

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

22nd June 2022

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 27th June 2022 at the Rising of the Parish Council meeting 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

- 22/19 To advise the recording of the meeting – Chairman**
- 22/20 To note apologies for absence and approve reason, where appropriate**
- 22/21 To Receive any Declarations of Interest**
- 22/22 Minutes of the last meeting held on Monday 30th May 2022 for approval (attached)**
- 22/23 Matters from the minutes – for report purpose only**
- 22/23.1 (Item 22/06.1) Pavilion sign by doctors – Cllrs Aldridge and Payne had completed installation – to note
- 22/23.2 (Item 22/06.2) Registering for co-op points – The Clerk had completed the registration – to note
- 22/23.3 (Item 22/13.3) HPC Plaque for Pavilion - Cllrs Aldridge and Payne had completed installation – to note
- 22/23.4 (Item 22/13.4) Working Group to clean pavilion and surrounding area (Cllr Peeks to arrange a date in July)
- 22/23.5 (Item 22/07.2) Grants available for Communities – a reply had been received from Neighbourhood Watch stating they were unable to assist – noted the deadline had passed.
- 22/23.6 Memorial Shelters – work due to commence w/c 27.06.22 – to note
- 22/24 Correspondence**
- 22/24.1 To note the correspondence log (attached)
- 22/24.2 West Somerset Railway Association request to erect a temporary boarding on the gate to Williton Memorial Ground advertising the Steam Rally at Norton Fitzwarren on 6/7th August. The WSRA is a charity who raise funds to support the railway and remove the boarding on the 8th August.
- 22/25 Finance**
- 22/25.1 Approval of accounts for payment (to be given at the meeting)
- 22/25.2 Expenditure and Income Analysis as of 31st May 2022 (attached)
- 22/25.3 Estimated Provisions for May 2022 (attached)
- 22/25.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 22/25.5 Pavilion running costs against income from bookings analysis (attached)
- 22/25.6 Bank Reconciliation for May 2022 (to agree for the Chairman to sign)
- 22/26 Health and Safety**
- 22/26.1 Report from PCSO Thompson that the Memorial Stone was loose – to note this had been reported to Royal British Legion
- 22/27 Report from Officers**
- 22/27.1 Ground Management Officers Report
- 22/27.2 Building Management Officers Report
- 22/27.3 Asset Management Officers Report
- 22/27.4 Legal Officers Report
- Events and Fundraising Officers report
- 22/27.5
 - To receive a report of the meeting held on 18th June 2022 (attached)
 - Request to hire a dumper truck for Fete Day - to receive costings (Cllr Howes)
 - Fete Day – request for Councillors to take responsibility for set areas and the organisation of that area

- 22/28 Information Board Layout** (Cllr Howes) – update
- 22/29 Planting of a Memorial Oak Tree** – to make decision on where to plant
- 22/30 Pavilion**
- 22/30.1 Opening Plaque – update on engraving (Cllr Aldridge)
- 22/30.2 Locking System (Cllr Aldridge)
- 22/30.3 Premises Licence – confirmation of area covered
- 22/30.4 Trays and Tea Towels removed from kitchen, unable to confirm which booking – to consider replacement
- 22/30.5 Photos of broken slate on roof – to consider replacement (forwarded 20.06.22)
- 22/30.6 Donation of computer and printer – to consider location – media cupboard suggested
- 22/30.7 Report of broken shelf in ladies’ toilets – to consider replacement
- 22/30.8 Key Holders for Emergency Access – to confirm who would continue to hold keys and be on call for emergencies – current holders: Cllrs Aldridge, Hooper, Howes, Payne, Peeks and White
- 22/31 To delegate authority for Clerk to authorise works or replacement for items on Memorial Ground and in the Pavilion in conjunction with the Chairman up to a value of £500.00** (for example the items discussed above)
- 22/32 Defibrillator**
- (Item 21/116) Purchase for installation at Pavilion agreed, to confirm the following:
- 22/32.1
- To decide upon a locked or unlocked cabinet
 - To decide upon a 3 year or 5-year support at £165.00 + vat per annum
- 22/33** (Item 21/193) **WWMRG Logo** – to consider designs forwarded
- 22/34** (Item 22/07.3) **Public Space Order**
- 22/35 Matters for the next meeting to be held on Monday 25th July 2022**
- Pavilion User Group (PUG)