

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 27th January 2020 at 7.00pm at the Parish Office, Killick Way, Williton

Attendees:

- Trustee:** Payne (Chairman), Howes, Nye, Peeks (left at 9.13pm after item 171.4), Stanford, White and Woods (arrived at 7.43pm during item 19/165)
- Other:** Mrs Michelle Francis
- Public:** None
- Press:** None

Apologies:

- Trustee:** Aldridge and Hooper. Woods would arrive late.
- Public:** None

19/156 The Chairman advised the meeting would be recorded.

19/157 Apologies

As noted above.

19/158 Declarations of Interest

There were none

19/159 Minutes of the last meeting held on Monday 25th November 2019

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

19/160 Minutes of the Extra Ordinary meeting held on Monday 2nd December 2019

After a proposal from Cllr Howes, seconded by Cllr Nye, it was unanimously **resolved** to approve the minutes after a spelling amendment.

19/161 Minutes of the Extra Ordinary meeting held on Monday 12th December 2019

After a proposal from Cllr White, seconded by Cllr Stanford, it was unanimously **resolved** to approve the minutes after Cllr Howes apologies were added.

19/162 Matters from the minutes

It was noted that due to the recent high winds experienced, Cllr Payne and Mr Peeks had undertaken repairs on the bike shelter to ensure it was made safe.

19/163 Correspondence

19/163.1 The correspondence log was noted.

19/163.2 Planning Department, Somerset West and Taunton Council – refusal of application to fell two Birch Trees – this would be discussed under item 19/165

19/164 Finance

19/164.1 It was unanimously **resolved** to approve the accounts for payment.
Proposed Cllr Peeks; seconded Cllr Howes.

19/164.2 It was **resolved** to note the attached Expenditure Analysis as at 30th November and 31st December 2019.

19/164.3 It was **resolved** to note the Estimated Provisions for November and December 2019.

19/164.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. After a proposal from Cllr White, seconded Cllr Peeks, it was resolved to look into a separate bank account for the Pavilion. It was further resolved to consider what income and expenditure would be allocated to which account and to look at the possibility of accepting debit card and paypal payments.

19/164.5 It was **resolved** to note the Pavilion running costs against hire income analysis

19/164.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for November and December 2019.



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- 19/164.7 There were currently two signatories, Cllrs Hooper and Peeks. Cllr Payne was in the process of being added – the necessary forms had been signed and confirmation awaited from Lloyds Bank. It was unanimously **resolved** Cllr Howes would be added as a Bank Signatory for the WWMRG account to increase the number back to four signatories. Proposed Cllr Nye seconded Cllr White.
Action: Cllr Howes and Clerk
- 19/164.8 A discussion took place regarding the quotation to include a bookings management system for the pavilion bookings at a cost of £750 + vat for the first year and the ongoing annual charge for licencing at £80 per year. After a proposal from Cllr Howes, seconded by Cllr Peeks it was unanimously **resolved** to accept the quotation with a contingency of £250 + vat for tweaks that may be needed. Cllr Howes would attend a meeting with the company to discuss further.
Action: Cllr Howes and Clerk
- 19/164.9 Budget Considerations for Financial Year 2020-2021. After a proposal from Cllr Howes, seconded by Cllr Stanford, it was unanimously **resolved** to agree the proposed budget.
- 19/165 (Item 19/133) Betula Trees on Memorial Ground**
- Cllrs Payne, Peeks and Aldridge met the tree officer on site. The application to fell the trees had been refused on the grounds that they had more amenity value and the problem incurred by the Bowling Club was not a good enough reason. It was **resolved** to write to the Bowling Club advising the application had been refused. It was **resolved** to remove the item from the agenda.
- 19/166 Health and Safety**
- 19/166.1 It was **resolved** to note that Cllrs White and Payne had carried out the repairs to the picnic bench.
- 19/166.2 Cllr Payne thanked Mr Peeks for the fire alarm training. Cllr Nye and White would attend training at a date to be organised. However, it was confirmed if the fire alarm sounds any user is to immediately evacuate the building and dial 999 – re-entry would only be on the advice of the Fire Brigade. Under no circumstances was anyone to remain in the building to investigate the source. This would be added to the booking form.
- 19/167 Pavilion**
- 19/167.1 Monitor/TV and Interface cables for the Quantock Room – Cllrs Aldridge and White would provide a proposal and costings, seeking advice from Stage Electrics, for a decision at the February meeting
Action: Cllr White and Aldridge
- 19/167.2 TV License – although agreed at the October 2019 meeting, the cheque had not been signed. Members were reminded that the decisions of the committee must be adhered to. Cllr Peeks confirmed she would sign the cheque.
- 19/167.3 Snagging List – Cllr Payne gave a verbal update. Most items had been completed; a discussion took place regarding the advice regarding the ambient temperature for the hall and changing rooms. A visit from the flooring company was awaited where final advice would be received and acted upon.
- 19/167.4 Big Lottery and EDF Year End Report – Cllr Payne, Cllr Peeks and the Clerk had met with the Big Lottery and gave a verbal report on the progress to date as a written report was no longer required; the meeting went well and they were very pleased with what had been achieved. EDF had replied requesting a more visual report – it was resolved to reply saying this was noted and would the report submitted this way in the future and ask them to accept the report in its current format.
Action: Cllr Payne and Clerk
- 19/167.5 Marketing of Pavilion – deferred due to absence of Cllr Aldridge
- 19/167.6 Cllr Payne expressed his concern that the cleaner did not have sufficient hours, after a proposal from Cllr Peeks, seconded by Cllr Howes, it was unanimously **resolved** to increase the hours by half an hour each visit, giving a total of one extra hour per week.
- 19/167.7 In line coolers for kitchen and kitchenettes – it was resolved to contact HBC builders for their advice. Cllr Payne confirmed the weekly tests produced results of around 14° with the exception of the janitors cupboard which was around 7-8°.
- 19/167.8 To consider a drinks vending machine accessible to all areas - The general consensus was the committee thought it was a good idea, therefore, Cllr White agreed to investigate costings of different options and prices for the February meeting
Action: Cllr White
- 19/167.9 Cllr White would liaise with Cllr Aldridge with an aim to remove the 2 dead Birch trees by the entrance to the pavilion changing rooms before the February meeting. The stakes would be stored for future use.
Action: Cllr White and Clerk



