

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

## Minutes of the Trustee Meeting held on Monday 28<sup>th</sup> October 2019 at 7.00pm at the Parish Office, Killick Way, Williton

### Attendees:

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

### Apologies:

**Trustee:** Peeks, Perrett and Woods  
**Public:** None

Due to the absence of the Chairman and Vice-Chairman, Cllr Payne chaired the meeting. Proposed by Cllr Hooper seconded by Cllr Howes; unanimously **resolved**.

**19/100** The Chairman advised the meeting would be recorded.

### **19/101 Apologies**

As noted above.

### **19/102 Declarations of Interest**

There were none

### **19/103 Minutes of the last meeting held on Monday 23<sup>rd</sup> September 2019**

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

### **19/104 Matters from the minutes**

19/104.1 (Item 19/84.6) The Clerk advised that Wessex Water had checked the water meters for The Barn and the Pavilion and had confirmed there were no leaks. It was suggested to take regular meter readings. Copies of the invoices would be forwarded to Cllr Aldridge who would monitor with Mr Peeks.

19/104.2 (Item 19/84.8) The Clerk confirmed the Business Rate Relief form had been submitted, together with a letter of support from Cllr Hugh Davies. A reply was awaited.

19/104.3 (Item 19/90.10) A pro-forma invoice had been received for the purchase of an extra chair mover

19/104.4 (Item 19/91.17) Slade Parry suggested the meeting should be held with HGA. Dates had been received and passed onto Cllr Aldridge to advise a convenient date.

19/104.5 (Item 19/95) The Football Hire Agreement had been signed and returned

### **19/105 Correspondence**

19/105.1 The correspondence log was noted.

19/105.2 Request from Workers Education Association for WWMRG Charity to apply for funding to enable them to run a lunch club at the Pavilion. It was resolved to reply with apologies that the Charity would be unable to apply for funding on their behalf; however, Members would like to encourage a lunch club so details of other funding streams would be forwarded.

19/105.3 British Gas – The Clerk gave an update regarding the invoice that had been received. After a proposal from Cllr Howes, seconded by Cllr Hooper, it was **resolved** the Clerk would look for and agree a new gas supplier, and give notice to British Gas.

### **19/106 Finance**

19/106.1 It was unanimously **resolved** to approve the accounts for payment. Proposed Cllr Nye; seconded Cllr Howes.

19/106.2 It was **resolved** to note the attached Expenditure Analysis as at 30<sup>th</sup> September 2019.

19/106.3 It was **resolved** to note the Estimated Provisions for September 2019.

19/106.4 It was **resolved** to note the Pavilion fundraising income and expenditure analysis.

19/106.5 It was **resolved** to note the Pavilion running costs against hire income analysis



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- 19/106.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for September 2019.
- 19/106.7 Budget Considerations for Financial Year 2020-2021. The budget was discussed and alterations made – this would be discussed further at the next meeting. After a proposal from Cllr White, seconded by Cllr Nye, it was unanimously **resolved** to request an increase in the Parish Council subsidy to £9,000.00.
- 19/107 Annual Audit of Accounts 2018 - 2019**
- The Clerk advised the accounts were ready for the internal auditor.
- 19/108 Report from Officers**
- 19/108.1 Ground Management Officers Report
- Playground Fence – after a discussion it was resolved Cllrs Nye and White would hold a meeting with the Bowling Club to confirm the problem and boundary and discuss a suitable way forward.
  - The barbed wire fence between the Playground and the MUGA would be removed by Cllrs Aldridge, Payne and White. Cllr Howes requested the hole by the wall to the left of the Playground was filled in, possibly with chicken wire.
  - Memorial Bench Scheme – no update. Cllr White advised prices of benches available.
- 19/108.2 Building Management Officers Report – deferred due to time restraints.
- 19/108.3 Asset Management Officers Report – deferred due to time restraints.
- 19/108.4 Legal Officers Report – deferred due to time restraints.
- 19/108.5 Events and Fundraising Officers report
- Saturday 2<sup>nd</sup> November – conkers would be collected, please help if you can.
  - The Christmas parade will have lanterns – please collect ring pull cans for Cllr Howes to make the lanterns.
- 19/109 Film Club**
- Item was deferred due to time restraints
- 19/110 (Item 19/88) Betula Trees on Memorial Ground** – item was deferred due to time restraints
- 19/111 Health and Safety**
- 19/111.1 Cllr White had forwarded photos and dimensions of the damaged slats. A quotation had been received for the replacement parts from Glasdon – Cllr White asked if they were pre-drilled, this was not advised on the quotation. After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to purchase the 6 rectangular slats and 2 bullnose slats at a cost of £245.46 + vat
- 19/111.2 WWMRG H&S Policy and Management Arrangements – After a proposal from Cllr Nye, seconded by Cllr Aldridge, it was unanimously **resolved** to adopt the document. It would be signed by the Parish Chairman.
- 19/111.3 WWMRG General H&S Risk Assessment - After a proposal from Cllr Howes, seconded by Cllr Aldridge, it was unanimously **resolved** to adopt the document.
- 19/111.4 Pavilion Fire Risk Assessment - After a proposal from Cllr Aldridge, seconded by Cllr Howes, it was unanimously **resolved** to adopt the document.
- 19/112 Pavilion Project**
- 19/112.1 Monitor/TV and Interface cables for the Quantock Room – It was agreed to obtain 3 quotations for a 50" smart TV, wireless with the feed through the internet and confirm if a satellite dish was required. It was further agreed to obtain 3 quotations for the installation, including a dish if required, up and running through the projector.
- 19/112.2 Purchase of a TV license at a cost of £154.50 per year – proposed Cllr Howes, seconded by Cllr White unanimously **resolved** to purchase the license.
- 19/112.3 Snagging List – the meeting had been held and the snagging list updated. The clock had been added as it is not radio controlled.
- 19/112.4 Big Lottery and EDF Year End Report – The Clerk would liaise with Mr Vaughan regarding the date.
- 19/112.5 Service Contracts – An extra ordinary meeting would be held to discuss the contracts. Prices would be obtained from the original suppliers to be in line with the financial year.



