

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 28th June 2021 at 7pm at St Peters Church, Williton

Attendees:

Trustee: Payne (Chairman), Aldridge (arrived at 7.25pm during 21/31.3), Hooper, Johnson, Nye (arrived at 7.04pm during 21/29), Peeks, Stanford and White
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Trustee: Denton and Howes
Public: None

21/26 The Chairman advised the meeting would be recorded.

21/27 Apologies

As noted above.

21/28 Declarations of Interest

There were none.

21/29 Minutes of the last meeting held on Monday 24th May 2021

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

21/30 Matters from the minutes

21/30.1 (Item 20/204.1) Footpath from Long Street to Catwell – Cllr Peeks advised new tarmac had been laid where the white lines were marked.

(21/22.2) Cllr Hooper advised it would not be possible to move the car boot to a Sunday as previously hoped so as not to clash with bookings.

21/31 Correspondence

21/31.1 It was **resolved** to note the correspondence log

21/31.2 A letter had been received from Lloyds Bank advising no interest was being paid on the current account - noted

21/31.3 A letter had been received from Williton Parish Council regarding the decision to employ an extra member of staff to assist with work for WWMRG Charity. After a discussion, it was **resolved** that WWMRG Charity would pay the Parish Council for 10 hours administration per week, with a provision to increase to 12 hours if required. Proposed Cllr Peeks, seconded Cllr Nye, 6 in favour and 2 against.
Action: Clerk

21/32 Finance

21/32.1 It was unanimously **resolved** to approve the attached accounts for payment; the TV license would be paid when the Pavilion was back to full use. Proposed Cllr Hooper; seconded Cllr White.

21/32.2 It was **resolved** to note the attached Expenditure Analysis as at 31st May 2021. The electricity were noted as being high, this would be looked into when a new contract was due.

21/32.3 It was **resolved** to note the Estimated Provisions for May 2021.

21/32.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

21/32.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

21/32.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for May 2021.

21/33 Health and Safety

The Chairman reported Environmental Health had made a site visit and were happy with the system and monitoring records in place. The shower heads would be altered to a monthly deep clean. Recommendation to purchase a temperature monitor for the water storage tank, which would provide data that could be downloaded to give detailed readings. Deterioration on the safety matting was being addressed by the Parish Council – noted.
Action: H&S Reps

21/34 Report from Officers

21/34.1 Ground Management Officers Report

- Cllr White had contacted Williton Rockets regarding the removal of the goal posts and to ensure two of good working order were ready for next season. They would be stored by the Barn. **Action: Cllr White**
- Cllr White would erect the 'Please Keep Dogs Under Close Control' signs at the Robert Street and Long Street entrances, in a prominent position. **Action: Cllr White**
- It was resolved not to purchase 'No Alcohol Signs', but instead request that the Police make regular patrols and enforce the Public Space Protection Order. **Action: Clerk**

21/34.2 Building Management Officers Report – nothing to report.

21/34.3 Asset Management Officers Report – The Royal British Legion had advised they owned the granite Memorial Stone. Cllr Aldridge requested the Parish Council were written to and establish if the Parish Council had donated any money towards the stone. **Action: Clerk**

Hire of Tables and Chairs – After recent enquires to hire tables and chairs, it was decided to charge Parish Rate £1 per table and 50p per plastic chair; Non-Parish Rate £2 per table and £1 per plastic chair. A deposit of £30 would be requested. Cllr Aldridge volunteered to produce a booking form for agreement, which would include, charities had precedent over commercial hire.

Action: Cllr Aldridge

21/34.4 Legal Officers Report – nothing to report

21/34.5 Events and Fundraising Officers report – The Duck Race element of the event had been cancelled, due to covid-19 and social distancing concerns, however, the indoor and outdoor car boot would still be held on Sunday 4th July 2021. Cllrs Aldridge, Hooper and Howes volunteered to help.

21/35 Information Board Layout – Cllr Howes advised it was hoped a watercolour impression would be presented to the next meeting. **Action: Cllr Howes**

21/36 CCTV coverage on the Memorial Ground

21/36.1 The application to the Police Community Trust – no update. This would again be chased. **Action: Clerk**

21/37 Pavilion

21/37.1 Signage to Pavilion from Killick Way – item outstanding **Action: Cllr Aldridge**

21/37.2 Cllr Nye had contact details of firms who may be able to undertake the engraving. The plaque was given to Cllr Nye who would investigate further. **Action: Cllr Nye**

21/38 Improvements to Amenity Area (previously noted as MUGA area), Fire Beacon and S106 Funding

21/38.1 A meeting date would be set at the end of the meeting. **Action: Working Group**

21/38.2 After a proposal from Cllr Peek, seconded by Cllr Johnson, it was unanimously **resolved the Working Group would have authority to submit an expression of interest to the S106 fund. **Action: Working Group****

21/39 Pavilion User Group (PUG)

A meeting date would be set at the end of the meeting. **Action: Working Group**

21/40 Maintenance Contracts

21/40.1 Ventilation system – It was resolved contact could be made to a company as advised by the Health and Safety advisor for information. **Action: Clerk**

21/41 The Barn

21/41.1 Use of paved area – Cllr White advised he had spoken to a local builder regarding the wall and their recommendation to remove the plaster, which was suitable for internal use only. Cllr White would seek quotations; permission would need to be obtained from the owner. Cllr White would prepare a proposal regarding the picnic tables for the next meeting. **Action: Cllr White**

21/42 WWMRG Website

21/42.1 Hallmaster would be contacted to ask if they would extend the trail period until extra staff were available and prices would be confirmed. **Action: Clerk and Cllr Howes**

21/43 Matters for the next meeting to be held on Monday 26th July 2021

(Item 20/166.1) Planting of spring bulbs along Robert Street Entrance – Add to September agenda
2 x No Alcohol signs
Logo (for September agenda)
Installation of outside tap (Cllr White)

21/44 After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was unanimously **resolved** to exclude the press and public from the remainder of the meeting due to commercial sensitivity

21/45 Consideration of quotations received for the installation of the following:

(Item 20/204.2) Topsoil and re-turfing the goal mouth area – after a proposal from Cllr White, seconded by Cllr Stanford, it was resolved, with one abstention, to accept Countrywide Grounds Maintenance to a budget of £430.63 + vat. It would be requested if they could water the turf, once laid, orange fencing would be erected by the Trustees to protect the area. **Action: Clerk**

Cleaning of Pavilion Render – quotations had been received, but only one had been provided on the specification requested using the specialist product. A discussion took place where it was requested the cleaning be undertaken to the level of the canopy, which should reduce the cost. After a proposal from Cllr Hooper, seconded by Cllr Johnson, it was unanimously **resolved** to accept the quotation noting the maximum would be £1510.00 + vat. **Action: Clerk**

Meeting closed 9.07 pm

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