

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 26th April 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, Howes, Johnson, McDonald, Nye, Peeks (arrived after item 20/198) and White

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Trustee: Denton and Stanford

Public: None

20/195 The Chairman advised the meeting would be recorded.

20/196 Apologies

As noted above.

20/197 Declarations of Interest

There were none.

20/198 Minutes of the last meeting held on Monday 22nd March 2021

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

20/199 Matters from the minutes

20/199.1 (Item 20/181.1) Memorial Bench – delivery was still awaited.

20/199.2 Opening plaque – it was noted this was an outstanding item

20/199.3 (20/181.4) Signs 'Please Keep Dogs Under Close Control' – Cllr Nye volunteered to collect the signs.

20/199.4 Water Leak at the Barn – Water 2 Business – a leak allowance refund had been received for £1,027.81. Cllrs White and Payne had checked the meter, and confirmed it was no longer leaking.

20/199.5 Dorgard Fire door retainers – the installation was required.

20/200 Correspondence

20/200.1 It was **resolved** to note the correspondence log

20/200.2 Non-Domestic Rate Bill for Hall and Premises had been received and had a zero amount

20/200.3 National Lottery – an email had been received confirming that the monitoring period was now complete and this grant has been recorded as complete on their system.

20/201 Finance

20/201.1 It was **resolved** to approve the attached accounts for payment. Proposed Cllr Peeks; seconded Cllr Nye.

20/201.2 It was **resolved** to note the attached Expenditure Analysis as at 31st March 2021.

20/201.3 It was **resolved** to note the Estimated Provisions for March 2021.

20/201.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

20/201.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

20/201.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for March 2021.

20/202 Preferred Contractor List

The current list would be updated.

20/203 Health and Safety

It was advised a meeting would be held with advisors in May. Cllr Peeks advised a neighbouring property on the Robert Street entrance was undertaking work, pointing their wall. Cllr Peeks would speak to them regarding public liability.

20/204 Report from Officers

20/204.1 Ground Management Officers Report

- Footpath from Long Street to Catwell had been reported to SCC and would be inspected.
- A quotation was awaited for levelling of areas around the existing goal posts
- The new bins had been installed.
- Bulbs had been donated from parishioners and had been planted on the ground
- Concern was raised regarding newly planted trees that needed watering

20/204.2 Building Management Officers Report – Quotations were being sought for the cleaning of the render. A damp patch was on the ceiling in the changing room, although dry it would be monitored.

20/204.3 Asset Management Officers Report – nothing to report

20/204.4 Legal Officers Report – nothing to report

20/204.5 Events and Fundraising Officers report – Seeds of Hope Exhibition – to exhibit projects parishioners have made during lock down. It was resolved, with one abstention, to hold this as a events committee event, which would incur no hire charge, with a parishioner taking the lead of organising, Cllr Hooper offered to help with refreshments. Proposed Cllr Aldridge, seconded Cllr Hooper.

20/205 Information Board Layout

Cllr Howes had forwarded a draft layout and explained would like the board to be done in watercolours. Cllrs Peeks and Howes would liaise with further details.

20/206 Plaque for Memorial Oak Tree

It was agreed to wait until the tree had settled; the plaque would read along the lines of 'Planted on behalf of the village by the Trustee of the Memorial Ground'. Further research would be undertaken into 100-year memorial of the ground which may also be incorporated in the wording.

20/207 CCTV coverage on the Memorial Ground

20/207.1 The application to the Police Community Trust was being worked upon.

20/207.2 Data Protection Impact Assessment – it was unanimously **resolved** to adopt the document. Proposed Cllr Howes, seconded Cllr Aldridge.

20/207.3 Privacy Policy - it was unanimously **resolved** to adopt the document. Proposed Cllr Peeks, seconded Cllr McDonald.

Cllr Johnson was thanked for preparing these documents.

20/208 Pavilion

20/208.1 Monitor/TV and Interface cables for the Quantock Room – All had been installed. A date would be arranged to go through the working of the system.

20/208.2 Cllr Aldridge agreed to see if adjustment could be made to the pavilion sign from Killick Way

20/208.3 Acrylic board around kitchenettes – quotations were being sought.

20/208.4 A quotation had been received for carpet cleaning the Brendon Room and Quantock Room, after a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to accept the quotation.

20/208.5 After a proposal from Cllr Aldridge, seconded by Cllr Hooper, it was **resolved** to request Highways change the road signs to the correct Pavilion spelling from Long Street and Killick Way.

20/209 Improvements to Amenity Area (previously noted as MUGA area)

20/209.1 Cllr Nye gave an update, further quotations were still being sought.

20/210 Pavilion User Group (PUG)

A meeting had been held earlier in the day. All regular users were being contacted to invite them to stand on the group.

20/211 Maintenance Contracts

20/211.1 Ventilation system – Heat Radiation had been contacted asking for clarification on maintenance requirements. A reply was still awaited.

20/211.2 Lift – noted that the six-monthly service had been undertaken on the 20th April 2021

20/212 The Barn

20/212.1 Refurbishment of existing Notice Board – it was noted that Cllr White had completed this work and had also painted the wall.

20/212.2 Consideration of a PIR light on the side of the Barn – Cllr Peeks advised the planning application would need investigation on whether this would be permitted.

20/212.3 A Memorial Graffiti Wall by the paved area was considered, but the wall was deemed unsuitable. The condition of the wall would be monitored.

20/213 WWMRG Website

20/213.1 A zoom meeting had taken place between Cllr Howes and members of staff, where a demonstration of Hallmaster was given. Cllr Howes proposed an extra 4 hours of work for staff member to undertake the booking system. After a proposal from Cllr Hooper, seconded by Cllr Aldridge it was unanimously resolved the Parish Council would invoice the Charity for 4 hours. Further information would be available at the next meeting regarding an update to the website. (Cllr Howes)

20/214 Fire Beacon

Cllr White requested this item was incorporated with the Amenity Area and removed as a separate agenda item; this was unanimously **resolved**.

20/215 Memorial Tree in Memory of HRH Prince Philip, Duke of Edinburgh

After a discussion, it was agreed Cllr Howes would produce a plan of what tree and where one could be planted, for discussion at the next meeting.

20/194 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 September agenda

2 x No Alcohol signs

Paved area outside The Barn

Meeting closed 8.49 pm

Signed as a true and correct record ... Cllr Payne Dated 24th May 2021