

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 30th May 2022 at 7pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge, Hooper, Howes, Naylor (arrived during item 22/04), Nye and Peeks
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Councillors: Denton and White
Public: None

22/01 The Chairman advised the meeting would be recorded.

22/02 Apologies

As noted above and reasons approved.

22/03 Declarations of Interest

| Name | Agenda Item | Interest | Action |
|------------|-------------|-----------|--------------|
| Cllr Payne | 22/08.1 | Pecuniary | Did not vote |

22/04 Appointment of Officers and Working Group Representatives

| | |
|-------------------------------|---|
| Appointment | All Councillors Chairman : Payne Vice Chair : White |
| Asset Management Officers | Hooper, Payne and Peeks |
| Budget Monitoring Officers | Aldridge and Payne |
| Building Management Officers | Howes and (White to be asked) |
| Events & Fundraising Officers | Howes and Nye |
| Ground Management Officers | Hooper and Howes |
| Legal Officers | Naylor and Peeks |
| Press Officer | Clerk and Howes |

22/05 Minutes of the last meeting held on Monday 25th April 2022

After a proposal from Cllr Howes, seconded by Cllr Nye, it was **resolved** to approve the minutes, with three abstentions due to absence.

22/06 Matters from the minutes

22/06.1 (Item 21/218.1) Pavilion Sign by Williton Doctor's Surgery – Cllr Aldridge advised all materials had been received and the sign would be erected the following day **Action: Cllrs Aldridge and White**

22/06.2 (Item 21/195) Registration for Co-op points – item outstanding, the Clerk would now apply when the next round became available **Action: Clerk**

22/07 Correspondence

22/07.1 It was **resolved** to note the correspondence log

22/07.2 Grants available for communities to help prevent crime – the Clerk would make contact to enquire if the grant could be applied for from the Charity, for the Parish Council towards CCTV **Action: Clerk**

22/07.3 SWT Council had advised the Public Space Order had expired. Unanimously **resolved** the Clerk would contact the Police and SWT Council to re-new, proposed Cllr Hooper, seconded Cllr Peeks **Action: Clerk**

22/07.4 Notification had been received from Lloyds Bank advising the Williton Branch would close in November 2022 - noted

22/08 Finance

22/08.1 It was **resolved** to approve the accounts for payment. Proposed Cllr Hooper; seconded Cllr Howes. **Action: Clerk**

- 22/08.2 It was **resolved** to note the attached Expenditure Analysis as at 30th April 2022.
- 22/08.3 It was **resolved** to note the Estimated Provisions for April 2022.
- 22/08.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.
- 22/08.5 It was **resolved** to note the Pavilion running costs against hire income analysis. Agreed the spreadsheet would show year by year totals and budgeted costs would be included. **Action: Clerk**
- 22/08.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for April 2022

22/09 Health and Safety

The Chairman advised an accident had occurred at the Duck Race where a volunteer had climbed over the fence and had twisted their ankle. The insurance company had been informed. A combination key for the gate was considered, however, it was resolved Cllr Howes would be given a river key and one would be stored in the notified location in the Parish Office.

Cllr Hooper raised concern that the mop and bucket was being stored in the kitchen – advised this was because most hirers were not cleaning the floor. After a discussion, it was **resolved** it would be stored in the old baby changing store and a notice displayed in the kitchen advising where it was located and for it to be returned after use. **Action: Clerk**

22/10 Report from Officers

22/10.1 Ground Management Officers Report

- It was reported a broken branch had been put next to the barn and it needed removing.
- There had been several reports of graffiti – Cllr Payne had cleaned the graffiti from the Coronation Gates, but more had been reported on the Memorial Shelter bin and on the end of the Barn. Cllrs would try to remove it.
- The middle picnic bench by the river had been taken out of its concrete footings and moved. Requirement for bench to be re-concreted securely
- The football goal posts had been removed and were currently next to the Barn. The football club would be asked to liaise with Cllr White to move the goals to the back of the pavilion for safe storage. The club would be asked if they have the correct tool to dismantle the posts – if not, it was **resolved** Cllr Aldridge would purchase the necessary tool, proposed Cllr Hooper, seconded Cllr Howes.

