

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 27th September 2021 at 7pm In the Brendon Room, Williton Pavilion

Attendees:

Councillors: Payne (Chairman), Aldridge, Cook, Hooper, Johnson and White

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Denton, Howes, Naylor and Peeks

Public: None

21/73 The Chairman advised the meeting would not be recorded.

21/74 Apologies

As noted above.

21/75 Declarations of Interest

There were none.

21/76 Minutes of the last meeting held on Monday 26th July 2021

After a proposal from Cllr Cook, seconded by Cllr Aldridge, it was **resolved** to approve the minutes.

21/77 Matters from the minutes

- 21/77.1 (Item 21/57.1) Maintenance Contract on Ventilation System – electrical copies of system had been requested and would be forwarded.
- 21/77.2 (Item 21/60) The Police had watched the CCTV regarding recent incidents and would make regular patrols. Cllr Aldridge reported he had received a letter of apology.
- 21/77.3 (Item 21/65.3) Pavilion Roof Tiles – it was noted the repair had been undertaken
- 21/77.4 (Item 21/65.4) Extra security fobs had been ordered - noted
- 21/77.5 (Item 21/68.2) Website domain names www.wwmrg.co.uk and www.wwmrg.com had been ordered – noted.

21/78 Correspondence

- 21/78.1 It was **resolved** to note the correspondence log
- 21/78.2 A signed Football Agreement had been received from Williton Rockets

21/79 Finance

- 21/79.1 It was unanimously **resolved** to approve the attached accounts for payment. Proposed Cllr White; seconded Cllr Johnson.
- 21/79.2 It was **resolved** to note the attached Expenditure Analysis as at 31st July and 31st August 2021.
- 21/79.3 It was **resolved** to note the Estimated Provisions for July and August 2021.
- 21/79.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.
- 21/79.5 It was **resolved** to note the Pavilion running costs against hire income analysis.
- 21/79.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for July and August 2021.
- 21/79.7 Annual Audit of Accounts 2020-2021 - It was **resolved** to agree and sign the accounts and submit them to the Charity Commission; proposed Cllr Hooper, seconded Cllr Johnson, unanimously **resolved**.

21/80 Health and Safety

A reply had been received from SWT Council confirming that the Legionella Risk Assessment for the Pavilion was complete and no further action, apart from continuing to monitor, was required.

21/81 Report from Officers

21/81.1 Ground Management Officers Report

- Moles had appeared on the football pitch – SWT had provided a contact number, however, it appeared the Moles had disappeared. It was resolved to hold in abeyance and action if they reappeared.
- Goal Posts – Cllr White gave a verbal update on a conversation with Williton Rockets. The stanchion would be retrieved from Cllr Aldridge and Williton Rockets would make the repairs and arrange for the removal of the unwanted posts.
- (Item 20/166.1) Cllr Aldridge volunteered to plant the bulbs along the Robert Street entrance. After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was resolved to purchase 3 packs of daffodil/narcissi.
(Item 21/61.1) It was resolved to ask the SWT Tree Officer for advice on the best position to plant an English Oak on the Memorial Ground.
- A discussion took place regarding the clearing of vegetation between the Doctors and the pavilion car park, the installation of a fence and placement of oak barrel planters. It was agreed the area needed to be tidied. It would be clarified if the area was within the ground maintenance contract.

21/81.2 Building Management Officers Report – B Walsh & Sons had confirmed the render cleaning was scheduled for October.

21/81.3 Asset Management Officers Report

- Damage had been made to the playground gate – the bottom plate had been unscrewed. Cllr White had made the repairs.
- Damage had been made to the picnic bench by the river. It was resolved the bench would be secured to stop the bench being moved into a secluded area. After a proposal it was unanimously resolved to budget up to £100.00 and ask N R Services to secure. Cllr White would meet on site to discuss and show where the bench should be located.
- Catwell Bin – problems were occurring with household rubbish being placed in the bin; it was resolved to place a sign on the bin stating requesting that this stopped and advise the bin was covered by CCTV.
- After a proposal from Cllr White, seconded by Cllr Cook, it was unanimously resolved to purchase a rubbish bin, as per the Memorial Bench scheme, and have it fixed next to the existing Memorial Bench.

21/81.4 Legal Officers Report – nothing to report

21/81.5 Events and Fundraising Officers report –

- Due to the absence of Cllr Howes, Cllr Payne gave a brief verbal report on the village fete, with the suggestion from the events committee to move the Fete from the first Saturday in July to the first Saturday in September. Members agreed this should be a decision for the Events Committee and would be happy with what they decide.

21/82 Information Board Layout – Cllr Howes was in correspondence with The Breeze Gallery regarding the drawing.

21/83 CCTV coverage on the Memorial Ground

21/83.1 The application to the Police Community Trust had been submitted, a response should be received by the end of October 2021. Night vision cameras would be considered. No further update.

21/84 Improvements to Amenity Area (previously noted as MUGA area), Fire Beacon and S106 Funding

21/84.1 The S106 application had been submitted to SWT District Council, a reply was awaited – noted

21/85 Pavilion

21/85.1 Signage to Pavilion from Killick Way –Cllr Aldridge had spoken informally to the Doctors surgery; he would provide them with drawings to give an indicative visual view. It was proposed the sign would be similar to that already in situation at the Robert Street entrance and in the small colour green. Hooks would be considered to enable signs to be erected for various events.

Action: Cllr Aldridge

21/85.2 Plaque engraving – no update due to the absence of Cllr Nye.

Action: Cllr Nye

- 21/85.3 Installation of outside tap at Pavilion and The Barn. Cllr White advised two separate companies had been expected but had not turned up. It was agreed to ask Ross Cox for two quotations, one quote for two taps to be installed, either end of the pavilion, inside the back gates and one quote for one tap, outside the plant room.
- 21/85.4 Consideration was given to the renewal of the service plan from Gartec Lifts. The minimum level would be the Bronze +, however, the clerk would enquire if the Platinum service was a service once a year and if this would meet legislation. It was **resolved** to continue with which ever service provided the necessary cover, either the Bronze + or the new Platinum. Proposed by Cllr White, seconded Cllr Cook and unanimously **resolved**.
- 21/86 Pavilion User Group (PUG)**
- Due to lack of volunteers to stand on the group, it was resolved to remove from the agenda for a period of 12 months.
- 21/87 The Barn**
- 21/87.1 Cllr White would produce a proposal with photographs and costings for the next meeting regarding the picnic benches. After a proposal from Cllr White, seconded by Cllr Hooper, it was unanimously **resolved** to budget £100.00 to enable the wall to be painted, which Cllr White had volunteered to undertake.
- 21/88 Community Grants from the Clark Foundation**
- Cllr Johnson gave a verbal update of her discussion with a representative from the Clerk Foundation. It was **resolved** Cllrs Cook, Johnson and White would produce a proposal to enable a grant application, to include the picnic benches outside of the Barn. The proposal would be presented at the October meeting to consider submitting to the Foundation. The Charity Commission would be contacted for advice regarding any commercial activities, such as a café.
- 21/89 Memorial Benches**
- 21/89.1 A delivery date of the second bench was still awaited.
- 21/89.2 This item had previously been discussed under item 21/81.3
- 21/90 WWMRG Logo**
- No update due to the absence of 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)

Meeting closed 8.55 pm

Signed as a true and correct record Cllr Payne Dated 25th October 2021