

# 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@willitonnpc.org.uk](mailto:clerk@willitonnpc.org.uk)

Dear Trustee

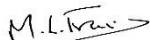
17<sup>th</sup> June 2020

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 22<sup>nd</sup> June 2020 at 7pm** via Zoom for the purpose of transacting the following business.

## Covid-19: changes to how we will hold the Trustee Meeting

- Following changes to government rules, the Trustees of WWMRG Charity will use video conferencing for the purpose of this Meeting.
- Councillors will use "Zoom" to take part in the meetings and vote on agenda items.
- Members of the Public who wish to attend the meeting via video conferencing, or wish to submit statements, questions and petitions ahead of the meetings please contact the Parish Clerk at [clerk@willitonnpc.org.uk](mailto:clerk@willitonnpc.org.uk)

Yours sincerely



Michelle Francis  
Clerk to the Trustee

## A G E N D A

- 20/10 To advise the recording of the meeting - Chairman**
- 20/11 To note apologies for absence and approve reason, where appropriate**
- 20/12 To Receive any Declarations of Interest**
- 20/13 Minutes of the last meeting held on Tuesday 26<sup>th</sup> May 2020 for approval (attached)**
- 20/14 Matters from the minutes – for report purpose only**
- 20/14.1 Gas Supply - update
- 20/14.2 (Item 19/197.2) TV Licence – to note the licence had been received
- 20/14.3 (Item 19/197.12) Door Blind in the Brendon Room – to note this had been installed by Cllr Payne
- 20/14.4 (Item 19/195.2) Cllr Woods request to look into a grant for Solar Panels - ongoing
- 20/14.5 (Item 19/209) Baby Changing Unit had been moved into the downstairs Disabled Toilet – to note
- 20/15 Correspondence**
- 20/15.1 To note the correspondence log (attached)
- 20/15.2 (Item 19/194.2) To consider the price obtained for 'Please Keep Dogs Under Control' signs and to consider if any are to be purchased and the quantity (forwarded 17.06.2020)
- 20/15.3 Letter regarding Community Hall Land – *to be discussed under item 20/27*
- 20/15.4 Request from Talking Café to meet individuals on an appointment basis under the Pavilion veranda (consideration regarding logistics, i.e., tables/chairs and toilets etc)
- 20/15.5 Request for a Defibrillator to be installed on the outside of the Pavilion
- 20/15.6 Request from Cutcombe Cricket Club to rent or purchase the heavy-duty rollers
- 20/15.7 Remittance advice – Business Support Grant received for Pavilion and The Barn
- 20/16 Finance**
- 20/16.1 Approval of accounts for payment, to include refund of deposits paid (to be circulated)
- 20/16.2 Expenditure Analysis as at 29<sup>th</sup> February, 31<sup>st</sup> March, 30<sup>th</sup> April and 31<sup>st</sup> May 2020 (attached)
- 20/16.3 Estimated Provisions for February, March, April and May 2020 (attached)
- 20/16.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- To consider the allocation for income and expenditure and how this would be administered



- 20/16.5 Pavilion running costs against income from bookings analysis (attached)
- 20/16.6 Bank Reconciliation for February, March, April and May 2020 (to be signed at meeting)
- 20/16.7 Bank Signatories – update
- 20/17 Health and Safety**
- 20/17.1 Covid-19 update: signs on gates to keep closed, but to wash hands; playground remains closed
- 20/17.2 Risk Assessment for re-opening – to note this being worked upon
- 20/18 Report from Officers**
- 20/18.1 Ground Management Officers Report
- Playground Fence – to arrange a meeting with the Bowling Club regarding the hedge ownership
  - Memorial Bench Scheme - update
  - Lectern Style Presentation Board – to consider
  - Goal Post damage
- 20/18.2 Building Management Officers Report
- 20/18.3 Asset Management Officers Report
- 20/18.4 Legal Officers Report
- 20/18.5 Events and Fundraising Officers report
- 20/19 To review the CCTV coverage on the Memorial Ground and its effectiveness**
- 20/20 Competition to Design a Logo for the Memorial Ground and Pavilion**
- 20/21 Repair to Fire Beacon – update (Cllr White)**
- 20/22 Pavilion**
- 20/22.1 Monitor/TV and Interface cables for the Quantock Room – *(a budget of £450.00 for a 49" TV and £100.00 for interface cables agreed at February 2020 meeting)* update (Cllrs Aldridge and White)
- 20/22.2 Snagging List – update (Cllrs Payne and Peeks)
- 20/22.3 In line coolers for Kitchen and Kitchenettes – update (Cllrs Howes and White)
- 20/22.4 Consideration of a drinks vending machine accessible to all areas – update (Cllr White)
- 20/22.5 (Item 19/56.2) To consider erecting more cigarette bins
- 20/22.6 To consider changing the hanging of the kitchen door to enable the door to open the opposite way (Cllr Payne)
- 20/22.7 Official Opening Plaque - update
- 20/22.8 Roof Tiles
- 20/22.9 Computer in Plant Room – to note installed and to discuss the installation of a shelf
- 20/23 (Item 19/200) S106 Application for improvements to the pavilion – (update regarding which speakers would be of most benefit)**
- 20/24 Pavilion User Group (PUG) – (Cllr Hooper, Nye, Payne and White) - update**
- 20/25 Matters for the next meeting to be held on Monday 27<sup>th</sup> July 2020**
- 20/26 To Pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercially sensitive item**
- 20/27 M.U.G.A. – to consider the letter received regarding the use of the land (forwarded 01.06.2020)**
- 20/28 Vandalism to Bike Shelter and light Bollard - to discuss way forward after PCSO Thompsons email (forwarded 15.06.2020)**