22/10.2 Building Management Officers Report – Cllr Peeks would check a tile on the pavilion roof, which may possibly be broken.

22/10.3 Asset Management Officers Report – Nothing to report

22/10.4 Legal Officers Report – Nothing to report

22/10.5 Events and Fundraising Officers report

- Cllr Howes gave a verbal update
- A request had been received to consider hiring a dumper truck for Fete Day to help with the setting up, with heavy equipment. A volunteer held the necessary license, which Cllr Howes had seen. Concern was raised regarding ensuring the vehicle was safe, if delivered on Friday and collected on Monday. The Parish Council could be asked if it could be stored outside the office where it would be more visible. Cllr Howes would obtain prices and report back to the next meeting. **Action: Cllr Howes**
- Request to purchase a First Aid flag, on a pole with base, at a cost of £74.00. Resolved to purchase, proposed Cllr Hooper, seconded Cllr Nye with one abstention.
- Film Nights had been cancelled for the time being due to lack of attendees and the licence cost involved, but future popular films would be considered.
- Jubilee Weekend – Councillors were asked to meet on the following dates and times:
 1. Lighting of The Beacon – Thursday 2nd June – 8.30pm to erect bunting. Beacon would be prepared before event for lighting at 9.45pm. Proclamation and bugle played before lighting
 2. Picnic in the Park – Sunday 5th June – Councillors were asked to meet at 11.30am to arrange tables and chairs in pavilion for events to be televised.
- Fete – Cllr Howes advised she would organise the stalls but required Councillors to take on other sections of the event. Cllr Payne was organising the Produce show and Cllr Nye was organising the Bar. A list of what was needed would be forwarded.

22/11 **Information Board Layout** – no update

- 22/12 Planting of a Memorial Oak Tree** – The written report was still awaited. Cllr Hooper raised concern regarding the positioning due to future proofing for extension of the pavilion which was noted. This would be considered when the proposed position had been received.
- 22/13 Pavilion**
- 22/13.1 Opening Plaque – No update, Cllr Aldridge would chase the company again for a quotation
Action: Cllr Aldridge
- 22/13.2 An email had been received from a Parishioner asking if the pavilion would be painted due to a pink tinge. It was **resolved** the Clerk would reply advising it would not be painted, due to the finish being a through render
Action: Clerk
- 22/13.3 A plaque had been received from HPC stating they supported the pavilion – **resolved** this would be installed in the lobby.
Action: Cllrs Aldridge and Payne
- 22/13.4 Cllr Peek had requested a working group to clean the pavilion and surrounding areas. It was resolved Cllr Peek would organise a group on a Sunday afternoon, so as not to interfere with bookings, possibly middle of July.
Action: Cllr Peek
- 22/13.5 SWT Council had verbally confirmed details regarding the pavilion license
- 22/14 (Item 21/86) Pavilion User Group (PUG)**
The current structure and terms of reference would be forwarded to all Councillors for discussion at the next meeting.
- 22/15 (Item 21/193) WWMRG Logo**
Cllr Howes had produced 10 possible logos – these would be forwarded to all Councillors to consider for the next meeting
Action: Clerk and Cllr Howes
- 22/16 Matters for the next meeting to be held on Monday 27th June 2022**
Defibrillator
Locking System at Pavilion
Premises license – to confirm boundary and whether it extends over the veranda
- 22/17 A resolution was passed to exclude the press and public from the remainder for the meeting, due to commercial sensitivity.** Proposed Cllr Peek, seconded by Cllr Howes
- 22/18 Hallmaster Booking System**
After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to agree to the 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.
Action: Clerk

Meeting closed 8.37 pm

Signed as a true and correct record ... Cllr Payne Dated 27th June 2022