

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 25th November 2019 at 7.00pm at the Parish Office, Killick Way, Williton

Attendees:

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

Apologies:

Trustee: None
Public: None

19/123 The Chairman advised the meeting would be recorded.

19/124 Apologies

As noted above.

19/125 Declarations of Interest

There were none

19/126 Minutes of the last meeting held on Monday 28th October 2019

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

19/127 Matters from the minutes

19/127.1 (Item 19/104.2) Business Rates for Pavilion – confirmation had been received from Somerset West and Taunton Council that 80% charity relief had been awarded together with an extra 20% discretionary rate relief – 100% relief awarded in total. A letter of thanks would be sent to Cllr Davies.

19/127.2 (Item 19/104.3) The Clerk confirmed the extra chair mover had been received.

19/127.3 (Item 19/104.4) It was noted the meeting between HGA and Cllr Aldridge had not taken place due to HGA cost to attend meeting.

19/127.4 It was noted the website amendments had been completed in conjunction with the Accessibility Regulations 2018.

19/127.5 It was noted the alterations on the Wessex Water Regulations Inspection Report had been inspected on the 29th October 2019 and passed. Confirmation in writing was still awaited.

19/128 Correspondence

19/128.1 The correspondence log was noted.

19/128.2 A letter had been received from Williton Parish Council offering a subsidy amount of £8,500.00 for the financial year 2019-2020 instead of the £9,000.00 that had been requested. Noted

19/128.3 (Item 19/56.1) A reply had been received from Somerset Waste Partnership refusing the request for the Charity to take items to the recycling centre free of charge. Noted.

19/129 Finance

19/129.1 It was unanimously **resolved** to approve the accounts for payment. Proposed Cllr Payne; seconded Cllr Howes.

19/129.2 It was **resolved** to note the attached Expenditure Analysis as at 31st October 2019.

19/129.3 It was **resolved** to note the Estimated Provisions for October 2019.

A discussion took place regarding increasing the provisions to £5,000.00 regarding extra work to be undertaken due to the pavilion snagging list, including the proposed work to the Dado rail and Door guard Fire Protectors.

After a proposal from Cllr Hooper, seconded by Cllr Payne, it was **resolved** with one abstention to decline the request and not to add any extra amount to the provisions.



LOTTERY FUNDED

- 19/129.4 It was **resolved** to note the Pavilion fundraising income and expenditure analysis. The charity number would be included on all advertising for WWMRG, not just regarding the pavilion.
- 19/129.5 It was **resolved** to note the Pavilion running costs against hire income analysis
- 19/129.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for October 2019.
- 19/129.7 Budget Considerations for Financial Year 2020-2021.
- After a proposal from Cllr Howes, seconded by Cllr Payne, it was unanimously **resolved** to add £1,000.00 to the budget for a lectern style interpretation board to be installed on the Memorial Ground.
 - A request to add £1,000.00 to enable the pavilion floor to be cleaned professionally once a year was discussed. It was resolved to obtain 3 quotations before a final decision was made.
 - Service contracts to be considered – the cleaning of the water tank every 6 months was discussed, further details would be obtained to confirm if this was necessary.
 - The final budget would be agreed at the January 2020 meeting.
- 19/130 Annual Audit of Accounts 2018 - 2019**
- It was **resolved** to agree and sign the accounts and submit them to the Charity Commission; proposed Cllr Aldridge, seconded Cllr Hooper, unanimously **resolved**.
- 19/131 Report from Officers**
- 19/131.1 Ground Management Officers Report
- Playground Fence – Cllrs Nye and White had met with the bowling club. The deeds would be inspected to confirm who owned the fence and where the exact boundary was. There was possibly a badger set which could not be disturbed.
 - The barbed wire fence between the Playground and the MUGA had been removed by Cllr Payne.
 - Memorial Bench Scheme – Cllrs Howes and Peeks had met and were in the process of putting a scheme together which would be presented to the Trustees for approval.
- 19/131.2 Building Management Officers Report – Cllr Aldridge confirmed he had checked the Memorial Shelter regarding the socket casing and the trap door was in the correct position, so no further action was required.
- 19/131.3 Asset Management Officers Report – The equipment still needed to be marked/etched.
- 19/131.4 Legal Officers Report – There was nothing to report.
- 19/131.5 Events and Fundraising Officers report
- Cllr Howes gave a verbal report on the recent meeting.
 - After a proposal from Cllr Hooper, seconded by Cllr White, it was **resolved** Cllr Howes could purchase the item for the 1940's bingo and scavenger hunt list for the VE Day event 2020.
- 19/132 Film Club**
- Item was deferred due to time restraints
- 19/133 (Item 19/110) Betula Trees on Memorial Ground** – item was deferred due to time restraints
- 19/134 Health and Safety**
- 19/134.1 Replacement panels for the damaged picnic bench had been received. Cllrs White and Payne had planned to replace on the 27th November 2019.
- 19/134.2 The documents had been completed. It was noted a first aid kit would be purchased.
- 19/134.3 It was noted the second inspection of the Pavilion Lift had been completed.
- 19/135 Pavilion Project**
- 19/135.1 Monitor/TV and Interface cables for the Quantock Room – due to time restraints, this item was deferred.
- 19/135.2 Snagging List - due to time restraints, this item was deferred.
- 19/135.3 Big Lottery and EDF Year End Report – Cllr Aldridge and Peeks would undertake the report and meet with the Big Lottery
- 19/135.4 Marketing of Pavilion - due to time restraints, this item was deferred.
- 19/135.5 To discuss the hours taken to clean the Pavilion - due to time restraints, this item was deferred.
- 19/135.6 Shutter time down had been altered to commence the sequence at 1am - noted
- 19/135.7 In line coolers for kitchen and kitchenettes - due to time restraints, this item was deferred.



