunch club at the Pavilion. Cllr Payne advised he had spoken to Food Bank who would be willing to consider assisting with applications. Whilst Councillors thought a lunch club would be of great benefit to the community, they were unsure of what exactly was being asked. The Clerk would contact both the ladies and the WEA to obtain further information, including how the club in Minehead was funded.

*(Cllr Howes left the meeting)*



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19/84.8 The Clerk reported business rate invoice had been received for the pavilion in an incorrect name. A Charity rate relief was being applied for – a letter of support had been requested from Cllr Whetlor and Cllr Davies, District Councillors. Cllr Aldridge will ask his fellow District Councillors for an update.

## **19/85 Finance**

19/85.1 It was unanimously **resolved** to approve the accounts for payment. Proposed Cllr Payne; seconded Cllr Hooper.

19/85.2 It was **resolved** to note the attached Expenditure Analysis as at 31<sup>st</sup> July and 31<sup>st</sup> August 2019.

19/85.3 It was **resolved** to note the Estimated Provisions for July and August 2019.

19/85.4 It was **resolved** to note the Pavilion fundraising income and expenditure analysis. The name of this report would be changed to WWMRG Charity Fundraising. Proposed Cllr Payne, seconded Cllr Hooper, unanimously **resolved**. Cllr Aldridge requested it be noted the fundraising continued to be a great achievement.

19/85.5 It was **resolved** to note the Pavilion running costs against hire income analysis

19/85.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for July and August 2019.

## **19/86 Report from Officers**

### Ground Management Officers Report

- The sapling under the ramp of the play equipment still needed to be removed
- Ground Maintenance Contract – hedge by the Doctors side of the entrance (already added) To obtain a price for having the grass clippings taken away on 1<sup>st</sup> cut of the year and again just before Fete day.
- An email had been received from Williton Bowling Club regarding damage children were doing to the hedge between the playground and the bowling club. Cllr Nye would look at the area and forward photographs. Quotations would be sort to carry out any necessary repairs for the next meeting, with indication of timescales.

*(Cllr Howes returned during this item at 7.37pm)*

### Building Management Officers Report

- Marks on the outside wall of the pavilion were reported – concern was raised regarding the loose render when cleaning – this had been added to the snagging list. Cllr Nye will take photos and try and remove.

19/86.3 Asset Management Officers Report – Cllr Peeks had suggested a working party to etch WWMRG Charity name on all equipment. It was felt this was a good idea – The working party would consist of Cllrs Aldridge, Hooper, Payne and Peeks.

19/86.4 Legal Officers Report – No update

### Events and Fundraising Officers report

- It was **resolved** to note the minutes of the meeting held on 12<sup>th</sup> September 2019.
- Cllr Howes gave a brief on the Christmas Festival – Cllr Aldridge offered mulled wine for the event.
- A list of upcoming events was given – aiming for an event each month.
- It was agreed the Events Committee for WWMRG and the Parish Council could hold their meetings in the pavilion at no cost.
- It was felt identification badges at events were a good idea – Cllr Howes will donate the badges.

The use of tabards for 1<sup>st</sup> aiders and event crew would be added to the next Events agenda.

## **19/87 Film Club**

Trustee Howes gave a verbal update. Upcoming films included Rocketman, 25<sup>th</sup> Sept; Aladdin 22<sup>nd</sup> Oct; Yesterday 19<sup>th</sup> Nov. No film in December. Blinded by the Light 28<sup>th</sup> Jan.

19/88 (Item 19/58) **Betula Trees on Memorial Ground** – Forms were being completed.

## **19/89 Health and Safety**

- Cllr White would forward the details for the bench slats.

## **19/90 Pavilion Project**

19/90.1 Monitor/TV and Interface cables for the Quantock Room – Cllr Aldridge confirmed monitors were available in larger sizes and would request specific details on model, size etc. A discussion took place regarding TV licenses – Cllr Payne would look into the regulations and costs for a charity. Cllr White suggested a TV rather than a monitor as it would be more versatile.



