

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

**Minutes of the Trustee Meeting held on Monday 23rd November 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 7.05pm), Hooper, Howes, Johnson, McDonald, Nye, Peeks, Stanford and Woods

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Trustee: White

Public: None

20/121 The Chairman advised the meeting would be recorded.

20/122 Apologies

As noted above.

20/123 Declarations of Interest

There were none.

20/124 Minutes of the last meeting held on Monday 26th October 2020

After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was **resolved**, with three abstentions due to absence, to approve the minutes after a slight amendment to 20/188 to read "alongside".

20/125 Matters from the minutes

20/125.1 Confirmation had been received that a leak on the meter had been repaired on the 28th October 2020 with a read of 42. Another reading had been taken on 11th November 2020 again of 42, showing there had been no consumption since the repair. A leak allowance claim form had been received. Cllr Payne would check the stopcock was turned on to monitor usage.

20/126 Correspondence

20/126.1 It was **resolved** to note the correspondence log

20/126.2 A letter had been received from Mrs Webb agreeing to the closure of the Parish Plan account – this would be discussed under item 20/127.3.

20/127 Finance

20/127.1 It was unanimously **resolved** to approve the attached accounts for payment. Proposed Cllr McDonald; seconded Cllr Stanford.

20/127.2 It was **resolved** to note the attached Expenditure Analysis as at 31st October 2020.

20/127.3 After a proposal from Cllr Hooper, seconded by Cllr Aldridge it was unanimously **resolved** to close the Parish Plan account and reallocate the funds into the WWMRG account.

20/127.4 It was **resolved** to note the Estimated Provisions for October 2020.

20/127.5 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

20/127.6 It was **resolved** to note the Pavilion running costs against hire income analysis

20/127.7 It was **resolved** Cllr Payne would sign the Bank Reconciliation for October 2020.

20/127.8 Budget Considerations for Financial Year 2021-2022

Cllr Payne advised the cost of ground maintenance and other costs paid for by the Parish Council, excluding staff costs and insurance for the ground, was £11,500.00 per year; this was in addition to the yearly subsidy. Due to this amount already being funded each year, Cllr Peeks proposed to request a reduced subsidy from the Parish Council of £4,250.00, seconded by Cllr Howes.

Resolved with 7 in favour and 3 against. It was **resolved** to include a new budget line under Operational Costs for "Tree Management Plan" for the amount of £1,500.00. **Action: Clerk**

20/127.9 Annual Audit of Accounts 2019-2020

The ownership of the Flagpole would be investigated.
The light bollards would be added to the Asset Register
The streetlight would be confirmed whether it was on Trustee or Parish Council land.

It was **resolved** to agree and sign the accounts, which would be submitted to the Charity Commission; proposed Cllr Peeks, seconded Cllr Aldridge, unanimously **resolved**. **Action: Clerk**

20/128 Health and Safety

- 20/128.1 It was resolved to note the felling of the dead Elm trees and removal of broken limbs from the Horse Chestnut and Lime trees had been undertaken earlier in the day. Damage had been made to the ground by the vehicle driving on the field, this would be monitored and rolled if required. Cllr Aldridge had removed the logs for which he would make a donation to a charity.

20/129 Report from Officers

20/129.1 Ground Management Officers Report

- Playground Fence – no update
- Beech hedge – Cllr Peeks advised the hedge had not been cut low enough and should have been cut to the chain link fence. The contract would be checked and if it had been cut recently the contractor would be requested to revisit, otherwise, it would be requested on the next scheduled cut.
- 10-year Tree Management Plan – three quotations would be sought for a tree management plan, to cover the whole of the Memorial Ground. **Action: Clerk**

- 20/129.2 Building Management Officers Report – Cllr Payne advised the valve had stuck once in the pavilion water tank, which had been noticed during a weekly check. This would be monitored.

- 20/129.3 Asset Management Officers Report – Nothing to report.

- 20/129.4 Legal Officers Report – No Update.

- 20/129.5 Events and Fundraising Officers report – Cllr Howes gave a verbal update regarding the Christmas Parade planned to take place on 12th December, which will finish at the Pavilion at 7pm for Christmas carols. After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was unanimously **resolved** to allow a group to use the kitchen and serve hot drinks through the hatch. Cllr Aldridge expressed his thanks to those continuing to fund raise during these difficult times.

