

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

20th October 2021

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 25th October 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

- 21/99 To advise the recording of the meeting – Chairman**
- 21/100 To note apologies for absence and approve reason, where appropriate**
- 21/101 To Receive any Declarations of Interest**
- 21/102 Minutes of the last meeting held on Monday 27th September 2021 for approval (attached)**
- 21/103 Minutes of the Extra Ordinary meeting held on Monday 18th October 2021 for approval (attached)**
- 21/104 Matters from the minutes – for report purpose only**
- 21/104.1 (Item 21/81.1) Advice re location for the planting of an English Oak - update
- 21/104.2 (Item 21/81.2) Cleaning of Pavilion render - update
- 21/104.3 (Item 21/85.4) Gartec Lifts – Service Plan Renewal - update
- 21/104.4 (Item 21/89.1) Memorial Bench – to note the bench had arrived and would be installed
- 21/105 Correspondence**
- 21/105.1 To note the correspondence log (attached)
- 21/105.2 Email from Williton Football Club expressing disappointment for fine received for mess left in changing rooms and a complaint regarding the length of and clumps of grass
- 21/106 Finance**
- 21/106.1 Approval of accounts for payment, to include refund of deposits paid (to be given at the meeting)
- 21/106.2 Expenditure and Income Analysis as at 30th September 2021 (attached)
- 21/106.3 Estimated Provisions for September 2021 (attached)
- 21/106.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 21/106.5 Pavilion running costs against income from bookings analysis (attached)
- 21/106.6 Bank Reconciliation for September 2021 (to agree for the Chairman to sign)
- 21/106.7 Budget Considerations for Financial Year 2022-2023 (attached)
- 21/107 Health and Safety**
- 21/108 Report from Officers**
- 21/108.1 Ground Management Officers Report
- 21/108.2 Building Management Officers Report
- 21/108.3 Asset Management Officers Report
- 21/108.4 Legal Officers Report
- 21/108.5 Events and Fundraising Officers report – future of indoor car boot sales
- 21/109 Information Board Layout (Cllr Howes) – update**
- 21/110 CCTV coverage on the Memorial Ground**
- 21/110.1 Awaiting response to Application to the Police Community Trust – due by the end of October 2021

- 21/111** **Amenity Area** - update
- 21/112** **Fire Beacon** – To confirm requirement to repair or replace and agree specification for works to obtain quotations
- 21/113** **Pavilion**
- 21/113.1 Signage to Pavilion from Killick Way – update regarding request to move existing sign to surgery (Cllr Aldridge)
- 21/113.2 Opening Plaque – update on engraving – Cllr Nye
- 21/113.3 Installation of outside tap at Pavilion and The Barn - update
- 21/113.4 Purchase of Hoover for storage in the old baby changing room (attached) – to consider
- 21/113.5 Cleaning of veranda – to decide upon cleaning the floor of the veranda
- 21/113.6 Alcohol Premises Licence – to consider request to apply for change of licence to enable alcohol to be stored on site, but not to extend licensing hours
- 21/114** **Community Grants from the Clark Foundation**
- 21/114.1 To receive a proposal to enable a grant application to be submitted to the Foundation – for consideration (proposal to be forwarded)
- 21/115** **The Barn**
- 21/115.1 Use of Paved Area – to consider proposal, including prices and photographs of benches - update (Cllr White)
- 21/115.2 Painting of the wall by the paved area – update (Cllr White)
- 21/116** **Request for purchase of a Defibrillator for installation on the outside of the Pavilion using covid grants received from SWT Council** (attached)
- 21/117** **WWMRG Logo** (Cllr Nye)
- 21/118** **Matters for the next meeting to be held on Monday 22nd November 2021**
(Item 21/12) Plaque for Memorial Oak Tree (add to November 2021 agenda)
(Item 21/86) Pavilion User Group (PUG) (add to September 2022 agenda)