

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 22nd March 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, Denton (arrived at 7.09pm during 20/182.2) Hooper, Howes, Johnson, McDonald, Nye (joined at 7.07pm during 20/181.6), Stanford and White

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Trustee: Peeks and Woods

Public: None

Before the start of the meeting Cllr McDonald lead with words of remembrance for Cpt. Ross McKee who had recently passed after a short illness. Cpt. McKee had been very well respected in the village and had done a lot for the community and the Wyndham Charity. He will be sorely missed. A moments silence followed.

20/177 The Chairman advised the meeting would be recorded.

20/178 Apologies

As noted above.

20/179 Declarations of Interest

There were none.

20/180 Minutes of the last meeting held on Monday 22nd February 2021

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

20/181 Matters from the minutes

20/181.1 (Item 20/143.1) Delivery was awaited for the Memorial Bench. Quotations would be sought for its installation. **Action: Clerk**

20/181.2 (Item 20/66.1) The CCTV sign on the Robert Street gate had been replaced – noted

20/181.3 Opening plaque – it was noted this was an outstanding item

20/181.4 (20/163.2) Three 'Please Keep Dogs Under Close Control' signs had been ordered

20/181.5 Water Leak at the Barn – Water 2 Business were still chasing the leakage team and the account remained on hold

20/181.6 Dorgard Fire door retainers had arrived and would need installation – noted

20/182 Correspondence

20/182.1 It was **resolved** to note the correspondence log

Notification had been received on this day that the Lectern Style notice board would be delivered the following day. Quotes would be obtained for its installation. **Action: Clerk**

20/183 Finance

20/183.1 It was **resolved** to approve the attached accounts for payment. Proposed Cllr Hooper; seconded Cllr Stanford.

The Chairman lost connection and temporarily left the meeting. Cllr White was voted as temporary Chairman

20/183.2 It was **resolved** to note the attached Expenditure Analysis as at 28th February 2021.

20/183.3 It was **resolved** to note the Estimated Provisions for February 2021.

20/183.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.



- 20/183.5 It was **resolved** to note the Pavilion running costs against hire income analysis.
- 20/183.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for February 2021.
Cllr Payne re-joined the meeting and re-took the Chair.
- 20/183.7 (Item 20/108.4) After a proposal from Cllr Hooper, seconded by Cllr Howes, it was **resolved** to allocate £10,000.00 into the Pavilion Maintenance and Development Fund. **Action: Clerk**
Cllr Aldridge experienced connection problems and was not present for the vote
- 20/184 Health and Safety**
- Cllr Payne advised the Fire Risk Assessment would be amended to incorporate the Dorgard Fire door retainers, after which the retainers would be installed by Cllrs Payne and White.
(Cllr Aldridge left the meeting due to connection issues)
- 20/185 Report from Officers**
- 20/185.1 Ground Management Officers Report
- Bark mulching at Robert Street entrance. Recycled bark had been offered free of charge but would need to be collected. After a proposal from Cllr Howes, seconded by Cllr Hooper, it was resolved (with one abstention due to connection problems) to accept the offer of the free bark. When covid restrictions were eased a working party would undertake the work. In addition, Cllr Howes offered black netting to replace the missing netting at the back of the hedge – this was accepted and would be replaced at the same time by the working party. **Action: Working Party**
 - A letter had been received from Williton Bowling Club. After a discussion, it was resolved to reply again advising that as the hedge and fence was their responsibility and that access would be allowed for maintenance and repair, in addition to offer assistance if required. **Action: Clerk**
- (Cllr Aldridge returned to the meeting at 7.37pm and experienced no further problems)*
- The footpath from Long Street to Catwell had started to deteriorate. As it was a public footpath, it was resolved to report this to Somerset County Council. Cllr Hooper advised the path along the riverbank required monitoring. **Action: Clerk**
 - The areas in front of the goal posts had dipped. After a proposal from Cllr McDonald, seconded by Cllr Howes, it was unanimously resolved to obtain a quotation from the grounds maintenance for the area to be levelled and re-seeded, using the soil from the Amenities Area. **Action: Clerk**
 - Cllr Nye offered Foxgloves plants to plant along the inside of the fence, along the riverbank. This was accepted and a working group would undertake the planting; Cllr White advised the ivy would need removing before planting could take place – this was agreed, and the ivy would be removed. **Action: Working Party**
- 20/185.2 Building Management Officers Report – The clerk advised the recommendation from the render manufacturers to use Weber CL150 to clean the render. It was agreed to obtain COSHH and data sheets for the product, then obtain quotations to undertake the cleaning. **Action: Clerk**
- 20/185.3 Asset Management Officers Report – Nothing to report.
- 20/185.4 Legal Officers Report – No Update.
- 20/185.5 Events and Fundraising Officers report – Cllr Howes gave an update of the recent Events Committee meeting, the Easter Egg hunt had been cancelled due to covid restrictions. A Duck Race and Car boot would be held on 4th July; the Fete 4th September; a children's Halloween trail, followed by a Murder Mystery evening 30th October and a race night in November. All would depend on government restrictions.
- 20/186 To review the CCTV coverage on the Memorial Ground and its effectiveness**
- 20/186.1 (Item 20/167.1) The application to the Police Community Trust was being worked upon.
- 20/186.2 Privacy Policy – The clerk had received this from Cllr Johnson earlier in the day, this would be bought to the April meeting. **Action: Clerk**
- 20/187 Pavilion**
- 20/187.1 Monitor/TV and Interface cables for the Quantock Room – Cllrs Aldridge and White advised this had been installed and tested. Sealant was required around the da-do rail and two extra cables were required, which would cost approximately £10.00. Both were thanked for the work that had been undertaken.

