

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 April 2022

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

- 21/214 To advise the recording of the meeting – Chairman**
- 21/215 To note apologies for absence and approve reason, where appropriate**
- 21/216 To Receive any Declarations of Interest**
- 21/217 Minutes of the last meeting held on Monday 28th March 2022 for approval** (attached)
- 21/218 Matters from the minutes – for report purpose only**
 - 21/218.1 Pavilion sign by doctors had been ordered – to note
- 21/219 Correspondence**
 - 21/219.1 To note the correspondence log (to be forwarded when available)
 - 21/219.2 Request for a plaque on the Memorial Garden fence – in memory of Frank Morgan, Ross McKee and Bert Pearson who were involved in the siting and building of the Memorial
- 21/220 Finance**
 - 21/220.1 Approval of accounts for payment (to be given at the meeting)
 - 21/220.2 Expenditure and Income Analysis as of 31st March 2022 (attached)
 - 21/220.3 Estimated Provisions for March 2022 (attached)
 - 21/220.4 WWMRG Charity fundraising income and expenditure analysis (attached)
 - 21/220.5 Pavilion running costs against income from bookings analysis (attached)
 - 21/220.6 Bank Reconciliation for March 2022 (to agree for the Chairman to sign)
- 21/221 Health and Safety**
- 21/222 Report from Officers**
 - 21/222.1 Ground Management Officers Report
 - 21/222.2 Building Management Officers Report
 - 21/222.3 Asset Management Officers Report
 - 21/222.4 Legal Officers Report
 - 21/222.5 Events and Fundraising Officers report
- 21/223 Information Board Layout** (Cllr Howes) – update
- 21/224 Planting of a Memorial Oak Tree** – to discuss positioning
- 21/225 Pavilion**
 - 21/225.1 Opening Plaque – update on engraving – (Update Cllr Aldridge)
 - 21/225.2 Upcoming large event – reminder of closure of footpath in front of pavilion
 - 21/225.3 Request for a Locked Key Box in Brendon Room for projector and leads – for ease with bookings
 - 21/225.4 Foxes Lunches – request for freezer to be left on permanently

- 21/226 Matters for the next meeting to be held on Monday 30th May 2022**
(Item 21/86) Pavilion User Group (PUG) Discuss after May elections
(Item 21/193) WWMRG logo – (Update Cllr Cook)
(Item 21/195) Register for co-op points
- 21/227 To pass a resolution to exclude the press and public from the remainder of the meeting due to commercial sensitivity**
- 21/228 Quotation for refurbishment of Memorial Shelters – to consider**