

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

**Minutes of the Trustee Meeting held on Monday 28<sup>th</sup> September 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 (joined at 7.37pm during item 20/81.2), Hooper, McDonald, Nye, Peeks (left at 9.14pm during item 20/93.2), White and Woods

**Other:** Mrs Michelle Francis

**Public:** None

**Press:** None

**Apologies:**

**Trustee:** Howes

**Public:** None

**20/72** The Chairman advised the meeting would be recorded.

**20/73 Apologies**

As noted above.

**20/74 Declarations of Interest**

There were none

**20/75 Minutes of the last meeting held on Monday 27<sup>th</sup> July 2020**

After a proposal from Cllr Hooper, seconded by Cllr McDonald, it was **resolved**, with one abstention, to approve the minutes after the removal of the duplicated line.

**20/76 Minutes of the Extra Ordinary meeting held on Monday 18<sup>th</sup> August 2020**

After a proposal from Cllr McDonald, seconded by Cllr Woods, it was **resolved** to approve the minutes, with two abstentions due to absence.

**20/77 Minutes of the Extra Ordinary meeting held on Monday 7<sup>th</sup> September 2020**

After a proposal from Cllr McDonald, seconded by Cllr Woods, it was **resolved** to approve the minutes, with two abstentions due to absence.

**20/78 Matters from the minutes**

There were none.

**20/79 Correspondence**

20/79.1 The correspondence log was noted.

20/79.2 Williton Football Club had advised their season had commenced but were unable to use the changing rooms due to covid-19. The charges would be discussed under item 20/95.

A certificate of commendation had been received from Somerset Playing Field Association for Playing Field of the Year.

**20/80 Finance**

20/80.1 It was **resolved** to approve the accounts for payment.  
Proposed Cllr Hooper; seconded Cllr McDonald. 1 abstention

20/80.2 It was **resolved** to note the attached Expenditure Analysis as at 31<sup>st</sup> July and 31<sup>st</sup> August 2020

20/80.3 It was **resolved** to note the Estimated Provisions for July and August 2020. No allocation was made to the pavilion maintenance and development fund. The Clerk would investigate the closing of the Parish Plan account and reallocation of funds. The Parish Plan had funded the pavilion clock.

20/80.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

20/80.5 It was **resolved** to note the Pavilion running costs against hire income analysis

20/80.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for July and August 2020

20/80.7 Bank Signatories – it was noted the completed forms had been returned to Lloyds Bank.

## **20/81 Health and Safety**

- 20/81.1 Cllr Payne advised users were happy with the safety measures put in place, but only had limited bookings. Cllr Peeks had concern regarding heat loss with the doors being open. It would be investigated as to whether the building used re-circulated air or fresh air from an external ventilator.
- 20/81.2 After a discussion, it was agreed a more detailed tree inspection and plan was required to obtain comparable quotations for any necessary work. Cllrs Nye, Peeks and White would make a site visit and draw up a plan of the trees.

## **20/82 Water Leak – The Barn**

There was a suspected leak due to a large invoice that had been received. Wessex Water had installed a new meter and re-issued an invoice; however, it appeared the new meter was leaking so further investigation would be undertaken.

## **20/83 Report from Officers**

### **20/83.1 Ground Management Officers Report**

- Playground Fence – A date to meet the Bowling Club would be arranged between Cllrs Nye, Payne and White
- Repair to Gate into Play Area – Cllr Payne advised the gate had been readjusted and was now closing correctly
- Clearance of conkers leaves etc – The Parish Council would be asked to confirm the wording in the contract to ensure it states they would be removed.

20/83.2 Building Management Officers Report – A discussion took place regarding the installation of a gutter guard on The Barn. After a proposal from Cllr Aldridge, seconded by Cllr Woods, it was **resolved**, with one abstention, to accept the quotation on the basis that a brush type gutter guard was used, with a maximum limit of £120.00.

20/83.3 Asset Management Officers Report – No Update.

20/83.4 Legal Officers Report – No Update.

20/83.5 Events and Fundraising Officers report – No update.

## **20/84 To review the CCTV coverage on the Memorial Ground and its effectiveness**

Coomber Security had been contacted, but there was no further update.

## **20/85 Competition to Design a Logo for the Memorial Ground and Pavilion**

There was no update.

## **20/86 Repair to Fire Beacon**

Cllr White advised he had obtained a price for a new wooden post, which would require a shoe to stop rotting. After a discussion, further costs would be obtained to include a price for a metal post and other costs such as removing the current beacon and installing a new one.

