

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

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

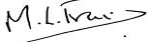
Tel & Fax: 01984 633979 Email: clerk@willitonpc.org.uk

Dear Trustee

20th November 2019

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 25th November 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

- 19/123 To advise the recording of the meeting**
- 19/124 To note apologies for absence and approve reason, where appropriate**
- 19/125 To Receive any Declarations of Interest**
- 19/126 Minutes of the last meeting held on Monday 28th October 2019 for approval (attached)**
- 19/127 Matters from the minutes – for report purpose only**
- 19/127.1 (Item 19/104.2) Business Rate for Pavilion – confirmation 80% Charity rate relief had been awarded together with extra 20% discretionary rate relief – 100% relief awarded in total. A letter of thanks to be sent to Cllr Hugh Davies
- 19/127.2 (Item 19/104.3) Extra chair mover had been received – to note
- 19/127.3 (Item 19/104.4) Meeting between HGA (Slade Parry recommendation) and Cllr Aldridge - update
- 19/127.4 To note the amendments had been completed in conjunction with the Accessibility Regulations 2018
- 19/127.5 Wessex Water Regulations Inspection Report – alterations inspected 29th October 2019 and passed. Confirmation would be received in writing – still awaited
- 19/128 Correspondence**
- 19/128.1 To note the correspondence log (attached)
- 19/128.2 Letter from Williton Parish Council offering a subsidy amount of £8,500.00 for financial year 2019-2020 instead of the £9,000.00 that had been requested
- 19/128.3 (Item 19/56.1) Letter from Somerset Waste Partnership refusing request to take items to the recycling centre free of charge
- 19/129 Finance**
- 19/129.1 Approval of accounts for payment (to be circulated at meeting) to include refund of deposits paid
- 19/129.2 Expenditure Analysis as at 31st October 2019 (attached)
- 19/129.3 Estimated Provisions for October 2019 (attached)
- To consider increasing amount in the provisions to £5,000.00 regarding extra work to be undertaken due to snagging list – Dado rail and Door guard Fire protectors
- 19/129.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 19/129.5 Pavilion running costs against income from bookings analysis (attached)
- 19/129.6 Bank reconciliation for October 2019 (to be signed at meeting)
- 19/129.7 Budget Considerations for Financial Year 2020-2021(attached)
- To consider request to add £1,000 to have pavilion floor cleaned professionally once a year
- 19/130 Annual Audit of Accounts 2018 – 2019 (attached)**

- 19/131 Report from Officers**
- 19/131.1 Ground Management Officers
- Playground fence – update on meeting with Williton Bowls Club (Cllrs Nye and White)
 - Barbed Wire fence had been removed by Cllr Payne – to note
 - Memorial Bench scheme - update
- 19/131.2 Building Management Officers
- Memorial Shelter – replacement of flap for socket casing - update
- 19/131.3 Asset Management Officers –
- Working party to etch name on all equipment – progress update
- 19/131.4 Legal Officers
- 19/131.5 Fundraising Officers Events on Memorial Ground & Pavilion – Cllr Howes
- To note the minutes of the meeting held on Thursday 14th November 2019 (to be forwarded)
 - Request to purchase 1940s Bingo, Scavenger Hunt Lists
- 19/132 Film Club**
- 19/133** (Item 19/110) **Betula Trees on Memorial Ground** - update
- 19/134 Health and Safety**
- 19/134.1 Damaged panels on picnic benches – update (Cllr White)
- 19/134.2 Update on documents (Cllr Payne)
- 19/134.3 To note the second inspection of the Pavilion Lift had been completed
- 19/135 Pavilion**
- 19/135.1 Monitor/TV and Interface cables for the Quantock room and TV license– *update*
- 19/135.2 Snagging List - update
- 19/135.3 Big Lottery and EDF Year End Report – date of meeting
- 19/135.4 Marketing of Pavilion – to review bookings, marketing, newsletter etc (Cllr Aldridge)
- 19/135.5 To discuss the hours taken to clean the Pavilion – (Cllr Payne)
- 19/135.6 Shutter time down had been altered to 1am – to note
- 19/135.7 (19/90.16) In line coolers for Kitchen and Kitchenettes – update (Cllr Howes)
- 19/135.8 To consider a drinks vending machine accessible to all areas
- 19/135.9 Two dead Birch Trees by the changing rooms – to consider their removal
- 19/136 Hire Charge for Pavilion and The Barn** – to consider - attached
- 19/137 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
- 19/138 To discuss running a Competition to Design a Logo for the Memorial Ground and Pavilion**
- Update from Trustee Howes
- 19/139 WWMRG Charity Management Committee** – to consider way forward
- 19/140 Matters for the next meeting to be held on Monday 27th January 2019**
- (Item 19/56.2) consideration of erecting more cigarette bins – for March 2020 agenda
- 19/141 To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 19/142 Repair of Fire Beacon** – no update but to consider the removal of the existing beacon due to rotting pole
- 19/143 To consider quotations for purchase of new bins**
- 19/144 Service Contracts for Pavilion** – to consider contracts (forwarded)