

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

19th May 2021

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 24th May 2021 at the rising of the Parish Council Extra Ordinary meeting, at St Peters Church, Williton**, for the purpose of transacting the following business.

Yours sincerely

M L Francis

Michelle Francis
Clerk to the Trustee

A G E N D A

- 21/01 To advise the recording of the meeting – Chairman**
- 21/02 To note apologies for absence and approve reason, where appropriate**
- 21/03 To Receive any Declarations of Interest**
- 21/04 Appointment of Officers and Working Group Representatives (attached)**
- 21/05 Minutes of the last meeting held on Monday 26th April 2021 for approval (attached)**
- 21/06 Matters from the minutes – for report purpose only**
 - 21/06.1 Opening Plaque – to note this item is outstanding
 - 21/06.2 (20/199.3) Signs 'Please Keep Dogs Under Close Control' – to arrange for signs to be collected
 - 21/06.3 (20/199.5) Dorgard Fire door retainers – to note these had been installed by Cllr Payne
 - 21/06.4 (20/204.1) Footpath from Long Street to Catwell – no update
 - 21/06.5 (20/204.2) Topsoil to the goal mouths – no update
- 21/07 Correspondence**
 - 21/07.1 To note the correspondence log (attached)
 - 21/07.2 Application for a Memorial Bench – for agreement
- 21/08 Finance**
 - 21/08.1 Approval of accounts for payment, to include refund of deposits paid (to be given at the meeting)
 - 21/08.2 Expenditure and Income Analysis as at 30th April 2021 (attached) To note grants received
 - 21/08.3 Estimated Provisions for April 2021 (attached)
 - 21/08.4 WWMRG Charity fundraising income and expenditure analysis (attached)
 - 21/08.5 Pavilion running costs against income from bookings analysis (attached)
 - 21/08.6 Bank Reconciliation for April 2021 (to agree for the Chairman to sign)
- 21/09 Health and Safety**
- 21/10 Report from Officers**
 - 21/10.1 Ground Management Officers Report
 - 21/10.2 Building Management Officers Report
 - 21/10.3 Asset Management Officers Report
 - 21/10.4 Legal Officers Report
 - 21/10.5 Events and Fundraising Officers report
- 21/11 Information Board Layout (Cllr Howes) – update**
- 21/12 Plaque for Memorial Oak Tree (Cllr Howes) – update**

21/13	CCTV coverage on the Memorial Ground
21/13.1	Application to the Police Community Trust – no update
21/14	Pavilion
21/14.1	Signage to Pavilion from Killick Way – update regarding adding an arrow to existing sign (Cllrs Aldridge and Howes)
21/14.2	Re-opening of all rooms for consideration
21/15	Improvements to Amenity Area (previously noted as MUGA area), Fire Beacon and S106 Funding
21/15.1	Update on progress – two extra Councillors required to stand on working group
21/16	Pavilion User Group (PUG) – (Cllrs Hooper, Nye, Payne and White) - Update
21/17	Maintenance Contracts
21/17.1	Ventilation system – update on maintenance requirements – still waiting response from company
21/18	The Barn
21/18.1	To consider the installation of a PIR Light on the side of the Barn (Cllrs Howes and Peeks) - update
21/18.2	Use of Paved Area (Cllr White)
21/19	WWMRG Website
21/19.1	Update on Booking System (Cllr Howes)
21/20	Memorial Tree in Memory of HRH Prince Philip, Duke of Edinburgh (Cllr Howes) update
21/21	Protocol for asking permission to use the Memorial Ground
21/22	Hire Requests
21/22.1	To consider request to hire Memorial Ground National Festival Circus - Tuesday 17 th August 2021 – to consider
21/22.2	To consider possible regular booking on Saturday morning (working around events)
21/23	Matters for the next meeting to be held on Monday 28th June 2021
	(Item 20/166.1) Planting of spring bulbs along Robert Street Entrance – Add to agenda September 2021
21/24	To pass resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity
	To consider Quotations received to date for installation of
21/25	<ul style="list-style-type: none"> • Memorial Bench • Acrylic in Kitchenettes • Lectern style notice board • Cleaning of render