

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

26th January 2022

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 31st January 2022 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

- 21/151 To advise the recording of the meeting – Chairman**
- 21/152 To note apologies for absence and approve reason, where appropriate**
- 21/153 To Receive any Declarations of Interest**
- 21/154 Minutes of the last meeting held on Monday 22nd November 2021 for approval (attached)**
- 21/155 Minutes of the Extra Ordinary meeting held on Monday 29th November 2021 for approval (attached)**
- 21/156 Minutes of the Extra Ordinary meeting held on Monday 20th December 2021 for approval (attached)**
- 21/157 Matters from the minutes – for report purpose only**
- 21/158 Correspondence**
- 21/158.1 To note the correspondence log (attached)
- 21/158.2 (Item 21/127.5) Reply from Williton Youth Club asking to be informed in other users were using the building and that they had changed their entrance to via the hall doors for limit access with other users and covid measures.
- 21/158.3 Lloyds Bank – returned cheque due to payee scanning incorrectly – request to re-issue.
- 21/158.4 TV Licence – valid until 30th November 2022
- 21/158.5 Information Commissioner's Office - Confirmation of renewal of annual data protection fee
- 21/158.6 Email from Williton Rockets regarding football posts and damage to pitch (attached)
- 21/159 Finance**
- 21/159.1 Approval of accounts for payment, to include refund of deposits paid (to be given at the meeting)
- 21/159.2 Expenditure and Income Analysis as at 30th November and 31st December 2021 (attached)
- 21/159.3 Estimated Provisions for November and December 2021 (attached)
- 21/159.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 21/159.5 Pavilion running costs against income from bookings analysis (attached)
- 21/159.6 Bank Reconciliation for November and December 2021 (to agree for the Chairman to sign)
- 21/159.7 Budget Considerations for Financial Year 2022-2023 V3 (attached)
- 21/159.8 Omicron Hospitality, Accommodation & Leisure Grant – to consider criteria and whether to apply (attached)
- 21/160 Health and Safety**
- 21/161 Report from Officers**
- 21/161.1 Ground Management Officers Report
- 21/161.2 Building Management Officers Report
- 21/161.3 Asset Management Officers Report
- 21/161.4 Legal Officers Report
- 21/161.5 Events and Fundraising Officers report
- 21/162 Information Board Layout (Cllr Howes) – update**

- 21/163 CCTV coverage on the Memorial Ground**
 21/163.1 Confirmation received from Avon and Somerset Police Community Trust the bid for a grant has been successful and have agreed to award £500, to be match funded
- 21/164 Amenity Area - update**
 21/164.1 (Item 21/144) Specialist Advice - ongoing
 21/164.2 To consider final payment of invoice for Rock Landscaping Ltd (attached)
- 21/165 Fire Beacon**
- 21/166 Pavilion**
 21/166.1 Signage to Pavilion from Doctors Surgery – update
 21/166.2 Opening Plaque – update on engraving – (Cllr Aldridge)
 21/166.3 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 – update from Working Group
 21/166.4 To consider changing thermostats in Changing Rooms 1, 2 and the official's rooms to manually operated (5 in total) (attached)
 21/166.5 Booking for large event and use of ground – to note
 21/166.6 Request for a clock in the kitchen – to consider
 21/166.7 To consider undertaking a deep clean in the kitchen – to include shelves, behind cabinets, utensil boxes etc
- 21/167 Community Grants from the Clark Foundation - update**
- 21/168 The Barn**
 21/168.1 Use of Paved Area – update
 21/168.2 Painting of the wall by the paved area – update
- 21/169** (Item 21/12) **Plaque for Memorial Oak Tree** – to consider
- 21/170 Storage Areas** (Cllr White) (attached)
- 21/171 Registering for Co-op Points** (Cllr Naylor)
- 21/172 WWMRG Logo** (Cllr Cook)
- 21/173 Hire Charges for Pavilion and The Barn** – to consider (attached)
- 21/174 Matters for the next meeting to be held on Monday 28th February 2022**
 (Item 21/86) Pavilion User Group (PUG) (add to September 2022 agenda)
 To consider any allocation to the pavilion maintenance and development fund