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19/168 Hire Charge for Pavilion and The Barn

After a discussion, it was resolved the Chairman and Clerk would prepare the new charges in line with the consensus of the meeting. The removal of the option of the stage was discussed due to the weight and work involved with the erecting of the stage. A lighter stage would be investigated.

Action: Cllr Payne and Clerk

19/169 S106 Application for improvements to the pavilion – no update

19/170 WWMRG Charity Management Committee

It was **resolved** Cllrs Nye, Payne, Peeks and White, together with the Clerk, would form the working party to look into the formation of a management committee.

19/171 Report from Officers

19/171.1 Ground Management Officers Report

- Playground Fence – Cllr Peeks would check the deeds to ascertain who the hedge belonged to.
- Memorial Bench Scheme – Cllr Peeks presented options and costings. It was agreed to use the Streetmaster Products, Clarendon seat, with the option of removal of the arm to enable disabled access. The bin would be the anti-vandal bin with a lid in black. It was resolved Cllr Peeks would liaise with the company and provide costings for the February meeting.

Action: Cllr Peeks

19/171.2 Building Management Officers Report – nothing to report

19/171.3 Asset Management Officers Report – The equipment had started to be marked/etched.

19/171.4 Legal Officers Report – There was nothing to report.

19/171.5 Events and Fundraising Officers report

Cllr Howes gave a verbal report on the recent meeting. The open house was on Saturday 8th February – help was required for refreshments. Set up from 8am

19/172 Film Club

It was resolved to include this report under the Events and Fundraising Officers report at future meetings. Downton Abbey would be shown on the 28th January and was sold out

19/173 Competition to Design a Logo for the Memorial Ground and Pavilion

Cllrs Howes, Nye, Stanford and Woods would form a working group to discuss options to be provided at the February meeting. Cllr White might be able to obtain advice regarding possible designs.

19/174 Repair of Fire Beacon

Cllr White would obtain advice and would report back.

Action: Cllr White

19/175 To consider quotation for purchase of new bins – this was covered under item 19/171.1

19/176 To give consideration to move the Baby Changing area, possibly into the Disabled Toilet and use the space as a table and chair store room for the Brendon Room

After a proposal from Cllr Howes, seconded by Cllr White, it was unanimously **resolved** to obtain prices for the wall mounted baby changing unit to be moved into the disabled toilet. The sink would remain unchanged at the present time.

19/177 Matters for the next meeting to be held on Monday 24th February 2020

(Item 19/56.2) consideration or erecting more cigarette bins – for March 2020 agenda
Request for roller blind on Brendon Room door; CCTV coverage and the effectiveness
Changing of the door in the Quantock Room; Car park and overflow; MUGA area

19/178 It was confirmed the contracts had been actioned as agreed

19/179 To pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity – proposed Cllr Howes, seconded Cllr Nye

19/180 To consider quotations for the Boilers in the Pavilion to be serviced

Prices were to be obtained for consideration at an Extra Ordinary meeting.

Meeting closed 9.32 pm

Signed as a true and correct record ... Cllr Payne Dated 24th February 2020



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