

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

21st October 2020

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 26th October 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

Topic: Trustees of Williton War Memorial Recreation Ground Meeting - Oct 26th

Time: Oct 26, 2020 07:00 PM London

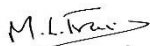
Join Zoom Meeting

<https://zoom.us/j/93905817839?pwd=bEhtMGRVZFhFYjVBcUIGYXE0eEpYZz09>

Meeting ID: 939 0581 7839

Passcode: 427487

Yours sincerely



Michelle Francis
Clerk to the Trustee

A G E N D A

- 20/101 To advise the recording of the meeting - Chairman**
- 20/102 To note apologies for absence and approve reason, where appropriate**
- 20/103 To Receive any Declarations of Interest**
- 20/104 Minutes of the last meeting held on Monday 28th September 2020 for approval (attached)**
- 20/105 Minutes of the Extra Ordinary meeting held on Monday 12th October 2020 for approval (attached)**
- 20/106 Matters from the minutes – for report purpose only**
- 20/106.1 (Item 20/82) Water Leak between the main and The Barn - update
- 20/106.2 (Item 20/80.7) Bank Signatories - update
- 20/106.3 (Item 20/81.1) Confirmation regarding the circulation of air in the pavilion (forwarded 21.10.2020)
- 20/106.4 (Item 20/91) Purchase of three Anti Vandal Litter Bins – to note the proforma invoice had been received and payment made
- 20/106.5 Email from PC Munro confirming the letter of apology complies with the community resolution (forwarded 21.10.2020)
- 20/107 Correspondence**
- 20/107.1 To note the correspondence log (attached)
- 20/107.2 Slade Parry – Certificate of making good defects - Williton Pavilion (forwarded 21.10.2020)
- 20/107.3 Slade Parry – Certificate for Payment – Williton Pavilion (forwarded 21.10.2020)
- 20/107.4 HBC Final Invoice for Payment – Williton Pavilion (forwarded 21.10.2020)



- 20/108 Finance**
- 20/108.1 Approval of accounts for payment, to include refund of deposits paid (to be circulated before the meeting)
- 20/108.2 Expenditure Analysis as at 30th September 2020 (attached)
- 20/108.3 Closure of Parish Plan account and reallocation of funds – to agree
- 20/108.4 Estimated Provisions for September 2020 (attached) - *To consider and decide any allocation of monies to pavilion maintenance and development fund*
- 20/108.5 WWMRG Charity fundraising income and expenditure analysis (attached)
- 20/108.6 Pavilion running costs against income from bookings analysis (attached)
- 20/108.7 Bank Reconciliation for September 2020 (to agree for the Chairman to sign)
- 20/108.8 Budget Considerations for Financial Year 2021-2022 (attached)
- 20/109 Health and Safety**
- 20/109.1 (Item 20/81.2) Felling of dead trees around the proposed MUGA area and tree inspection with suggested works (Cllrs Nye, White and Peeks)
- 20/110 Report from Officers**
- Ground Management Officers Report
- 20/110.1
 - Playground Fence – report from meeting with the Bowling Club regarding their hedge (forwarded 21.10.2020)
 - Clearance of conkers and leaves – listed as 3 times per year on the ground maintenance contract to remove conkers and leaf clearance on whole ground and under trees
- 20/110.2 Building Management Officers Report – revised quotation to install a guard on the Barn gutter (attached)
- 20/110.3 Asset Management Officers Report
- 20/110.4 Legal Officers Report
- 20/110.5 Events and Fundraising Officers report
- 20/111 Football Club**
- To consider the use of toilet facilities during matches and which toilets could be opened
- 20/112 To review the CCTV coverage on the Memorial Ground and its effectiveness - Photos showing present coverage (forwarded 21/10/2020) – to discuss recommendations**
- 20/113 Competition to Design a Logo for the Memorial Ground and Pavilion** (Cllrs Howes and Nye)
- 20/114 Repair to Fire Beacon – update** (Cllr White)
- 20/115 Reports to Big Lottery and EDF regarding progress of Pavilion – to consider what is required**
- 20/116 Pavilion**
- 20/116.1 Monitor/TV and Interface cables for the Quantock Room – *update (Cllr Aldridge)*
- 20/116.2 In line coolers for Kitchen and Kitchenettes – no update
- 20/116.3 Official Opening Plaque – to decide upon wording (forwarded 21.10.2020)
- 20/116.4 Roof Tiles – no update
- 20/116.5 Outdoor siren advised as faulty – to advise Coombers have been instructed to replace
- 20/117 S106 Application for improvements to the pavilion and the MUGA area**
- 20/117.1 Badger Survey – to note the survey had been completed (awaiting report)
- 20/117.2 Working Group – report from meeting held on 21st October 2020 (to be forwarded)
- 20/118 Planting of Wildflower Seeds on selected areas on Memorial Ground** (Cllr Woods) – to consider possible areas and agree submission of application to the Climate Emergency Community Fund (forwarded 21.10.2020)
- 20/119 Pavilion User Group (PUG) –** (Cllr Hooper, Nye, Payne and White)
- 20/120 Matters for the next meeting to be held on Monday 23rd November 2020**
- Annual Audit of Accounts 2019 – 2020