

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@willitonpc.org.uk

Dear Trustee

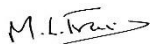
22nd July 2020

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 27th July 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@willitonpc.org.uk

Yours sincerely



Michelle Francis
Clerk to the Trustee

A G E N D A

- 20/34 To advise the recording of the meeting - Chairman**
- 20/35 To note apologies for absence and approve reason, where appropriate**
- 20/36 To Receive any Declarations of Interest**
- 20/37 Minutes of the last meeting held on Monday 22nd June 2020 for approval** (attached)
- 20/38 Minutes of the Extra Ordinary meeting held on Monday 6th July for approval** (attached)
- 20/39 Matters from the minutes – for report purpose only**
- 20/39.1 TV License – to advise the only way to claim a refund would be to cancel the license
- 20/39.2 (Item 20/15.5) Defibrillator – to note Speed for Bethany who wanted to donate a defibrillator for the village would prefer a more central location so this will be referred to Parish Council
- 20/40 Correspondence**
- 20/40.1 To note the correspondence log (attached)
- 20/40.2 (Item 20/15.6) Cutcombe Cricket Club – reply stating the rollers would be collected by tractor and driven to site and requesting confirmation on how much the hire charge would be.
- 20/40.3 Email from resident regarding beer cans left on Memorial Ground on a nightly basis – to note this was reported to the Police
- 20/41 Finance**
- 20/41.1 Approval of accounts for payment, to include refund of deposits paid (to be circulated)
- 20/41.2 Expenditure Analysis as at 30th June 2020 (attached)
- 20/41.3 Estimated Provisions for June 2020 (attached) - *To consider suggestion how a pavilion maintenance and development fund could be shown on the provision sheet*
- 20/41.4 WWMRG Charity fundraising income and expenditure analysis (attached) - *To consider how the income and expenditure could be itemised*
- 20/41.5 Pavilion running costs against income from bookings analysis (attached)
- 20/41.6 Bank Reconciliation for June 2020 (to agree for the Chairman to sign)
- 20/41.7 Bank Signatories – to note this item is ongoing



- 20/42 Health and Safety**
- 20/42.1 To consider the re-opening of the pavilion hall and how this can be undertaken within current guidelines and to consider hire charges (please see attached notes)
- 20/42.2 To agree to supplying hand sanitiser and cleaning materials for users and hirers (indicative prices attached)
- 20/42.3 To consider allocation of decision making to Health and Safety Representatives, following government guidelines, on gradual reopening of the whole building.
- 20/42.4 To discuss the felling of dead trees around the proposed MUGA area
- 20/43 Report from Officers**
- 20/43.1 Ground Management Officers Report
- Playground Fence – to arrange a meeting with the Bowling Club regarding the hedge ownership
 - Repair to Gate into Play Area – to consider quotation for repair (attached)
 - Memorial Bench Scheme - update
 - Lectern Style Presentation Board – to consider
 - Goal Post damage – to consider request to purchase a M12 tool (Cllr Aldridge)
- 20/43.2 Building Management Officers Report
- 20/43.3 Asset Management Officers Report
- 20/43.4 Legal Officers Report
- 20/43.5 Events and Fundraising Officers report
- 20/44 To review the CCTV coverage on the Memorial Ground and its effectiveness - Photos showing present coverage (forwarded 22/07/2020)**
- 20/45 Competition to Design a Logo for the Memorial Ground and Pavilion – this item is on hold until schools return in September**
- 20/46 Repair to Fire Beacon – update regarding options and costings (Cllr White)**
- 20/47 Pavilion**
- 20/47.1 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 regarding the purchase and installation (Cllrs Aldridge and White)
- 20/47.2 Snagging List – update (Cllrs Payne and Peeks)
- 20/47.3 In line coolers for Kitchen and Kitchenettes – update (Cllrs Howes and White)
- 20/47.4 Consideration of a drinks vending machine accessible to all areas – update (Cllr White)
- 20/47.5 To consider erecting more cigarette bins on the external wall
- 20/47.6 To consider changing the hanging of the kitchen door to enable the door to open the opposite way (Cllr Payne)
- 20/47.7 Official Opening Plaque - update
- 20/47.8 Roof Tiles – update on loose tiles
- 20/47.9 Computer in Plant Room – update on the installation of a shelf
- 20/47.10 Request from Slimming World to hire the pavilion on Wednesday's (time to be confirmed) and consider their request for a reduction in the hourly hire charge based on a 5 hours per week, 52-week hire
- 20/47.11 (Item 20/14.4) To discuss Solar Panels on pavilion roof (Cllr Woods) - update
- 20/48 M.U.G.A. – to discuss the way forward following the site meeting on Friday 24th July 2020 (items on file forwarded 22.07.2020)**
- 20/49 S106 Application for improvements to the pavilion and the MUGA area – (update regarding which speakers would be of most benefit and other areas that where funding could be applied for)**
- 20/50 Pavilion User Group (PUG) – (Cllr Hooper, Nye, Payne and White) – no update**
- 20/51 Matters for the next meeting to be held on Monday 28th September 2020**
- 20/52 To Pass a resolution to exclude the Press and Public from the remainder of the meeting due to confidential item**
- 20/53 Vandalism to Bike Shelter and light Bollard - to discuss response from PC Munro email (forwarded 22.07.2020)**