

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 25th January 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, Johnson, McDonald, Nye, Peeks, Stanford, White and Woods

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Trustee: Denton and Howes

Public: None

20/138 The Chairman advised the meeting would be recorded.

20/139 Apologies

As noted above.

20/140 Declarations of Interest

There were none.

20/141 Minutes of the last meeting held on Monday 23rd November 2020

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

20/142 Matters from the minutes

20/142.1 (Item 20/137.3) It was noted the Parish Plan account had been closed and funds had been transferred into the WWMRG Charity current account

20/142.2 (Item 20/128.1) No lasting damage had occurred on the ground, no further action to be taken

20/142.3 (Item 20/127.9) It was noted to Flagpole was owned by the Parish Council

20/142.4 (Item 20/94) It was noted the replacement hedge planting along the Robert Street entrance had been undertaken

20/143 Correspondence

20/143.1 It was **resolved** to note the correspondence log

20/143.2 A suggestion had been received to relocate the defibrillator from the SPAR into the Pavilion, after a discussion it was decided not to request the relocation as its current position was more accessible.

20/143.3 (Item 20/58.1) An application for a Memorial Bench had been received and would be actioned.

20/144 Finance

20/144.1 It was **resolved** with one abstention, to approve the attached accounts for payment. Proposed Cllr Aldridge; seconded Cllr White.

20/144.2 It was **resolved** to note the attached Expenditure Analysis as at 30th November and 31st December 2020.

20/144.3 It was **resolved** to note the Estimated Provisions for November and December 2020. A discussion took place regarding the provision allocation for the Pavilion Official Opening and the Entry Sign. As these items were not yet completed, it was **resolved** they would remain in the provisions.

20/144.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

20/144.5 It was **resolved** to note the Pavilion running costs against hire income analysis. Cllr Hooper queried if the Covid-19 grants should be included on this sheet. This was queried as grants were given to offset covid crisis, not to replace income and may not show a true reflection of the year. It was resolved the Clerk would obtain confirmation from the auditor and Charity Commission whether the grants would be taxable.

Action: Clerk

- 20/144.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for November and December 2020.
- 20/144.7 Budget Considerations for Financial Year 2021-2022. It was resolved to increase the paint budget to £100.00 and the Website budget to £1,500.00. Proposed Cllr Hooper, seconded Cllr Nye, one abstention and one against. The final budget was set at £31,070.00.
- 20/145 Health and Safety**
- The pavilion was currently only open once a month for a medical service booking. It was resolved Cllr Payne would investigate 'Fogging Machines' to enable the floor and furnishings to be disinfected. **Action: Cllr Payne**
- 20/146 Report from Officers**
- 20/146.1 Ground Management Officers Report
- Playground Fence – Quotations were not forthcoming; one company had advised they would not undertake the work due to how it would look aesthetically and concern that the hedge would die. It was resolved to reply to the Bowling Club to say the Charity had tried to action the repair but had been unable to do so. As the boundary was their responsibility, a letter would be written confirming the Trustee was happy for them to attend to their hedge, but to request that notification was given in advance regarding any work that would be undertaken. **Action: Clerk**
 - Gaps in hedge – Cllr Woods had made temporary repairs; Cllr White would secure the wire with a stake. **Action: Cllr White**
 - Tree Planting – Cllrs Peeks and Payne volunteered to plant the Oak tree by the rollers; and a Beech tree (that would be requested from the Parish Council) and planted by the pavilion changing room entrance. **Action: Cllrs Payne and Peeks**
- 20/146.2 Building Management Officers Report – Nothing to report.
- 20/146.3 Asset Management Officers Report – The three new bins had arrived. After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was unanimously **resolved** the Clerk would obtain three quotations for the bins to be installed and to authorise the acceptance of the lowest quotation to a maximum budget of £300.00. Countrywide Grounds Maintenance had reported the bins were overflowing each week and had suggested increasing the collections to twice a week. After a proposal from Cllr Hooper, seconded by Cllr Nye, it was unanimously **resolved** to request an extra collection per week, based upon the current rate, which would be invoiced to WWMRG Charity. **Action: Clerk**
- 20/146.4 Legal Officers Report – No Update.
- 20/146.5 Events and Fundraising Officers report – Cllr Howes had submitted a proposed timetable for events, with the Fete being moved to September due to covid-19. After a proposal from Cllr Hooper, seconded by Cllr McDonald, it was unanimously **resolved** to move the Fete to September, ensuring the date did not clash with other local events. An events meeting would be held.
- 20/147 To review the CCTV coverage on the Memorial Ground and its effectiveness**
- Coombers had not submitted a plan showing the current coverage; therefore, Cllr Payne had produced a guide based upon screen shots of the cameras. Coomers had confirmed the price for two cameras including installation would stand at £1,071.00 + vat. After a proposal from Cllr Hooper, seconded by Cllr Nye, it was **resolved** with one vote against, to proceed with the purchase of two extra cameras, provided they covered the required areas: the front of the pavilion and bike shelter, along the front veranda and the picnic tables and path. The clerk would investigate if Section 106 funding could be applied for. **Action: Clerk**
- 20/147.1 It was resolved to note the Privacy Policy was being worked upon
- 20/147.2 Due to the legal requirement, it was **resolved** to register with the Information Commissioner's Office and pay by direct debit. **Action: Clerk**
- 20/148 Repair to Fire Beacon**
- Cllr White reported due to the further covid-19 lockdown, he had been unable to obtain quotations. It was resolved to remove this item from the agenda until more information was available.
- 20/149 Pavilion**
- 20/149.1 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**