20/130 To review the CCTV coverage on the Memorial Ground and its effectiveness

Prices had been obtained for positioning cameras in the areas as requested by the Trustees, however, Cllr Peeks thought it would be beneficial to request a plan of the Memorial Ground showing exactly which areas are currently covered and where there is no coverage to obtain a price for these areas; this would be requested. Cllr Johnson would liaise with the clerk regarding the Privacy Policy. (Cllr Howes left during this item at 8.00pm due to Wi-Fi issues) **Action: Clerk**

20/131 Repair to Fire Beacon

Cllr White had reported to the Clerk that due to the covid-19 second lockdown, he had been unable to contact the company regarding the beacon and therefore had asked for the item to be deferred until the January meeting. **Action: Cllr White**

20/132 Pavilion

- 20/132.1 Monitor/TV and Interface cables for the Quantock Room – Cllr Aldridge gave a verbal update and advised this item would be finalised before the next meeting. **Action: Cllr Aldridge**

- 20/132.2 In Line Cooler for Kitchen – no update

- 20/132.3 Official Opening Plaque – After a proposal from Cllr Hooper, seconded by Cllr Nye, it was **resolved** with 2 abstentions to agree to the amalgamated wording. The plaque would be displayed inside to front door.

- 20/132.4 Roof Tiles – No update **Action: Clerk**

- 20/132.5 The outdoor Siren had been repaired on the 17th November 2020 – noted.

- 20/132.6 Fire Door Retainers – after a proposal from Cllr Nye, seconded by Cllr Stanford, it was unanimously **resolved** to purchase the door retainers from Safe Lincs at a cost of £98.99, which included free delivery and a 5-year extended warranty. **Action: Clerk**

20/133 Maintenance Contracts

- 20/133.1 Lift – Gartec had agreed to extend the contract until 31st May 2021 due to covid-19 impact - noted
- 20/133.2 Shutters – contract runs from February – February, with a further 2 years to run (2023 end) - noted
- 20/133.3 Intruder Alarm – The annual maintenance cost was
- £79.57 for the pavilion, the current contract was due to end on 30th November 2020; and
 - £79.57 for The Barn, the current contract was due to end on 30th April 2021.
 - An annual monitoring cost of £122.00.

Cllr Peeks requested a two-year contract, the Clerk advised a price would not be able to be obtained before the pavilion contract ran out. Therefore, after a proposal from Cllr Peeks, seconded by Cllr Aldridge, it was unanimously **resolved** to proceed with the renewal, requesting a two-year contract if no dearer than based upon the one year contract and to request that both are bought in line with each other.

Action: Clerk

- 20/133.4 Fire Alarm – The current contract was due to end on the 30th November 2020; the renewal price was £148.53. After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was unanimously **resolved** to renew the 12-month contract or a 24-month contract if this would be a cheaper option.

Action: Clerk

It was resolved to investigate a service and maintenance contract for the ventilation system.

Projector Bulbs – it was **resolved** to contact Stage Electrics to obtain the expected life span of the bulb and advise as to whether the projector needed servicing; and whether a spare bulb should be purchased. Cllr Aldridge would also check the manuals.

Action: Clerk

20/133 S106 Application for improvements to the pavilion and the MUGA area

- 20/133.1 Badger Survey – the report had been received and previously circulated confirming there was no active Badger movements.

- 20/133.2 Due to the second covid-19 lockdown, the meeting had not taken place, but would when restrictions had been lifted.

Action: Cllrs McDonald and Payne

20/134 Planting of Wildflower Seeds on selected areas on Memorial Ground

Cllr Woods gave a verbal update confirming that the project was nearly at the stage of obtaining quotations and thanked Cllr Johnson for her help with this project.

Action: Cllr Woods

20/135 Pavilion User Group (PUG) – A meeting had not yet taken place.

20/136 Reports to The Big Lottery and EDF regarding progress of Pavilion

Cllr Payne advised he had started to prepare these reports.

Action: Cllrs Payne and Peeks

20/137 Matters for the next meeting to be held on Monday 25th January 2021

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

A new noticeboard to replace the current damaged board on The Barn

Meeting closed 8.34 pm

Signed as a true and correct record ... Cllr Payne Dated 25th January 2021