

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 24th February 2020 at 7.00pm at the Parish Office, Killick Way, Williton

Attendees:

Trustee: Payne (Chairman), Aldridge (arrived at 7.20pm) Howes, Nye, Stanford, White and Woods
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Trustee: Hooper and Peeks
Public: None

19/188 The Chairman advised the meeting would be recorded.

19/189 Apologies

As noted above.

19/190 Declarations of Interest

There were none

19/191 Minutes of the last meeting held on Monday 27th January 2020

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

19/192 Minutes of the Extra Ordinary meeting held on Monday 3rd February 2020

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

19/193 Matters from the minutes

19/193.1 It was noted the boilers in the pavilion plant room had been serviced on the 13th February 2020

19/193.2 (Item 19/164.8) It was noted a meeting had taken place regarding the pavilion bookings management system

19/194 Correspondence

19/194.1 The correspondence log was noted.

19/194.2 A request had been received from a parishioner for 'Please Keep Your Dog on a Lead' signs on all three entrances to the Memorial Ground, as a loose dog had bounded up to a child. After a discussion it was agreed this would be unenforceable, therefore it was resolved to obtain a price for signs to say 'Please Keep Dogs Under Control'. The request and explanation would be included within the Williton Window report.

19/194.3 EDF would visit the pavilion on the 25th February 2020.

19/194.4 A request from Cllr Peeks had been received to consider allowing Table Tennis club two free sessions to promote the club, the same as for short mat bowls. It was unanimously **resolved** to allow 2 x 2 hours free of charge. Proposed Cllr Nye; seconded Cllr Stanford.

The Clerk had received a request via Mr Vaughan, from Meare Community Hall and Playing Field, who had seen a copy of the pavilion business plan, however, the annexes were not attached and they had requested to view them. It was agreed to forward the annexes once any personal information was removed.

19/195 Finance

19/195.1 It was unanimously **resolved** to approve the accounts for payment. Proposed Cllr White; seconded Cllr Woods.

19/195.2 It was **resolved** to note the attached Expenditure Analysis as at 31st January 2020 Cllr Woods requested grants for solar panels was looked into.



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- 19/195.3 It was **resolved** to note the Estimated Provisions for January 2020.
- 19/195.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. All volunteers were thanked for their continued support.
- After a discussion it was **resolved** not to open a separate bank account for the pavilion; allocation of funds could be ring-fenced.
- A discussion to place regarding the allocation for fundraising income and expenditure. It was felt the income should cover the running costs; it was resolved to defer the item due to the absence of Cllr Hooper.
- 19/195.5 It was **resolved** to note the Pavilion running costs against hire income analysis
- 19/195.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for January 2020
- 19/195.7 Bank Signatories – Cllr Howes would submit the forms to the bank with relevant identification.
Action: Cllr Howes
- 19/195.8 The Clerk produced a report regarding costs for gas supply to the pavilion. After a proposal from Cllr Stanford, seconded by Cllr Nye, it was unanimously resolved to enter a 4-year contract with Opus Energy.
- 19/196 Health and Safety**
- It was resolved to note that Coomber Security Systems Ltd had undertaken routine maintenance of the intruder alarm system and a report had been received.
- 19/197 Pavilion**
- 19/197.1 Monitor/TV and Interface cables for the Quantock Room – Cllrs Aldridge and White had met on site with Cllr Aldridge's son-in-law, Rob who has expertise in this field and gave a verbal report of their findings. After a discussion, it was resolved Cllr White would compare three prices, to include a local company, for the supply and installation into the Quantock Room, of a 49" smart TV. A budget was set at £450.00; Cllr White would action the installation if within budget. Proposed Cllr Howes; seconded Cllr Woods; unanimously **resolved**.
- In addition, a splitter box and cables would be sought to enable live streaming without the need for aerials, which would direct feed the TV and the projector. Once the TV had been confirmed, Cllr Aldridge would ensure the TV would interface with the box and purchase the necessary equipment up to a budget of £100.00. Proposed Cllr White; seconded Cllr Howes; unanimously **resolved**.
Action: Cllrs White and Aldridge
- 19/197.2 TV License – it was noted the application had been posted.
- 19/197.3 Snagging List – Cllr Payne advised the company that supplied the render were still to visit to inspect. The floor was still to be addressed; however, since the heating had been changed it appeared to be better.
- 19/197.4 EDF Year End Report – it was noted the report had been re-submitted and accepted. Cllr Payne was thanked for preparing the report.
- 19/197.5 Marketing of the Pavilion – it was felt with the new booking system and the addition of the TV in the Quantock Room; it would help to improve the appeal. Whilst it would continue to be monitored, it was **resolved** to remove this item from the agenda.
- 19/197.6 In line coolers for kitchen and kitchenettes – the clerk advised HBC builders had been contacted for their advice, who had passed on the enquiry to Heat Radiation. A response was still awaited.
- 19/197.7 To consider a drinks vending machine accessible to all areas – Cllr White queried whether he was to look into buying, leasing or renting options. It was resolved to consider all options – details would be sought.
Action: Cllr White
- 19/197.8 It was noted the two dead birch trees by the Pavilion changing room entrance had been removed. Cllr White was thanked for undertaking this task.
- 19/197.9 A complaint had been received regarding overnight parking after a recent wedding. After a discussion it was noted the venue had been booked for the wedding package, meaning through until Sunday and although there are no planning restrictions, hirers are requested to use the main car park in Killick Way.



