

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 March 2021

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 22nd March 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: WWMRG Meeting
Time: Mar 22, 2021 07:00 PM London

<https://zoom.us/j/98985168090?pwd=UmlKVCT1cGJV2IUek5DakhKSWZSdz09>

Meeting ID: 989 8516 8090
Passcode: 033734

Yours sincerely

M L Francis

Michelle Francis
Clerk to the Trustee

A G E N D A

- 20/177 To advise the recording of the meeting – Chairman**
- 20/178 To note apologies for absence and approve reason, where appropriate**
- 20/179 To Receive any Declarations of Interest**
- 20/180 Minutes of the last meeting held on Monday 22nd February 2021 for approval (attached)**
- 20/181 Matters from the minutes – for report purpose only**
- 20/181.1 (Item 20/143.1) Memorial Bench – awaiting delivery – will require installation
- 20/181.2 (Item 20/166.1) CCTV sign on Robert Street Gate – to note the sign had been replaced
- 20/181.3 Opening Plaque – to note this item is outstanding
- 20/181.4 (20/163.2) Signs 'Please Keep Dogs Under Close Control' – to note 3 signs had been ordered
- 20/181.5 Water Leak at the Barn – to note Water 2 Business are still chasing the leakage team and the account is on hold
- 20/181.6 Dorgard Fire door retainers – to note these had arrived and require fitting
- 20/182 Correspondence**
- 20/182.1 To note the correspondence log (attached)
- 20/183 Finance**
- 20/183.1 Approval of accounts for payment, to include refund of deposits paid (to be circulated before the meeting)
- 20/183.2 Expenditure and Income Analysis as at 28th February 2021 (attached) To note grants received
- 20/183.3 Estimated Provisions for February 2021 (attached)
- 20/183.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 20/183.5 Pavilion running costs against income from bookings analysis (attached)
- 20/183.6 Bank Reconciliation for February 2021 (to agree for the Chairman to sign)
- 20/183.7 (Item 20/108.4) To consider any allocation to the pavilion maintenance and development fund

20/184	Health and Safety
20/185	Report from Officers
	Ground Management Officers Report
20/185.1	- Robert Street Entrance – To consider bark mulching under the hedge and whether this would be undertaken by a working group or contractor (Cllr Peeks) - Letter from Williton Bowling Club regarding hedge (attached) - Footpath from Long Street to Catwell – concern regarding deterioration of the path - To consider adding topsoil to the areas that have dipped around the existing goal posts and re-turf or re-seed
20/185.2	Building Management Officers Report – Recommendation from render manufacturers to use weber cl150 for cleaning – (quotation attached)
20/185.3	Asset Management Officers Report
20/185.4	Legal Officers Report
20/185.5	Events and Fundraising Officers report
20/186	CCTV coverage on the Memorial Ground
20/186.1	(Item 20/167.1) Application to the Police Community Trust – to note application is being worked upon
20/186.2	Privacy Policy – update (Cllr Johnson)
20/187	Pavilion
20/187.1	Monitor/TV and Interface cables for the Quantock Room – <i>update (Cllr Aldridge)</i>
20/187.2	Signage to Pavilion from Killick Way – update regarding adding an arrow to existing sign (Cllrs Aldridge and Howes)
20/187.3	Fogging Machine - update
20/187.4	Roof Tiles – to consider quotation to replace tiles where necessary (attached)
20/187.5	To give consideration of tiles around Kitchenettes (Cllr Peeks)
20/187.6	In line coolers for Kitchen – Rubber Duck are unable to supply all components, therefore, to consider way forward.
20/187.7	To consider when the Pavilion can re-open safely and to consider the request from Williton Youth Club to start back from 15 th April for use of toilets only
20/187.8	To consider the cleaning around the outside of the building and cleaning of the carpet in the Brendon Room to remove stains
20/188	(Item 20/169) Improvements to Amenity Area (previously noted as MUGA area)
20/188.1	Report from Working Group held on 3 rd March 2021 (attached)
20/189	Pavilion User Group (PUG) – (Cllrs Hooper, Nye, Payne and White)
20/190	Maintenance Contracts
20/190.1	Ventilation system – update on maintenance requirements
20/191	The Barn
20/191.1	Refurbishment of existing Notice board (Cllr White) - update
20/191.2	The name sign for The Barn had been purchased – to note
20/192	WWMRG Website
20/192.1	Update on Booking System (Cllr Howes) (attached)
20/193	Fire Beacon (Cllr White)
20/194	Matters for the next meeting to be held on Monday 26th April 2021