- 20/187.2 After inspection, Cllr Howes advised that painting an arrow would be the better option. A volunteer would be required to paint an arrow on the sign. **Action: Volunteer Required**
- 20/187.3 Fogging Machine had been purchased and received – noted
- 20/187.4 Roof Tiles – A quotation had been received from Chapel Roofing. After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to accept the quotation. **Action: Clerk**
- 20/187.5 Cllr Peeks had suggested tiles around the Kitchenettes in the Brendon Room and the Quantock Room. Concern was raised regarding bacteria that could be harboured within the grout. After a discussion, it was agreed to set a total budget of £250.00 for the purchase and installation of white acrylic splash back for both kitchenettes. **Action: Clerk**
- 20/187.6 In line coolers for Kitchen. Due to the Rubber Duck company being unable to supply all the components, it was resolved not to proceed with this project for the time being. The specifications would be forwarded to Cllr Aldridge. **Action: Clerk**
- 20/187.7 Pavilion re-opening and request from Williton Youth Club to start back from the 15th April for the use of the toilets only. After a proposal from Cllr Hooper, seconded by Cllr McDonald, it was resolved to allow the Youth Club access to the toilets only, at no cost. The fob would be re-programmed.
- After a proposal from Cllr Payne, seconded by Cllr McDonald, it was unanimously resolved to re-open on the restricted basis as before, for the use of hall only, from the 17th May 2021. It was hoped the whole building would be allowed to re-open from the 21st June 2021
- 20/187.8 It was agreed the outside of the building needed to have a spring clean and tidy up before re-opening. Quotations would be obtained for the Brendon Room carpet to be professionally cleaned. **Action: Clerk**
- 20/188 (Item 20/169) Improvements to Amenity Area (previously noted as MUGA area)**
- The report from the Working Party held on 3rd March 2021 was noted.
After a proposal from Cllr Nye, seconded by Cllr Stanford, it was unanimously resolved to move forward with the recommendations from the working group for the Devon Bank, but not to employ an architect. Quotations would be obtained for the work. **Action: Clerk**
- 20/189 Pavilion User Group (PUG) – A meeting was still to be held via zoom. Action: Clerk**
- 20/190 Maintenance Contracts**
- 20/172.1 Ventilation system – Heat Radiation had been contacted asking for clarification on maintenance requirements. A reply was still awaited. **Action: Clerk**
- 20/191 The Barn**
- 20/191.1 Refurbishment of existing notice board. Cllr White advised he had started on this project. **Action: Cllr White**
- 20/191.2 The name sign had been collected by Cllr Hooper and Cllr White had erected it.
- 20/192 WWMRG Website**
- 20/192.1 A reply had been received from Function 28 confirming they would be happy for a pre-built booking system to be used and an offer of refund of £100 + vat. Cllr Howes screen shared and gave an overview of Hallmaster. A zoom meeting would be held with Cllr Howes, the clerk and assistant to investigate the system further. **Action: Cllr Howes and Clerk**
- 20/193 Fire Beacon**
- Cllr White gave a verbal update. It was resolved Cllr White would prepare a specification for the clerk to obtain quotations for both a pre-treated and Oak pole. **Action: Cllr White**
- 20/194 Matters for the next meeting to be held on Monday 26th April 2021**
- Plaque for newly planted Oak Tree
Preferred contactor list
- PIR Light on Barn Wall and mural to mark the end of covid by the paved area
Highway Road Signs – incorrect spelling of Pavilion
- Meeting closed 8.51 pm

Signed as a true and correct record ... Cllr Payne..... Dated 26th April 2021