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- 19/197.10 Car Park and Overflow – Cllr White asked for the space by the rollers as an overflow carpark to be considered. After a discussion it was agreed this would not be used and to continue advising the use of the Killick Way car parks.
- 19/197.11 The suggestion to change the door in the Quantock Room was discussed – this was not the main door, but a door to access the upstairs store cupboard. As a TV would be installed with connecting cables, this was no longer required. It was resolved to remove this item from the agenda.
- 19/197.12 A request for a blind to be installed on the Brendon Room door had been received. After a proposal from Cllr Nye; seconded by Cllr Howes, it was unanimously **resolved** Cllr Payne would install a blind similar to the one in the hall, to a maximum budget of £50.00 **Action: Cllr Payne**
- 19/197.13 Pavilion front door – it was noted the problem of the door blowing open had not been solved by holes being drilled in the inner doors. A suggestion had been received that the overhead assister was removed; however, Councillors agreed as this was needed for disabled access, it was **resolved** to leave the door as it was and not to make any alterations.
- 19/197.14 Official Opening Plaque – the plaque from the Red Cross Hut would be recycled. Cllr Payne and the clerk would consider the wording and organise for the plaque to be engraved, a provision was currently held for this to be undertaken. Proposed Cllr Howes; seconded Cllr Nye. **Resolved.**
Action: Cllr Payne and Clerk

19/198 Hire Charge for Pavilion and The Barn

Consideration was given regarding the various options presented and compared to other halls in the area. It was noted if there was an increase the pavilion would be one of the most expensive. After a discussion, the following was unanimously **resolved** – a) not to increase the charges for 2020-2021; b) to keep to parish rate and non-parish rate – not to include commercial; c) enable kitchen to be hired per session for tea and coffee provision only and d) remove option of having tables and chairs set up – the hirer would be responsible for putting out their own tables and chairs and clearing the room afterwards. Proposed Cllr Payne; seconded Cllr Howes

- 19/198.1 To consider providing the pavilion to the parish council for public parish meetings, free of charge – the Clerk advised she had obtained advice from the Charity Commission and that Councillors should decide if the proposal was within the charitable objectives, being ‘recreation ground for inhabitants of parish of Williton in the county of Somerset’. It was considered that as the meeting would be for the wellbeing of the parishioners it would meet the objectives and to recommend that the Parish Council add this as a condition to granting the subsidy to the Charity. Proposed Cllr Aldridge; seconded Cllr Howes, unanimously **resolved**.

19/199 (Item 19/187) To consider proposal from BT to upgrade the phone and broadband to a Fibre connection

The Clerk confirmed the current contract expired December 2020 and that the price had been further reduced to £31.99 + vat per month. Due to the significant saving it was unanimously **resolved** to accept the proposal. Proposed Cllr Howes; seconded Cllr White.

- 19/200 **S106 Application for improvements to the pavilion** – no update as information was needed as to which speakers would be required.

19/201 WWMRG Charity Management Committee

The working group had met and submitted recommendations on the formation of a Pavilion User Group, which were agreed. It was **resolved** that Cllrs Hooper, Howes, Nye and Payne would stand on the committee, with Cllr White as first reserve. Any councillor could stand in as a substitute if needed. Proposed Cllr White; seconded Cllr Woods – unanimously **resolved**.

19/202 Report from Officers

19/202.1 Ground Management Officers Report

- Playground Fence – Cllr Peeks had checked the deeds and confirmed the hedge did not belong to the WWMRG and was the Bowling Clubs. It was **resolved** a meeting would be arranged with the Bowling Club and Cllrs Payne and White, to inform them. A copy of the deed would be taken to the meeting.
- Memorial Bench Scheme – Cllr Peeks had submitted costings which had been forwarded, confirming the cost to the public would be £1,200.00. This would include the bench, the plaque, carriage cost, fixings, maintenance and installation. After a proposal from Cllr White, seconded by Cllr Stanford, it was unanimously **resolved** to accept the proposed scheme.



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- 19/202.2 Building Management Officers Report – nothing to report
- 19/202.3 Asset Management Officers Report – nothing to report
- 19/202.4 Legal Officers Report – There was nothing to report.
- 19/202.5 Events and Fundraising Officers report
Cllr Howes gave a verbal report on the recent open day and upcoming events.
- It was resolved to request the Parish Council pay for a coach for VE Day at a cost of £100.00 + vat.
 - It was unanimously **resolved** to book the Morris Men at a cost of £85.00 for the fete – proposed Cllr Howes, seconded Cllr Aldridge.
- 19/203 To review the CCTV coverage on the Memorial Ground and its effectiveness**
Due to time restraints it was resolved to defer this item
- 19/204 M.U.G.A.**
Due to time restraints it was resolved to defer this item
- 19/205 Competition to Design a Logo for the Memorial Ground and Pavilion**
Due to time restraints it was resolved to defer this item
- 19/206 Repair of Fire Beacon**
Due to time restraints it was resolved to defer this item
- 19/207 Matters for the next meeting to be held on Monday 23rd March 2020**
(Item 19/56.2) consideration of erecting more cigarette bins – for March 2020 agenda
Lectern Style Presentation Board
To alter the opening of the kitchen door
- 19/208 To pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity** – proposed Cllr Stanford, seconded Cllr Woods - agreed
- 19/209 To consider quotation to move the Baby Changing unit into the downstairs Disabled Toilet**
After a proposal from Cllr Nye; seconded by Cllr White it was unanimously **resolved** to accept the quotation at a cost of £80.00

Meeting closed at 9.27pm

Signed as a true and correct record ... Cllr Peter Payne ... Dated 26th May 2020



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