

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

23rd September 2020

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 28th September 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

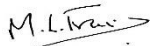
Join Zoom Meeting

<https://zoom.us/j/98075173064?pwd=YVRuRE1oaIVyU1NISUh4bkZGRtNkQT09>

Meeting ID: 980 7517 3064

Passcode: 161290

Yours sincerely



Michelle Francis
Clerk to the Trustee

A G E N D A

- 20/72 To advise the recording of the meeting - Chairman**
- 20/73 To note apologies for absence and approve reason, where appropriate**
- 20/74 To Receive any Declarations of Interest**
- 20/75 Minutes of the last meeting held on Monday 27th July 2020 for approval (attached)**
- 20/76 Minutes of the Extra Ordinary meeting held on Monday 18th August 2020 for approval (attached)**
- 20/77 Minutes of the Extra Ordinary meeting held on Monday 7th September 2020 for approval (attached)**
- 20/78 Matters from the minutes – for report purpose only**
- 20/79 Correspondence**
- 20/79.1 To note the correspondence log (attached)
- 20/79.2 Williton Football Club – advising season had commenced and requesting confirmation regarding hire charges (to be discussed under item 20/95)
- 20/80 Finance**
- 20/80.1 Approval of accounts for payment, to include refund of deposits paid (to be circulated)
- 20/80.2 Expenditure Analysis as at 31st July and 31st August 2020 (attached)
- 20/80.3 Estimated Provisions for July and August 2020 (attached) - *To consider and decide any allocation of monies to pavilion maintenance and development fund*
- 20/80.4 WWMRG Charity fundraising income and expenditure analysis (attached) -
- 20/80.5 Pavilion running costs against income from bookings analysis (attached)
- 20/80.6 Bank Reconciliation for July and August 2020 (to agree for the Chairman to sign)
- 20/80.7 Bank Signatories – update



- 20/81 Health and Safety**
 20/81.1 Verbal report on re-opening of the pavilion and how this has been received
 20/81.2 Felling of dead trees around the proposed MUGA area and tree inspection with suggested works (attached)
- 20/82 Water Leak - The Barn** - To consider investigation and repair
- 20/83 Report from Officers**
 20/83.1 Ground Management Officers Report
 - Playground Fence – to arrange a date for meeting with the Bowling Club regarding their hedge
 - Repair to Gate into Play Area – update
 - Conkers, leaves and bags by The Barn – to discuss their clearance
 20/83.2 Building Management Officers Report – to consider quotation to install a guard on the Barn gutter (attached)
 20/83.3 Asset Management Officers Report
 20/83.4 Legal Officers Report
 20/83.5 Events and Fundraising Officers report
- 20/84 To review the CCTV coverage on the Memorial Ground and its effectiveness** - *Photos showing present coverage (forwarded 22/07/2020)* – update regarding recommendations
- 20/85 Competition to Design a Logo for the Memorial Ground and Pavilion**
- 20/86 Repair to Fire Beacon** – update
- 20/87 Snagging List**
 20/87.1 Report from site meetings held on Monday 14th September and Tuesday 15th September 2020 (forwarded 14.09.2020)
 20/87.2 To receive final snagging list from Justin Cox and consider approval of his review (forwarded 15.09.2020)
 20/87.3 To discuss payment of retention to HBC – for decision
- 20/88 Pavilion**
 20/88.1 Monitor/TV and Interface cables for the Quantock Room – *update (Cllr Aldridge)*
 20/88.2 In line coolers for Kitchen and Kitchenettes – update
 20/88.3 Official Opening Plaque - update
 20/88.4 Roof Tiles – update regarding being unable to add to snagging list – to discuss way forward
 20/88.5 Computer in Plant Room – to note the shelf had been installed
 20/88.6 Request from Slimming World for a reduction in the hourly hire charge based on a 5 hours per week, 52-week hire
 20/88.7 Request for storage from Slimming World for a bookcase and bag, approx. 3ft x 3ft, as it mentions storage on booking form
- 20/89 S106 Application for improvements to the pavilion and the MUGA area**
 20/89.1 Badger Survey - update
 20/89.2 Working Group – to arrange a meeting to progress S106 application (Cllrs McDonald, Nye, Payne, Woods and Clerk)
- 20/90 Request to Plant Wildflower Seeds to create Flower Meadow on selected areas on Memorial Ground**
 (Cllr Woods)
- 20/91 Recommendation on Replacement of 3 Bins on Memorial Ground and report of household rubbish being left in the bins** – Catwell, Memorial Shelter and by Picnic Bench (attached) To consider the purchase of bins
- 20/92 Pavilion User Group (PUG)** – (Cllr Hooper, Nye, Payne and White)
- 20/93 Vandalism to Bike Shelter and light Bollard**
 20/93.1 To note money for damages and a letter of apology had been received (attached)
 20/93.2 To agree quotation from HBC to replace light bollard (forwarded 23.09.2020)
- 20/94 Replanting of Hedging Plants that have failed along Robert Street entrance and car park**
- 20/95 Memorial Ground Hire Charges and Future use of the Ground** – to consider (attached)
- 20/96 Matters for the next meeting to be held on Monday 26th October 2020**