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- 19/112.6 To consider a Reserves Fund for unforeseen maintenance to the building or contents – Cllr Aldridge suggested a reserve fund was held separately to the Charity to safe-guard funds which would be invested and under a separate Trustee, such as a private financial trust. Professional advice would be needed. After a discussion it was **resolved** to defer the item until May 2020 after the Pavilion had completed its first financial year.
- 19/112.7 Marketing of Pavilion – due to time restraints, this item was deferred.
- 19/112.8 Purchase of an additional chair mover – Cllrs Hooper and Peeks would arrange to visit the bank to make a bacs payment as the company does not accept cheques.
- 19/112.9 (Item 19/90.11) Access to Pavilion during bookings – unless in an emergency, access into the Pavilion by Councillors would not be gained during a booking to ensure no problems were incurred regarding the unlocking/locking of areas not hired.
- 19/112.10 To arrange a rota system for Emergency Cover – All Councillor key holder's names and contact telephone numbers would be added to the list to be displayed on every notice board at the pavilion.
- 19/112.11 PPL PRS license requirement to play recorded music – this was a legal requirement, therefore, after a proposal from Cllr Aldridge, seconded by Cllr Howes, it was unanimously **resolved** to apply for the minimum license.
- 19/112.12 To consider hire charge for drinks cooler and adding to hire charge list – as this item was stored in the Barn and not easily available, it would not be added as an available item on the hire charge list, however, if requested, it would be charged at £10 per hire.
- 19/112.13 Request to alter shutter time down changed to 1am (Cllr Hooper) – proposed Cllr Hooper, seconded by Cllr Aldridge, unanimously **resolved**. To be added to the snagging list.
- 19/112.14 (Item 19/90.16) In line coolers for Kitchen and Kitchenettes – Cllr Howes had obtained prices, which were approx. £1,800, therefore suggested that Quooker or similar was looked into. Cllr Howes would report to the next meeting.
- 19/113 Hire Charge for Pavilion and The Barn**  
Deferred due to time restraints.
- 19/114 Keys and Access for Emergency Services**  
When the access gate onto the Memorial Ground is locked, keys would be given to the Fire Service, the Police and the Doctors surgery.
- 19/115 S106 Application for improvements to the pavilion**  
Due to time restraints, this item was deferred.
- 19/116 Official opening of the Pavilion – Saturday 14<sup>th</sup> September – 2pm**
- 19/116.1 A verbal report on the event was given. It was noted it had been a good event.
- 19/116.2 (Item 19/61.3) Commemorative Plaque of the Official Opening – prices for a plaque would be obtained. Cllr Aldridge had the plaque from the old Red Cross Hut which may be possible to use the reverse side. This was thought to be a good idea for historical reasons.
- 19/117 Competition to Design a Logo for the Memorial Ground and Pavilion**  
Due to time restraints, this item was deferred.
- 19/118 WWMRG Charity Management Committee** - due to time restraints, this item was deferred.
- 19/119 Matters for the next meeting to be held on Monday 25<sup>th</sup> November 2019**
- To consider a Christmas Tree for the Pavilion
  - Drinks Vending machine accessible to all areas
  - (Item 19/56.2) consideration or erecting more cigarette bins – for March 2020 agenda
- 19/120** Due to time restraints, this item was deferred.
- 19/121 Repair of Fire Beacon**  
Due to time restraints, this item was deferred.
- 19/122 To consider quotation for purchase of new bins** - due to time restraints, this item was deferred.  
Meeting closed 9.30 pm

Signed as a true and correct record ..... Cllr Peeks ..... Dated .... 25<sup>th</sup> November 2019.....



LOTTERY FUNDED