

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

21st April 2021

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 26th April 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 April Meeting
Time: Apr 26, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/95296021703?pwd=dmkrRGRlelB2aW00Z2Y1Um1iaHlZQT09>

Meeting ID: 952 9602 1703
Passcode: 226464

Yours sincerely

M L Francis

Michelle Francis
Clerk to the Trustee

A G E N D A

- 20/195 To advise the recording of the meeting – Chairman**
- 20/196 To note apologies for absence and approve reason, where appropriate**
- 20/197 To Receive any Declarations of Interest**
- 20/198 Minutes of the last meeting held on Monday 22nd March 2021 for approval (attached)**
- 20/199 Matters from the minutes – for report purpose only**
- 20/199.1 (Item 20/181.1) Memorial Bench – update regarding delivery
- 20/199.2 Opening Plaque – to note this item is outstanding
- 20/199.3 (20/181.4) Signs 'Please Keep Dogs Under Close Control' – to arrange for signs to be collected
- 20/199.4 (20/181.5) Water Leak at the Barn – update
- 20/199.5 (20/181.6) Dorgard Fire door retainers – update
- 20/200 Correspondence**
- 20/200.1 To note the correspondence log (attached)
- 20/200.2 Non-Domestic Rate Bill – Hall and Premises
- 20/200.3 National Lottery email (forwarded 21.04.2021)
- 20/201 Finance**
- 20/201.1 Approval of accounts for payment, to include refund of deposits paid (to be circulated before the meeting)
- 20/201.2 Expenditure and Income Analysis as at 31st March 2021 (attached) To note grants received
- 20/201.3 Estimated Provisions for March 2021 (attached)
- 20/201.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 20/201.5 Pavilion running costs against income from bookings analysis (attached)
- 20/201.6 Bank Reconciliation for March 2021 (to agree for the Chairman to sign)

- 20/202 Preferred Contractor List (Cllr Aldridge)**
- 20/203 Health and Safety**
- 20/204 Report from Officers**
Ground Management Officers Report
- Footpath from Long Street to Catwell – reported to SCC – advised an inspection would take place
 - To consider adding topsoil to the areas that have dipped around the existing goal posts and re-turf or re-seed – quotation had been requested
 - New bins had been installed – to note
- 20/204.1
- 20/204.2 Building Management Officers Report – Cleaning of pavilion – quotations awaited
- 20/204.3 Asset Management Officers Report
- 20/204.4 Legal Officers Report
- 20/204.5 Events and Fundraising Officers report – Seeds of Hope Exhibition
- 20/205 Information Board Layout (Cllr Howes) – (attached)**
- 20/206 Plaque for Memorial Oak Tree (Cllr Howes) – (attached)**
- 20/207 CCTV coverage on the Memorial Ground**
- 20/207.1 Application to the Police Community Trust – no update
- 20/207.2 Data Protection Impact Assessment – recommendation to adopt (attached)
- 20/207.3 Privacy Policy – recommendation to adopt policy (attached)
- 20/208 Pavilion**
- 20/208.1 Monitor/TV and Interface cables for the Quantock Room – to note this had been completed
- 20/208.2 Signage to Pavilion from Killick Way – update regarding adding an arrow to existing sign (Cllrs Aldridge and Howes)
- 20/208.3 Acrylic board around kitchenettes (awaiting quotations)
- 20/208.4 Carpet Cleaning in Brendon Room and Quantock Room – to consider quotation (attached)
- 20/208.5 To request that Highways correct signage for Pavilion which currently has incorrect spelling (Cllr Aldridge)
- 20/209 (Item 20/169) Improvements to Amenity Area (previously noted as MUGA area)**
- 20/209.1 Report from Working Group site meeting held on 23rd March 2021
- 20/210 Pavilion User Group (PUG) – (Cllrs Hooper, Nye, Payne and White)**
- 20/211 Maintenance Contracts**
- 20/211.1 Ventilation system – update on maintenance requirements
- 20/211.2 Lift Maintenance – to note this was undertaken on 20th April 2021
- 20/212 The Barn**
- 20/212.1 Refurbishment of existing Notice board (Cllr White) - update
- 20/212.2 To consider the installation of a PIR Light on the side of the Barn (Cllr Howes)
- 20/212.3 To consider a Memorial Graffiti Wall by the paved area to mark the end of covid-19 and how important the Memorial Ground was to parishioners. (Cllr Howes)
- 20/213 WWMRG Website**
- 20/213.1 Update on Booking System (Cllr Howes)
- 20/214 Fire Beacon (Cllr White)**
- 20/215 Memorial Tree in Memory of HRH Prince Philip, Duke of Edinburgh (Cllr Howes)**
- 20/216 Matters for the next meeting to be held on Monday 24th May 2021**
(Item 20/166.1) Planting of spring bulbs along Robert Street Entrance – Add to agenda September 2021