

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

**Minutes of the Trustee Meeting held on Monday 22<sup>nd</sup> June 2020 at 7.00pm**  
**Due to Covid-19 and following changes to the government rules during this period,**  
**the meeting was held via Zoom video conferencing**

## **Attendees:**

**Trustee:** Payne (Chairman), Aldridge, Hooper, Howes (left at 9.14pm after item 20/28), McDonald, Nye, Peeks, Stanford and Woods  
**Other:** Mrs Michelle Francis  
**Public:** None  
**Press:** None

## **Apologies:**

**Trustee:** White  
**Public:** None

Before the start of the meeting a member of the public spoke regarding a proposal for the MUGA area

**20/10** The Chairman advised the meeting would be recorded.

## **20/11 Apologies**

As noted above.

## **20/12 Declarations of Interest**

There were none

## **20/13 Minutes of the last meeting held on Tuesday 26<sup>th</sup> May 2020**

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

## **20/14 Matters from the minutes**

- 20/14.1 Gas Supply – the Clerk advised the supply had been taken over by Opus Energy but there was a dispute regarding the hand over reading; Opus Energy were discussing with British Gas.
- 20/14.2 (Item 19/197.2) TV Licence – it was noted the license had been received. A refund would be requested for the time the pavilion was closed due to lockdown.
- 20/14.3 (Item 19/197.12) It was noted that Cllr Payne had installed the blind in the Brendon Room.
- 20/14.4 (Item 19/195.2) Solar Panels – It was agreed Cllr Woods would investigate possible funding. Proposed Cllr Aldridge, seconded Cllr Stanford, one abstention.
- 20/14.5 (Item 19/209) It was noted the Baby Changing Unit had been moved into the downstairs Disabled toilet.

## **20/15 Correspondence**

- 20/15.1 The correspondence log was noted.
- 20/15.2 (Item 19/194.2) It was **resolved** not to purchase the signs. Proposed Cllr Peeks, seconded Cllr McDonald, with three abstentions.
- 20/15.3 This item would be discussed under item 20/27.
- 20/15.4 It was **resolved** Talking Café could meet clients under the veranda, but their own chairs would be needed as the pavilion would not be opened.
- 20/15.5 A discussion took place regarding the request for a defibrillator to be installed on the outside of the pavilion. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was **resolved** with two abstentions to reply with agreement in principle, but the enquirer would be asked to apply for grants to cover the cost and explain how the maintenance and costs would be funded in the future.
- 20/15.6 Cutcombe Cricket Club had requested to rent or purchase the heavy-duty rollers. After a proposal from Cllr Howes, seconded by Cllr Hooper, it was unanimously **resolved** to agree in principle for them to be rented. Further details such as when and how long they were required would be sought. Insurance would also be investigated.

- 20/15.7 The £10,000 Business Support Grant had been received for each of the Pavilion and The Barn (including the ground).
- 20/16 Finance**
- 20/16.1 It was **resolved** to approve the accounts for payment. Proposed Cllr Aldridge; seconded Cllr Stanford. 2 abstentions
- 20/16.2 It was **resolved** to note the attached 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
- 20/16.3 It was **resolved** to note the Estimated Provisions for February, March, April and May 2020.
- 20/16.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. After a long discussion, the consideration regarding administration of the income and expenditure would be looked at the following month – possibly to consider a separate Trustee in the future.
- 20/16.5 It was **resolved** to note the Pavilion running costs against hire income analysis
- 20/16.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for February, March, April and May 2020.
- 20/16.7 Bank Signatories – this item was ongoing

Due to time restraints, it was unanimously **resolved** to move to item 20/26

- 20/26** A resolution was passed to exclude press and public for the items 20/27 and 20/28. The recording of the meeting was paused. Proposed Cllr Hooper, seconded Cllr Peeks

**20/27 M.U.G.A. – to consider the letter received regarding the use of the land**

A request had been received to either rent or buy the land to enable goats to be grazed. A long discussion took place regarding the land and possible uses. Mr Vaughan's letter was also discussed regarding the current planning for the MUGA. After a proposal from Cllr Aldridge, seconded by Cllr Nye it was unanimously **resolved** to hold a site visit, with appropriate social distancing, with the interested party to look at the land, discuss costs etc.

