

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

17th February 2021

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 22nd February 2021 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 the Williton War Memorial Recreation Ground

Time: Feb 22, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/91679785520?pwd=SkorMkpqYTR1Y21DOEY0L1VuM1I3QT09>

Meeting ID: 916 7978 5520

Passcode: 009934

Yours sincerely

M L Francis

Michelle Francis
Clerk to the Trustee

A G E N D A

- | | |
|---------------|--|
| 20/158 | To advise the recording of the meeting – Chairman |
| 20/159 | To note apologies for absence and approve reason, where appropriate |
| 20/160 | To Receive any Declarations of Interest |
| 20/161 | Minutes of the last meeting held on Monday 25th January 2021 for approval (attached) |
| 20/162 | Matters from the minutes – for report purpose only |
| 20/162.1 | (Item 20/143.1) Memorial Bench |
| 20/163 | Correspondence |
| 20/163.1 | To note the correspondence log (attached) |
| 20/163.2 | Complaint from resident regarding dogs not being under control on ground |
| 20/163.3 | Request from Village Agent for a venue for a Food Pantry – to consider the use of the Pavilion or Barn |
| 20/164 | Finance |
| 20/164.1 | Approval of accounts for payment, to include refund of deposits paid (to be circulated before the meeting) |
| 20/164.2 | Expenditure and Income Analysis as at 31 st January 2021 (attached) To note grants received |
| 20/164.3 | Estimated Provisions for January 2021 (attached) |
| 20/164.4 | WWMRG Charity fundraising income and expenditure analysis (attached) |
| 20/164.5 | Pavilion running costs against income from bookings analysis (attached) |
| 20/164.6 | Bank Reconciliation for January 2021 (to agree for the Chairman to sign) |

- 20/165 Health and Safety**
- 20/166 Report from Officers**
Ground Management Officers Report
- 20/166.1
- Damage to ground caused when Ambulances drove onto field
 - Request to review and replace signs on Memorial Ground
 - Robert Street Entrance – To consider Cleaning and Planting of Bulbs (Cllr McDonald)
- 20/166.2 Building Management Officers Report
- 20/166.3 Asset Management Officers Report
- 20/166.4 Legal Officers Report
- 20/166.5 Events and Fundraising Officers report
- 20/167 To review the CCTV coverage on the Memorial Ground and its effectiveness - Photos showing present coverage (forwarded 18.11.2020) –**
- 20/167.1 To agree whether to apply for S106 funding
- 20/167.2 Privacy Policy – to note this was being worked upon
- 20/167.3 Registration with Information Commissioner's Office (ICO) had been completed – to note
- 20/168 Pavilion**
- 20/168.1 Monitor/TV and Interface cables for the Quantock Room – *update (Cllr Aldridge)*
- 20/168.2 Signage to Pavilion from Killick Way (Cllr Aldridge)
- 20/168.3 To consider a Fogging Machine (forwarded 17.02.21)
- 20/168.4 Roof Tiles – to consider quotation to replace tiles where necessary
- 20/169 S106 Application for improvements to the pavilion and the MUGA area**
- 20/169.1 Working Group – to note due to continued lockdown, the site meeting cannot be held (Cllrs McDonald, Nye, Payne and Woods)
- 20/170 Pavilion User Group (PUG) – (Cllrs Hooper, Nye, Payne and White)**
- 20/171 Reports to Big Lottery and EDF regarding progress of Pavilion – update (Cllrs Payne)**
- 20/172 Maintenance Contracts**
- 20/172.2 Ventilation system – update (Cllr Aldridge)
- 20/173 The Barn**
- 20/173.1 Update regarding potential refurbishment of existing Notice board (Cllr White)
- 20/173.2 To consider a name sign for The Barn (Cllr Hooper)
- 20/174 Installation of Bird Nest Boxes / Insect Eco Hotels**
- 20/175 WWMRG Website**
- 20/175.1 Update on Booking System (Cllr Howes)
- 20/176 Matters for the next meeting to be held on Monday 22nd March 2021**
(Item 20/108.4) March 2021 – to consider any allocation to the pavilion maintenance and development fund