

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 27th July 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 (arrived at 7.04pm after item 20/41.1), McDonald, Nye, White and Woods

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Trustee: Peeks

Public: None

20/34 The Chairman advised the meeting would be recorded.

20/35 Apologies

As noted above.

20/36 Declarations of Interest

There were none

20/37 Minutes of the last meeting held on Monday 22nd June 2020

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

20/38 Minutes of the Extra Ordinary meeting held on Monday 6th July 2020

After a proposal from Cllr McDonald, seconded by Cllr Hooper, it was **resolved** to approve the minutes.

20/39 Matters from the minutes

20/39.1 TV Licence – it was advised the only way to claim a refund would be to cancel the license

20/39.2 (Item 20/15.5) Defibrillator – it was noted that Speed for Bethany wanted to donate a defibrillator for the village and would prefer a more central location, therefore, this would be referred to Parish Council

20/40 Correspondence

20/40.1 The correspondence log was noted.

20/40.2 (Item 20/15.6) Cutcombe Cricket Club had replied stating the rollers would be collected by tractor and driven to site, using a member's insurance. After a proposal from Cllr Woods, seconded by Cllr Aldridge, it was resolved to charge £20.00 per hire on the proviso that the rollers would be transported on a trailer and not towed along the roads.

20/40.3 It had been reported alcohol was being consumed on the Memorial Ground – the matter had been reported to the police – noted.

Williton Football Club had requested a meeting to discuss the Agreement. It was resolved Cllr White and the clerk would organise and would report back to the Trustee.

20/41 Finance

20/41.1 It was **resolved** to approve the accounts for payment.
Proposed Cllr Hooper; seconded Cllr Howes. 1 abstention

20/41.2 It was **resolved** to note the attached Expenditure Analysis as at 30th June 2020

20/41.3 It was **resolved** to note the Estimated Provisions for June 2020. The addition of a line for Pavilion Maintenance and Development Fund was agreed, any allocation into this fund would be discussed at the next meeting.

20/41.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. The new form layout was agreed which clearly stated the amounts raised at fundraising events.

- 20/41.5 It was **resolved** to note the Pavilion running costs against hire income analysis
- 20/41.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for June 2020
- 20/41.7 Bank Signatories – it was noted this item was ongoing
- Due to time restraints, it was unanimously **resolved** to move to item 20/52
- 20/52** A resolution was passed to exclude press and public for the item 20/53. The recording of the meeting was paused. Proposed Cllr Hooper, seconded Cllr Howes
- 20/53** **Vandalism to Bike Shelter and light Bollard**
- Due to the response from PC Munro, this item was readdressed. After a discussion, it was resolved, with one abstention, to accept a written apology in their own handwriting and words, together with full payment to recompense for the damage caused. Proposed by Cllr Payne, seconded by Cllr Howes
- After a proposal from Cllr McDonald, seconded by Cllr Howes, it was unanimously resolved to write to the West Somerset Free Press, Somerset County Gazette and Williton Window, stating the incident had been recorded on CCTV and restorative justice had been undertaken, any future incidents will likely go to criminal prosecution. Also, to include reference that alcohol is a criminal activity and should not take place on the Memorial Ground.
- It was **resolved** to move back to item 20/42. The recording of the meeting re-commenced.
- 20/42** **Health and Safety**
- 20/42.1 A discussion took place regarding the re-opening of the Pavilion. A proposal to reopen was made by Cllr Payne and seconded by Cllr Hooper. A vote on the motion took place, 3 in favour and 5 against. Therefore, the pavilion would remain closed. It was proposed by Cllr Aldridge to keep the reopening under review and as soon as practicable, when new information and guidance was available from Government, an extra ordinary meeting would be held to discuss the opening.
- 20/42.2 After a proposal from Cllr Payne, seconded by Cllr McDonald, it was unanimously **resolved** to purchase hand sanitiser and anti-viral cleaning materials (but not wipes) ready for when facilities re-opened.
- 20/42.3 This item had been superseded by item 20/42.1 and was therefore no longer relevant.
- 20/42.4 It was agreed to contact the insurance company to seek confirmation if a volunteer could use a chainsaw to remove the dead trees; if covered by the insurance and if the volunteer was qualified to fell the diseased Elm trees and held any license necessary, then it was agreed the work could be undertaken. If any of the above was problematic, three quotations would be sought and authorisation was given to the clerk to agree to the cheapest price to enable the work to be undertaken as the trees were a health and safety concern. Proposed Cllr Payne, seconded Cllr Howes and unanimously **resolved**.
- 20/43** **Report from Officers**
- 20/43.1 Ground Management Officers Report
- Playground Fence – due to covid-19 the meeting had not yet taken place, however, it was note that the hedge belonged to the Bowling Club
 - Repair to Gate into Play Area – it was resolved to accept Countrywide Grounds Maintenance quotation, being ROSPA qualified.
 - Memorial Bench Scheme – this was ongoing
 - Lectern Style Presentation Board – Cllr Howes was still looking into options
 - Goal Post damage – Cllr Aldridge had purchased the necessary bolts and tools and would undertake the repairs.
- 20/43.2 Building Management Officers Report – *Due to time restraints, this item was deferred.*
- 20/43.3 Asset Management Officers Report – *Due to time restraints, this item was deferred.*
- 20/43.4 Legal Officers Report – *Due to time restraints, this item was deferred.*
- 20/43.5 Events and Fundraising Officers report – *Due to time restraints, this item was deferred.*