LOTTERY FUNDED

- 19/135.8 To consider a drinks vending machine accessible to all areas - due to time restraints, this item was deferred.
- 19/135.9 It was **resolved** Cllr Aldridge would remove and dispose of the two dead Betula trees by the side of the pavilion by the changing rooms entrance.
- 19/136 Hire Charge for Pavilion and The Barn**
Deferred due to time restraints.
- 19/137 S106 Application for improvements to the pavilion**
After a proposal from Cllr Hooper, seconded by Cllr Aldridge it was **resolved** to apply for the funding for the external speakers and the maglocks on the internal doors.
- 19/138 Competition to Design a Logo for the Memorial Ground and Pavilion**
Due to time restraints, this item was deferred.
- 19/139 WWMRG Charity Management Committee** – The business plan would be looked at as this was included within the plan, however, due to time restraints, further discussion on this item was deferred.
- 19/140 Matters for the next meeting to be held on Monday 27th January 2020**
- (Item 19/56.2) consideration or erecting more cigarette bins – for March 2020 agenda
- 19/141** After a proposal from Cllr Aldridge, seconded by Cllr White, it was unanimously **resolved** to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity
- 19/142 Repair of Fire Beacon**
There had been no update. A discussion took place regarding the removal of the beacon due to the rotting pole. This would be inspected by Cllrs White and Payne and also added to the Health and Safety check list.
- 19/143 To consider quotation for purchase of new bins** - due to time restraints, this item was deferred.
- 19/144 Service Contracts**
- Lift** – after a proposal from Cllr Payne, seconded by Cllr Hooper, it was **resolved** with 6 in favour, 1 against and 2 abstentions, to accept the bronze level maintenance option from Gartec Lifts at a cost of £357.00 plus vat.
- Dishwasher** – A discussion took place where it was confirmed that items would be PAT tested yearly and the hard wire test undertaken every 5 years. Due to the low usage it was **resolved** to use Aspen on an ad-hoc basis as and when required. Proposed Cllr Payne, seconded Cllr Howes – unanimously **resolved**. It was further **resolved** the Clerk would have the authority to go straight to Aspen if required for the kitchen appliances; proposed Cllr Aldridge, seconded Cllr White, unanimously **resolved**.
- Alan Manchip and Shutters** – it was noted an hourly rate had been received from Alan Manchip but a reply was awaited from RSL Bristol Ltd who supplied the shutters. It was **resolved** to defer this item until the requested information had been received.

Meeting closed 9.07 pm

Signed as a true and correct record Cllr Payne Dated 27th January 2020



LOTTERY FUNDED