

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

25th May 2022

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 30th May 2022 at 7pm in The Parish Office, 2 Killick Way, Williton**, 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

- 22/01 To advise the recording of the meeting – Chairman**
- 22/02 To note apologies for absence and approve reason, where appropriate**
- 22/03 To Receive any Declarations of Interest**
- 22/04 Appointment of Officers and Working Group Representatives (attached)**
- 22/05 Minutes of the last meeting held on Monday 25th April 2022 for approval (attached)**
- 22/06 Matters from the minutes – for report purpose only**
- 22/06.1 (Item 21/218.1) Pavilion sign by doctors – update (Cllr Aldridge)
- 22/06.2 (Item 21/195) Registering for co-op points – update (Cllr Naylor)
- 22/07 Correspondence**
- 22/07.1 To note the correspondence log (attached)
- 22/07.2 Grants available for communities to help prevent crime – to consider (forwarded 24/05/2022)
- 22/07.3 SWT Council – Public Space Order had expired – to consider reapplying
- 22/07.4 Letter from Lloyds Bank to advise branch will close in November 2022
- 22/08 Finance**
- 22/08.1 Approval of accounts for payment (to be given at the meeting)
- 22/08.2 Expenditure and Income Analysis as of 30th April 2022 (to be forwarded)
- 22/08.3 Estimated Provisions for April 2022 (to be forwarded)
- 22/08.4 WWMRG Charity fundraising income and expenditure analysis (to be forwarded)
- 22/08.5 Pavilion running costs against income from bookings analysis (to be forwarded)
- 22/08.6 Bank Reconciliation for April 2022 (to agree for the Chairman to sign)
- 22/09 Health and Safety**
- 22/10 Report from Officers**
- Ground Management Officers Report
- 22/10.1
 - Report of graffiti on Coronation Gates – to note, Cllr Payne has removed
 - Report that picnic bench had been taken out of concrete footings and moved
- 22/10.2 Building Management Officers Report
- 22/10.3 Asset Management Officers Report
- 22/10.4 Legal Officers Report
- Events and Fundraising Officers report
- 22/10.5
 - To receive a report of the meeting held on 19th May 2022 (attached)
 - Request to hire a dumper truck for Fete Day - to consider
 - Request to purchase First Aid flag
- 22/11 Information Board Layout (Cllr Howes) – update**
- 22/12 Planting of a Memorial Oak Tree – update**

- 22/13 Pavilion**
- 22/13.1 Opening Plaque – update on engraving (Cllr Aldridge)
- 22/13.2 Email from Parishioner asking if the pavilion would be painted due to pink tinge
- 22/13.3 HPC Plaque stating they supported the pavilion for installing in lobby – to arrange installation
- 22/13.4 To arrange a working group to clean the pavilion and surrounding areas – to consider a Sunday
- 22/13.5 Storage of Alcohol
- 22/14** (Item 21/86) **Pavilion User Group (PUG)**
- 22/15** (Item 21/193) **WWMRG Logo** – to decide on a way forward
- 22/16 Matters for the next meeting to be held on Monday 27th June 2022**
Defibrillator
- 22/17 To pass a resolution to exclude the Press and Public from the remainder of the meeting due to Personnel matters**
- 22/18 To consider recommendation from Personnel Committee to allocate up to 20 hours for the Memorial Ground & Pavilion Co-ordinator for the setting up and operation of Hallmaster Booking System for the Pavilion**