

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

23rd June 2021

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 28th June 2021 at 7pm 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

- 21/26 To advise the recording of the meeting – Chairman**
- 21/27 To note apologies for absence and approve reason, where appropriate**
- 21/28 To Receive any Declarations of Interest**
- 21/29 Minutes of the last meeting held on Monday 24th May 2021 for approval** (attached)
- 21/30 Matters from the minutes – for report purpose only**
- 21/30.1 (20/204.1) Footpath from Long Street to Catwell – no update
- 21/31 Correspondence**
- 21/31.1 To note the correspondence log (attached)
- 21/31.2 Letter from Lloyds Bank regarding no interest being earned on current account
- 21/31.3 Letter from Williton Parish Council regarding decision to employ an extra member of staff to assist with work for WWMRG Charity and that the Charity will be invoiced for staffing costs – for consideration and response
- 21/32 Finance**
- 21/32.1 Approval of accounts for payment, to include refund of deposits paid (to be given at the meeting)
- 21/32.2 Expenditure and Income Analysis as at 31st May 2021 (attached)
- 21/32.3 Estimated Provisions for May 2021 (attached)
- 21/32.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 21/32.5 Pavilion running costs against income from bookings analysis (attached)
- 21/32.6 Bank Reconciliation for May 2021 (to agree for the Chairman to sign)
- 21/33 Health and Safety**
- 21/34 Report from Officers**
- Ground Management Officers Report –
- 21/34.1
- Removal of goal posts and decision regarding spare posts (Cllr White)
 - Signs 'Please Keep Dogs Under Close Control' – *signs have been collected and need to be installed*
 - Request to 2 x No Alcohol Signs to be erected on the Memorial Ground (Cllr Howes)
- 21/34.2 Building Management Officers Report
- Asset Management Officers Report
- 21/34.3
- Ownership of Memorial Stone
 - To consider Hire Charges for Tables and Chairs
- 21/34.4 Legal Officers Report
- 21/34.5 Events and Fundraising Officers report
- 21/35 Information Board Layout** (Cllr Howes) – update
- 21/36 CCTV coverage on the Memorial Ground**
- 21/36.1 Application to the Police Community Trust – update

- 21/37 Pavilion**
 21/37.1 Signage to Pavilion from Killick Way – update regarding adding an arrow to existing sign (Cllrs Aldridge and Howes)
 21/37.2 Opening Plaque – update on engraving – Cllr Nye
- 21/38 Improvements to Amenity Area (previously noted as MUGA area), Fire Beacon and S106 Funding**
 21/38.1 Update on progress and to arrange a date for meeting to discuss quotations
 21/38.2 To consider agreement for Working Group to submit an expression of interest to the S106 Funding
- 21/39 Pavilion User Group (PUG) – (Cllrs Hooper, Nye, Payne and White) - Update**
 To arrange a date and venue for the next meeting
- 21/40 Maintenance Contracts**
 21/40.1 Ventilation system – update on maintenance requirements – still waiting response from company – recommendation to contact different contractor as advised from H&S advisor
- 21/41 The Barn**
 21/41.1 Use of Paved Area (Cllr White)
- 21/42 WWMRG Website**
 21/42.1 Recommendation to subscribe to Hallmaster for Pavilion booking system
- 21/43 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
 (Item 21/12) Plaque for Memorial Oak Tree (add to November 2021 agenda)
- 21/44 To pass resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity**
- 21/45 To consider Quotations received for the following:**
- (20/204.2) Topsoil and re-turfing the goal mouth area
 - Cleaning of render