- 20/149.2 In Line Cooler for Kitchen – A reply had been received from Rubber Duck Bathrooms to advise they were unable to supply a filter tap. Further investigation was therefore required.
- 20/149.3 Notification had been received the TV license was due for renewal, the Clerk had spoken to the licencing and had been advised that as the building was currently closed and the equipment not being used, the license was put on hold, until the building re-opened.
- 20/150 S106 Application for improvements to the pavilion and the MUGA area**
A meeting had not been able to take place, due to the current covid-19 lockdown.
- 20/151 Planting of Wildflower Seeds on selected areas on Memorial Ground**
The grant application had been submitted to Somerset County Council.
- 20/152 Pavilion User Group (PUG) – A meeting had not yet taken place.**
- 20/153 Reports to The Big Lottery and EDF regarding progress of Pavilion**
Cllr Payne advised he had nearly completed the reports. **Action: Cllr Payne**
- 20/154 Maintenance Contracts**
- 20/154.1 A reply had been received from Stage Electrics regarding the Panasonic PT-VW540 projector which takes an ET-LAV400 bulb. This bulb had an estimated 5000-hour life span and there is a function within the projector which advises how many hours had been used/how many hours were left, which would provide a guide as to when the bulb needed replacing. It was advised when the bulb is replaced to replace the filter and clean the vents.
- 20/154.2 Ventilation system – Cllr Aldridge would check the manuals and report back. **Action: Cllr Aldridge**
- 20/155 Notice Board on the Barn**
This item was deferred until the next meeting.
- 20/156 Hire Charges for Pavilion and The Barn**
It was unanimously **resolved** to maintain the current charges for the Pavilion – proposed Cllr Peeks, seconded Cllr Woods.
It was unanimously **resolved** to maintain the current charges for The Barn – proposed Cllr Hooper, seconded Cllr Aldridge.
Cllr White expressed concern that the current layout was too complicated and would submit suggestions for alteration. **Action: Cllr White**
- 20/157 Matters for the next meeting to be held on Monday 22nd February 2021**
(Item 20/108.4) March 2021 – to consider any allocation to the pavilion maintenance and development fund
Sign for The Barn (Cllr Hooper)
Robert Street Entrance – cleaning and planting of bulbs (Cllr McDonald)
Misleading sign pointing to Pavilion on Killick Way (Cllr Aldridge)

Meeting closed 9.23 pm

Signed as a true and correct record ... Cllr Payne Dated 22nd February 2021