

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

22nd September 2021

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 27th September 2021 at 7pm in the Brendon Room, Williton Pavilion**, 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

- 21/73 To advise the recording of the meeting – Chairman**
- 21/74 To note apologies for absence and approve reason, where appropriate**
- 21/75 To Receive any Declarations of Interest**
- 21/76 Minutes of the last meeting held on Monday 26th July 2021 for approval (attached)**
- 21/77 Matters from the minutes – for report purpose only**
- 21/77.1 (Item 21/57.1) Maintenance Contract – Ventilation system – awaiting reply
- 21/77.2 (Item 21/60) The Police had watched the CCTV regarding recent incidents and would make regular patrols
- 21/77.3 (Item 21/65.3) Pavilion Roof Tiles - to note repair been under-taken by Chapel Roofing
- 21/77.4 (Item 21/65.4) Extra security alarm fobs had been ordered
- 21/77.5 (Item 21/68.2) Website Domain Names www.wwmrg.co.uk and www.wwmrg.com had been ordered
- 21/78 Correspondence**
- 21/78.1 To note the correspondence log (attached)
- 21/78.2 Signed Football Agreement – received from Williton Rockets
- 21/79 Finance**
- 21/79.1 Approval of accounts for payment, to include refund of deposits paid (to be given at the meeting)
- 21/79.2 Expenditure and Income Analysis as at 31st July and 31st August 2021 (attached)
- 21/79.3 Estimated Provisions for July and August 2021 (attached)
- 21/79.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 21/79.5 Pavilion running costs against income from bookings analysis (attached)
- 21/79.6 Bank Reconciliation for July and August 2021 (to agree for the Chairman to sign)
- 21/79.7 Annual Audit of Accounts 2020-2021 (attached – asset register outstanding)
- 21/80 Health and Safety**
- 21/80.1 SWT Council – Legionella Risk Assessment for Pavilion – Assessment complete (attached)
- 21/80.2 Temperature thermostat for water tank
- 21/81 Report from Officers**
- Ground Management Officers Report –
- Moles on football pitch - update
 - Removal of goal posts - update (Cllr White)
- 21/81.1 (Item 20/166.1) Planting of spring bulbs along Robert Street Entrance
- (Item 21/61.1) To decide upon location for the planting of an English Oak
 - Clear vegetation between car park and Doctors land, install a fence and oak barrel planters to make the entrance more attractive (Cllrs White and Howes) – to consider
- 21/81.2 Building Management Officers Report
- B Walsh & Sons confirmed render cleaning was scheduled for October

- Asset Management Officers Report
- Damage to Play Area gate
 - Report on damage to picnic bench, by the river and recommendation to secure bench to the ground to stop the bench being moved
- 21/81.3
- Catwell Bin – the ground maintenance team are having to empty bin by hand picking the rubbish as the bags are not large enough (currently using 100 litre) and that household rubbish is being put in the bins. To consider suggestion of having a plate fixed to the top of the bins, with a hole large enough for dog bags and cans. (Cllr White)
 - Suggestion for a bin to be installed by the new Memorial Bench (Cllr White)
- 21/81.4 Legal Officers Report
- 21/81.5 Events and Fundraising Officers report
- Report on Williton Fete held on 4th September 2021
- 21/82 Information Board Layout** (Cllr Howes) – update
- 21/83 CCTV coverage on the Memorial Ground**
- 21/83.1 Awaiting response to Application to the Police Community Trust – due by the end of October 2021
- 21/84 Improvements to Amenity Area (previously noted as MUGA area), Fire Beacon and S106 Funding**
- 21/84.1 S106 Application had been submitted. Awaiting a reply.
- 21/85 Pavilion**
- 21/85.1 Signage to Pavilion from Killick Way – update regarding request to move existing sign to surgery (Cllr Aldridge)
- 21/85.2 Opening Plaque – update on engraving – Cllr Nye
- 21/85.3 Installation of outside tap at Pavilion and The Barn - update (Cllr White)
- 21/85.4 Gartec Lifts – Service Plan Renewal – to consider renewing service contract (attached)
- 21/86 Pavilion User Group (PUG) –** (Cllrs Hooper, Nye, Payne and White) - Update
- 21/87 The Barn**
- 21/87.1 Use of Paved Area – proposal for picnic benches and café - update (Cllr White)
- 21/88 Community Grants from the Clark Foundation** (Cllr Johnson)
- 21/89 Memorial Benches**
- 21/89.1 (Item 21/69) Memorial Bench – awaiting delivery date
- 21/89.2 To consider purchase and installation of bins by Memorial Benches, as per adopted scheme (Cllr White) (attached)
- 21/90 WWMRG Logo** (Cllr Nye)
- 21/91 Matters for the next meeting to be held on Monday 25th October 2021**
(Item 21/12) Plaque for Memorial Oak Tree (add to November 2021 agenda)