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- 19/90.3 Installation of Blinds – It was noted this item had been completed by Cllr Peeks.
- 19/90.4 Snagging List – a new date was set for Monday 14<sup>th</sup> October 2019 at 2pm in the Pavilion.
- 19/90.5 Big Lottery and EDF Year End Report – due to time restraints, this item was deferred.
- 19/90.6 Service Contracts – due to time restraints, this item was deferred.
- 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). Cllr Payne felt this amount was insufficient and proposed the amount was increased to £2,500.00; seconded by Cllr Hooper and unanimously **resolved**.
- 19/90.8 To consider a Reserves Fund for unforeseen maintenance to the building or contents (Cllr Aldridge) – due to time restraints, this item was deferred.
- 19/90.9 Marketing of Pavilion – due to time restraints, this item was deferred.
- 19/90.10 To consider and whether to agree to the purchase of an additional chair mover (Cllr Payne) - The Clerk advised the cost of a new mover from the same supplier as before, STAC, was £79.95 plus delivery charge £45.00 + vat. Others movers were available at a cheaper cost, Cllr Payne offered to look into further. After a proposal from Cllr Aldridge, seconded by Cllr Howes, it was unanimously **resolved** to allow a budget of up to £100.00 to enable the mover to be purchased.
- 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 – due to time restraints, this item was deferred.
- 19/90.12 To arrange a rota system for Emergency Cover – due to time restraints, this item was deferred.
- 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 – due to time restraints, this item was deferred.
- 19/90.14 To consider hire charge for drinks cooler and adding to hire charge list – due to time restraints, this item was deferred.
- 19/90.15 Request to alter shutter time down to 2am (Cllr Hooper) – due to time restraints, this item was deferred.
- 19/90.16 Direct Water Feed – advice from Mr Vaughan to prepare Tender packs and survey from professional with liability insurance. A discussion took place regarding the possible cost implications this would incur. It was noted that consumption would go up with the increase in bookings and it was unsure when peak flow would be needed. It had been designed from professionals and been confirmed it was safe potable water. The tank would be tested in November – however, the leak would be kept in mind. Cllr White proposed to leave the system as it was and give a chance for it to be monitored; seconded by Cllr Perrett and unanimously **resolved**. Cllr Howes would look into the cost for in-line coolers for the next meeting.
- 19/90.17 To consider Coomber Security Systems Ltd proposal to supply and install proximity reader adjacent to all doors (attached). Cllr Hooper raised concern as Coomers advice regarding the fob system had been followed, therefore, if they consider alternations should be made it should be at their cost not the cost of the Charity. The current system was not working; therefore, it should be Coomers who ensures it works. It was **resolved** a meeting would be held with Justin Cox, Cllr Aldridge and the Clerk to discuss the current problem with the system not working as it should. Cllr Aldridge suggested after it is fixed, run with it for a period of 12 months free of problems, then consider individual readers if the need arose. A copy of Mr Vaughan's notes from the meeting held on 25<sup>th</sup> July would be forwarded to Justin.
- 19/91 S106 Application for improvements to the pavilion**  
Due to time restraints, this item was deferred.
- 19/92 Official opening of the Pavilion – Saturday 14<sup>th</sup> September – 2pm**
- 19/92.1 To receive a verbal report on the event - due to time restraints, this item was deferred.
- 19/92.2 (Item 19/61.3) Commemorative Plaque of the Official Opening - due to time restraints, this item was deferred.
- 19/93 Competition to Design a Logo for the Memorial Ground and Pavilion**
- 19/93.1 Due to time restraints, this item was deferred.
- 19/94 WWMRG Charity Management Committee** - due to time restraints, this item was deferred.



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**19/95 Football Hire Agreement**

A discussion took place regarding the response from Williton Rockets. It was confirmed a tap had been installed in both showers to allow ease of mopping the floors. It was noted all bookings pay a deposit and leave the rooms clean and tidy as they were found; else the deposit is not refunded. Due to the high cleaning costs, it was resolved to reply confirming a charge of £40.00 for the use of the pitch and changing rooms if the football club clean and mop the changing rooms. Otherwise a cost of £50.00 would be charged to pay for a cleaner, although the football club would still be responsible for removing all rubbish and sweeping throughout.

Clean boots could be put on in the changing rooms before any game, but no muddy boots to be worn inside.

**19/96 Matters for the next meeting to be held on Monday 28<sup>th</sup> October 2019**

- Annual Audit of Accounts 2018 – 2019
- Budget 2019 – 2020
- (Item 19/56.2) consideration or erecting more cigarette bins – for March 2020 agenda

**19/97** Due to time restraints, this item was deferred.

**19/98 Repair of Fire Beacon**

Due to time restraints, this item was deferred.

**19/99 To consider quotation for purchase of new bins** - due to time restraints, this item was deferred.

Meeting closed 9.20 pm

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



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