

# WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

**Minutes of the Trustee Meeting held on Monday 22<sup>nd</sup> February 2021 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, Hooper, Howes, Johnson, McDonald, Nye (joined at 7.30pm),  
Peeks, Stanford, White and Woods

**Other:** Mrs Michelle Francis

**Public:** None

**Press:** None

**Apologies:**

**Trustee:** Denton

**Public:** None

**20/158** The Chairman advised the meeting would be recorded.

**20/159 Apologies**

As noted above.

**20/160 Declarations of Interest**

There were none.

**20/161 Minutes of the last meeting held on Monday 25<sup>th</sup> January 2021**

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

**20/162 Matters from the minutes**

20/162.1 (Item 20/143.1) It was noted payment had been received for the Memorial Bench and one had been ordered.

**20/163 Correspondence**

20/163.1 It was **resolved** to note the correspondence log

20/163.2 A complaint had been received regarding dogs not being under control on the Memorial Ground. It was noted the policy currently on the notice board states dogs should be on leads. After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to obtain signs to say, 'Dogs Must Be Under Close Control'. **Action: Clerk**

20/163.3 The Village Agent had approached the Chairman looking for a venue for a Food Pantry. It was resolved the Pavilion could be hired under the normal terms, but there would be no provision for storage and the area must be cleared after use. Proposed Cllr Peeks, seconded Cllr Aldridge with two abstentions.

**20/164 Finance**

20/164.1 It was **resolved** with one abstention, to approve the attached accounts for payment. Proposed Cllr Howes; seconded Cllr Stanford with one abstention.

20/164.2 It was **resolved** to note the attached Expenditure Analysis as at 31<sup>st</sup> January 2021.

20/164.3 It was **resolved** to note the Estimated Provisions for January 2021.

20/164.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

20/164.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

20/164.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for January 2021.

**20/165 Health and Safety**

It was noted the Spring Rider had broken and the roundabout was still cordoned off. The Parish Council were addressing these items.

## **20/166 Report from Officers**

### **20/166.1 Ground Management Officers Report**

- It was noted damage had occurred to the ground when ambulances had driven onto the field to access the Bowling Club.
- Signs on Memorial Ground – various signs were discussed. It was noted the CCTV sign on the main gate needed to be replaced.
- Robert Street Entrance – Cllr McDonald proposed planting spring bulbs along the hedge, seconded by Cllr Hooper and agreed to address in September. In the meantime, Cllr Howes would plant some Cranesbill for summer colour and put a request in Williton Window for donations of any bulbs being divided.

20/166.2 Building Management Officers Report – The pavilion needed to be cleaned. The clerk would confirm the recommendations of the render manufacturers.

20/166.3 Asset Management Officers Report – Nothing to report.

20/166.4 Legal Officers Report – No Update.

20/166.5 Events and Fundraising Officers report – Cllr Howes gave an outline of the recent Events Committee meeting, advising the proposed dates; the Fete being the 4<sup>th</sup> September 2021. Further details will be advised nearer to the events and will depend on government restrictions.

### **20/167 To review the CCTV coverage on the Memorial Ground and its effectiveness**

20/167.1 It was **resolved** to apply for funding of the extra CCTV cameras through the Police, if this was not successful, then to apply through S106. Proposed Cllr Peek, seconded Cllr Howes.

20/167.2 Privacy Policy – there was no update

20/167.3 It was noted that registration with the Information Commissioner's Office had been completed.

### **20/168 Pavilion**

20/168.1 Monitor/TV and Interface cables for the Quantock Room – Cllr Aldridge hoped this item would be finalised before the next meeting. Cllr White offered his assistance. **Action: Cllr Aldridge**

20/168.2 Signage to Pavilion from Killick Way – the sign by the public conveniences had been erected by the Charity. It was resolved that between Cllr Howes and Aldridge an extra arrow would be fitted to give clearer directions, rather than move the sign. **Action: Cllrs Aldridge and Howes**

20/168.3 Fogging Machine – After a proposal from Cllr Hooper, seconded by Cllr Howes, it was resolved with two abstentions to purchase the TOPQSC 5L Electric ULV Fogger Sprayer at a cost of £132.90. **Action**

20/168.4 Roof Tiles – there was no update.

### **20/169 S106 Application for improvements to the pavilion and the MUGA area**

It was agreed a meeting would be held via zoom and a specification drawn up to enable quotations to be sought. The planning would be confirmed regarding the wall and whether it is a Devon bank.

**20/170 Pavilion User Group (PUG)** – It was agreed a meeting would be held via zoom.

### **20/171 Reports to The Big Lottery and EDF regarding progress of Pavilion**

Cllr Payne advised he had completed the reports and they would be submitted. **Action: Clerk**

### **20/172 Maintenance Contracts**

20/172.1 Ventilation system – Cllr Aldridge could not find a definitive answer in the manuals. Heat Radiation would be contacted to ask for clarification on maintenance requirements. **Action: Clerk**

### **20/173 The Barn**

20/173.1 Refurbishment of existing notice board. Cllr White volunteered to replace the plastic glass, install a new padlock and re-paint the whole wall using Magnolia Weathershield. A budget of £50.00 was allocated for these works. Proposed Cllr Hooper, seconded Cllr Howes and unanimously resolved. **Action: Cllr White**

20/173.2 After a proposal from Cllr Aldridge, seconded by Cllr Howes, it was resolved, with one abstention, to purchase a sign for The Barn, to match the existing pavilion colours, at a cost of £14.96 + vat. Cllr White volunteered to erect the sign. **Action: Cllrs Hooper and White**

**20/174 Installation of Bird Nest Boxes / Insect Eco Hotels**

Two insect eco hotels had been donated by IDverde. They would be erected on the Play shelter and Memorial shelter. Cllr White volunteered to erect them. **Action: Cllr White**

**20/175 WWMRG Website**

20/175.1 Cllr Howes gave a verbal update regarding the booking system. After a discussion, it was resolved Cllr Howes would draft an email requesting the current supplier to put work on hold, whilst Cllr Howes investigated Hallmaster. **Action: Cllr Howes**

**20/176 Matters for the next meeting to be held on Monday 22<sup>nd</sup> March 2021**

(Item 20/108.4) March 2021 – to consider any allocation to the pavilion maintenance and development fund

Tiles around Kitchenettes (Cllr Peeks)

Fire Beacon (Cllr White)

Meeting closed 8.36 pm

Signed as a true and correct record ... Cllr Payne ..... Dated ..... 22<sup>nd</sup> March 2021 .....