20/44 To review the CCTV coverage on the Memorial Ground and its effectiveness

After a discussion regarding current coverage, it was **resolved** to obtain a ground plan with areas that are covered and those that are not from the current supplier and request recommendations.

20/45 Competition to Design a Logo for the Memorial Ground and Pavilion

This item was on hold until the schools returned in September

20/46 Repair to Fire Beacon - Due to time restraints, it was resolved to defer this item

20/47 Pavilion

20/47.1 Monitor/TV and Interface cables for the Quantock Room – *Due to time restraints, it was resolved to defer this item*

20/47.2 Snagging List – An email had been received from HBC Builders regarding the render, door threshold and the wrong closing mechanism – this would be discussed with Justin Cox. Cllr McDonald expressed concern regarding the length of time being taken to complete the project. After a discussion, it was agreed the clerk would contact Justin regarding the items in the latest email, stating as a design and build, the wrong door mechanism should be replaced at the cost to HBC builders; requesting a timescale when work will be undertaken and advise legal advice may be sought. It was resolved to give HBC until the 1st of September to respond with a definitive timescale and confirmation they will replace the door mechanism. An extra ordinary meeting would be held to discuss their response. Proposed Cllr Aldridge, seconded Cllr Howes, **resolved** with one abstention.

20/47.3 In line coolers for kitchen and kitchenettes – *Due to time restraints, it was resolved to defer this item*

20/47.4 To consider a drink vending machine accessible to all areas - *Due to time restraints, it was resolved to defer this item*

20/47.5 (Item 19/56.2) Consideration of erecting more cigarette bins - *Due to time restraints, it was resolved to defer this item*

20/47.6 Re-Hanging of the Kitchen Door - *Due to time restraints, it was resolved to defer this item*

20/47.7 Official Opening Plaque - *Due to time restraints, it was resolved to defer this item*

20/47.8 Roof Tiles – *Due to time restraints, it was resolved to defer this item*

20/47.9 Installation of shelf for the computer - *Due to time restraints, it was resolved to defer this item*

20/47.10 A discussion took place regarding the request for a discount on the hourly charge for Slimming World, after a proposal from Cllr Payne, seconded by Cllr Nye, it was unanimously **resolved** no discount would be offered as all users needed to be charged the same.

20/47.11 Solar Panels - *Due to time restraints, it was resolved to defer this item*

20/48 M.U.G.A.

The previous request to use the land had been withdrawn. After the site visit the previous Friday, it was agreed to move forward with the MUGA as per the planning permission by applying for S106 funding for the initial ground clearing. Once cleared, consideration would be given to an outdoor gym dependant on space available. Confirmation that the badger set was no longer in use would be sought.

20/49 S106 Application for improvements to the pavilion and the MUGA area – An Expression of Interest would be submitted for “initial ground clearance and repairs to the wall for the MUGA area to open the ground for full community access from its current derelict state”. Three quotations for undertaking the work would be sought. Proposed Cllr Payne, seconded Cllr McDonald; unanimously **resolved**.

20/50 Pavilion User Group (PUG) - *Due to time restraints, it was resolved to defer this item*

20/51 Matters for the next meeting to be held on Monday 28th September 2020

20/52 This item had been addressed earlier in the meeting

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Meeting closed 9.26 pm

Signed as a true and correct record Cllr Payne Dated 28th September 2020