## **20/87 Snagging List**

- 20/87.1 It was resolved to note the reports from Justin Cox regarding the site meetings held on Monday 14<sup>th</sup> September and Tuesday 15<sup>th</sup> September 2020. The front door closed each time it was tested, the representative from HBC builders advised they had not realised it was a powered door. It was agreed a log would be kept for the next 6 months to monitor. It was confirmed the render manufacturer had met with Cllr Aldridge on Tuesday 15<sup>th</sup> September 2020 and had advised there was not a problem with the render, and it was as he would expect.
- 20/87.2 A final snagging list had been received from Justin Cox. A discussion took place, during which the front door and the gutter on The Barn was discussed in detail. It was noted other items on the list had been cleared.
- 20/87.3 After a proposal from Cllr White, seconded by Cllr Aldridge, it was **resolved** with one abstention, to agree to the release of part of the retention money, retaining £3,000.00, until the drainage slope (levels) on the gutter on The Barn was rectified and the front door could pass a period of 6 continuous months without an issue.

## **20/88 Pavilion**

- 20/88.1 Monitor/TV and Interface cables for the Quantock Room – Cllr Aldridge advised this had been installed. The tidying of cables was outstanding but would be completed.

- 20/88.2 In line cooler for kitchen and kitchenettes – It had been agreed at the previous meeting to install a cooler within the kitchen only. Upon inspection it was noted there was no electricity supply, therefore one would need to put installed. Also, the worktop would need to be cut to allow for the installation. The price for the cooler already agreed was £360.00 + vat. After a proposal from Cllr Payne, seconded by Cllr Hooper, it was resolved with one abstention and one against, to allow a total budget of £750.00 to complete the whole project.
- 20/88.3 Official Opening Plaque – proposed wording had been received from Cllr Howes and Cllr Payne. This would be forwarded again to all for a final decision at the next meeting.
- 20/88.4 Roof Tiles – It was confirmed the tiles had fallen off after the snagging period. Therefore, three quotations would be obtained to replace the tiles.
- 20/88.5 Installation of shelf for the computer – It was noted this had been installed and completed.
- 20/88.6 A request had been received for a discount on the hourly charge for Slimming World, after a proposal from Cllr Peeks, seconded by Cllr Hooper, it was unanimously **resolved** no discount would be offered as all users needed to be charged the same.
- 20/88.7 A request for storage had been received from Slimming World. Due to limited storage, the request would be declined. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was unanimously resolved to remove the option from storage from the booking form.

**20/89 S106 Application for improvements to the pavilion and the MUGA area**

- 20/89.1 Badger Survey – The clerk advised this would be undertaken on 30<sup>th</sup> September 2020.
- 20/89.2 A date would be arranged for a working group meeting via zoom. Cllr White would join the group.

**20/90 Request to plant Wildflower Seeds to create Flower Meadow on selected areas on Memorial Ground**

Cllr Woods gave an overview of her request. All Councillors welcomed the idea and Cllr Woods was asked to report back with a proposal and costings to enable an application to the Climate Emergency Fund.

**20/91 Recommendation on replacement of 3 bins on Memorial Ground**

Councillors had been presented with various options of bins to replace the current ones by the Catwell entrance, the picnic benches and the Memorial Shelter. After a proposal from Cllr Aldridge, seconded by Cllr Hooper it was resolved, with one vote against, to purchase three Anti Vandal Litter Bins, in black or grey, at a cost of £413.34 each, totalling £1,240.02.

**20/92 Pavilion User Group (PUG) – No Update**

**20/93 Vandalism to Bike Shelter and light Bollard**

- 20/93.1 It was noted the money to cover the damages had been received. An unsigned and un-addressed letter had also been received. It was resolved to write to the Police stating Councillors were not happy to accept what had been received and request an addressed, signed letter. Once received, this would be published in the West Somerset Free Press and Williton Window, after deleting any identification details.
- 20/93.2 After a proposal from Cllr Nye, seconded by Cllr Hooper, it was **resolved** with one abstention to accept the quotation from HBC builders to replace the light bollard. (Cllr Peeks left during this item)

**20/94 Replanting of Hedging Plants along Robert Street entrance and car park**

Cllr Peeks had advised approximately 30 plants were required. After a proposal from Cllr Aldridge, seconded by Cllr Woods, it was unanimously **resolved** to purchase the saplings from Wibble Farm Nurseries to a maximum budget of £100.00. A working party would carry out the planting.

**20/95 Memorial Ground Hire Charges and Future use of the Ground**

Williton Football Club had asked for clarification of hire charge to use the ground. After a proposal from Cllr Hooper, seconded by Cllr Woods, it was resolved to charge £25.00 per game, based upon a 2 ½ hour hire, this would include the line paint.

**20/96 Matters for the next meeting to be held on Monday 26<sup>th</sup> October 2020**

Long term plan for trees on Memorial Ground

Meeting closed 9.24 pm

Signed as a true and correct record ...Cllr Payne..... Dated ..... 26<sup>th</sup> October 2020.....



LOTTERY FUNDED