**20/28 Vandalism to Bike Shelter and light Bollard**

After a discussion, it was **resolved** to reply to PCSO Thompson and request the following in respect of the vandalism that had taken place:

- A written apology
- An apology in person at a meeting, explaining the persons actions
- For the charity to be fully compensated for the repairs to the bike shelter and bollard – staged payments would be accepted.

Proposed Cllr Nye, seconded by Cllr Howes, unanimously **resolved**.

It was **resolved** to move back to item 20/17. The recording of the meeting recommenced.

**20/17 Health and Safety**

- 20/17.1 Covid-19 – it was noted signs had been placed on the Long Street entrance gate to remain closed but advising public to wash their hands after touching the gate. The playground remained closed.
- 20/17.2 Cllr Payne advised he had been working on risk assessments for when the buildings could be re-opened. They will remain closed until further guidance is received.

**20/18 Report from Officers - Due to time restraints, it was resolved to defer these reports**

20/18.1 Ground Management Officers Report

- Playground Fence
- Memorial Bench Scheme
- Lectern Style Presentation Board
- Goal Post damage

20/18.2 Building Management Officers Report

20/18.3 Asset Management Officers Report

20/18.4 Legal Officers Report

**20/19 To review the CCTV coverage on the Memorial Ground and its effectiveness**

*Due to time restraints, it was resolved to defer this item*

**20/20 Competition to Design a Logo for the Memorial Ground and Pavilion**

Cllr Nye reported progress had started, but abruptly stopped when the schools closed and would probably be on hold until September when the schools re-opened.

**20/21 Repair to Fire Beacon - *Due to time restraints, it was resolved to defer this item***

**20/22 Pavilion**

20/22.1 Monitor/TV and Interface cables for the Quantock Room – Cllrs Aldridge advised he had spoken to Cllr White and had been advised that prices had reduced, it was anticipated the cost of the TV would now be in the region of approximately £350.00. As the items had previously been agreed, Cllr Aldridge and Cllr White would action and install the TV and cables, within the budget already set.

20/22.2 Snagging List – Cllr Payne advised the main outstanding items was the render and the front door; contact from HBC was awaited.

20/22.3 In line coolers for kitchen and kitchenettes – *Due to time restraints, it was resolved to defer this item*

20/22.4 To consider a drink vending machine accessible to all areas - *Due to time restraints, it was resolved to defer this item*

20/22.5 (Item 19/56.2) Consideration of erecting more cigarette bins - *Due to time restraints, it was resolved to defer this item*

20/22.6 Re-Hanging of the Kitchen Door - *Due to time restraints, it was resolved to defer this item*

20/22.7 Official Opening Plaque - *Due to time restraints, it was resolved to defer this item*

20/22.8 Roof Tiles – HBC had advised they would address the tiles that had come off the roof, item remained outstanding.

20/22.9 It was noted the computer had been installed. A shelf would be erected by Cllr Payne as previously resolved. Cllr Nye suggested an aerated shelf was used to aid air movement.

**20/23 S106 Application for improvements to the pavilion – *Due to time restraints, it was resolved to defer this item***

**20/24 Pavilion User Group (PUG)**

It was noted when the building re-opened, users would be written to inviting them to apply to stand on the group.

**20/25 Matters for the next meeting to be held on Monday 27<sup>th</sup> July 2020**

Long term use for MUGA area

**20/26** This item had been addressed earlier in the meeting

**20/27** This item had been discussed earlier in the meeting

**20/28** This item had been discussed earlier in the meeting

Meeting closed 9.26 pm

Signed as a true and correct record ..... Cllr Payne ..... Dated ..... 27<sup>th</sup> July 2020 .....