

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 26th October 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), Hooper, Howes, McDonald, Nye, Peeks, White and Woods

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Trustee: None

Public: None

20/101 The Chairman advised the meeting would be recorded.

20/102 Apologies

As noted above.

20/103 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Peeks	20/116.3 & 20/108.3	Personal	Informed meeting
Cllr Hooper	20/108.3	Personal	Informed meeting

20/104 Minutes of the last meeting held on Monday 28th September 2020

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

20/105 Minutes of the Extra Ordinary meeting held on Monday 12th October 2020

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

20/106 Matters from the minutes

20/106.1 (Item 20/82) Water Leak between the main road and The Barn – Wessex Water had been contacted to re-visit and check the meter; the water remained turned off.

20/106.2 (Item 20/80.7) Bank Signatories – the additional signatory had been completed

20/106.3 (Item 20/81.1) Confirmation had been received regarding the circulation of air in the pavilion, stating *"the Air Handling Unit installed intakes fresh air from atmosphere through the external louvre, it then passes through a plate heat exchanger within the unit that crosses paths with the extract air from the building (It does not re-circulate or mix, it's purely for thermal transfer though the plate if required) it then supplies this fresh air into the room"*.

20/106.4 (Item 20/91) The pro-forma invoice had been received for the purchase of three Anti Vandal Litter bins

20/106.5 An email had been received from PC Munro confirming the letter of apology complies with the community resolution - noted

20/107 Correspondence

20/107.1 It was **resolved** to note the correspondence log

20/107.2 The Certificate of Making Good Defects – Williton Pavilion, had been received from Slade Parry - noted

20/107.3 The Certificate for Payment – Williton Pavilion – had been received from Slade Parry - noted

20/107.4 HBC Final Invoice for Payment had been received - noted

20/108 Finance

20/108.1 It was **resolved** to approve the attached accounts for payment
Proposed Cllr Howes; seconded Cllr White. 1 abstention

20/108.2 It was **resolved** to note the attached Expenditure Analysis as at 30th September 2020

- 20/108.3 Mrs Webb would be asked to write a letter on behalf of the Parish Plan to confirm funds could be released. It was noted it had previously been resolved by the Parish Council to transfer the provision to WWMRG Charity.
- 20/108.4 It was **resolved** to note the Estimated Provisions for September 2020. It was **resolved** any allocation of monies to the pavilion maintenance and development fund, would be made at the end of the financial year and therefore would appear on the March agenda only.
- 20/108.5 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.
- 20/108.6 It was **resolved** to note the Pavilion running costs against hire income analysis
- 20/108.7 It was **resolved** Cllr Payne would sign the Bank Reconciliation for September 2020
- 20/108.8 Budget Considerations for Financial Year 2021-2022

A discussion took place regarding the requesting a reduction in the subsidy received from the Parish Council. It was resolved the clerk would supply a list the existing costs of ground maintenance and other costs paid for by the Parish Council to enable a fair reflection of income and expenditure.

Action: Clerk

20/109 Health and Safety

- 20/109.1 (Item 20/81.2) It was resolved to note the photos that had been taken by Cllrs Nye, White and Peeks when they met to note all the trees on the Memorial Ground. A discussion took place, and it was agreed advice was needed from a Tree Surgeon regarding the broken limbs in the Horse Chestnut and Lime, in addition to the removal of the dead elms. After a proposal from Cllr White, seconded by Cllr Howes, it was unanimously **resolved** to contact two Tree Surgeons to provide a quotation for the work and to proceed with whoever could undertake the work first. The five days written notice of the works, would be submitted to District Council to ensure no delay. Cllr McDonald requested a long-term survey and management was undertaken on the trees.

Action: Clerk

20/110 Report from Officers

20/110.1 Ground Management Officers Report

- Playground Fence – A meeting had taken place with the Bowling Club. Concern was raised regarding the installation of a fence in front of the existing hedge due to loss of ground. It was resolved to obtain three quotations to prune the existing hedge to the fence line and for the fence to be repaired and pinned down. Proposed Cllr Payne, seconded Cllr Hooper and unanimously **resolved**.
- Clearance of conkers leaves etc – Countrywide Grounds Maintenance would be asked when they will be carrying out this work. Cllr White would remove the bags of leaves. The Parish Council would be asked to include an extra collection of conkers to the ground's maintenance contract.

Action: Clerk

Action: Clerk and Cllr White

- 20/110.2 Building Management Officers Report – It was **resolved** to accept the revised quotation of £130.00 had been received to install the Hedgehog gutter guard on The Barn. Proposed Cllr Hooper, seconded Cllr White, with one against.

Action: Clerk

- 20/110.3 Asset Management Officers Report – The Parish Council had applied for free trees, it was resolved to request an Oak for the Memorial Ground.

- 20/110.4 Legal Officers Report – No Update.

- 20/110.5 Events and Fundraising Officers report – No update.

20/111 Football Club

After a discussion, it was resolved to allow the Football Club the use of the Officials changing room at no extra cost as the room was currently being cleaned, subject to agreement of the following: No Boots to be worn inside; access to toilet only, if access was made into the lobby and the alarms set off there would be a £50.00 fine; room to be cleaned afterwards as per normal contract. Proposed Cllr Hooper, seconded Cllr Howes; unanimously **resolved**.

Action: Clerk

20/112 To review the CCTV coverage on the Memorial Ground and its effectiveness

It was resolved to defer this item.

20/113 Competition to Design a Logo for the Memorial Ground and Pavilion

It was **resolved** to remove this item from the agenda until a further update was available.

20/114 Repair to Fire Beacon

It was resolved to keep this item on the agenda for one more month to enable Cllr White to submit a report and costings. **Action: Cllr White**

20/115 Reports to The Big Lottery and EDF regarding progress of Pavilion

It was **resolved** Cllrs Payne and Peeks would start to prepare these reports. **Action: Cllrs Payne and Peeks**

20/116 Pavilion

20/116.1 Monitor/TV and Interface cables for the Quantock Room – no further update.

20/116.2 In Line Cooler for Kitchen – no update

20/116.3 Official Opening Plaque – This was deferred for a final decision at the next meeting.
(Cllr Howes left during this item at 8.48pm)

20/116.4 Roof Tiles – Three quotations would be obtained to replace the tiles. **Action: Clerk**

20/116.5 Outdoor Siren had been advised as faulty and Coomber Security had been instructed to replace.

20/117 S106 Application for improvements to the pavilion and the MUGA area

20/117.1 Badger Survey – The clerk advised the report was still awaited.

20/117.2 Report from working group meeting held on 21st October 2020 – Cllr Peeks had forwarded planning conditions after the meeting; therefore, another site meeting would be held to take the project further. **Action: Cllrs McDonald and Payne**

20/118 Planting of Wildflower Seeds on selected areas on Memorial Ground

Cllr Woods had submitted a sketch proposing where the wildflowers could be sown. As the cost would be covered by the grant, it was resolved to agree in principal for the seeds to be sown along the footpath to the river fence. Proposed Cllr Hooper, seconded Cllr Nye and unanimously **resolved**. **Action: Cllr Woods**

20/119 Pavilion User Group (PUG) – A zoom meeting would be arranged

20/120 Matters for the next meeting to be held on Monday 23rd November 2020

Annual Audit of Accounts 2019-2020

Pavilion Maintenance Contracts

Meeting closed 9.07 pm

Signed as a true and correct record Cllr Payne..... Dated 23rd November 2020