

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 27th June 2022 at 7.10pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Hooper, Howes and Nye

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Aldridge, Denton, Naylor, Peeks and White

Public: None

22/19 The Chairman advised the meeting would be recorded.

22/20 Apologies

As noted above and reasons approved.

22/21 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Howes	22/25.1	Pecuniary	Did not vote
Cllr Payne	22/24.2	Personal	Did not vote

22/22 Minutes of the last meeting held on Monday 30th May 2022

After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to approve the minutes.

22/23 Matters from the minutes

22/23.1 (Item 22/06.1) Pavilion Sign by Williton Doctor's Surgery – Cllrs Aldridge and Payne had completed installation - noted

22/23.2 (Item 22/06.2) Registration for Co-op points – The Clerk had completed the registration - noted

22/23.3 (Item 22/13.3) HPC Plaque for Pavilion – Cllrs Aldridge and Payne had completed installation - noted

22/23.4 (Item 22/13.4) Working Group to clean pavilion and surrounding area – Cllr Peeks would confirm a date in July **Action: Cllr Peeks**

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 was due to commence w/c 27.06.22 - noted

22/24 Correspondence

22/24.1 It was **resolved** to note the correspondence log

22/24.2 A request for a temporary advertising sign for the Steam Rally had been received from the West Somerset Railway Association. **Resolved** to agree to the request, proposed Cllr Howes, seconded Cllr Nye with one against and one abstention. Motion carried. **Action: Clerk**

An email had been received before the meeting from the Youth Club raising concern regarding other hirers entering their room. The Clerk would speak to the other hirer and notices will be put on the doors to say, 'Private Hire – Do not enter'. The Youth Club also requested to use either the car park or field for a mobile skate park during their upcoming session, it was agreed to allow the field to be used. **Action: Clerk**

22/25 Finance

22/25.1 It was **resolved** to approve the accounts for payment.
Proposed Cllr Hooper; seconded Cllr Nye, with one abstention. **Action: Clerk**

22/25.2 It was **resolved** to note the attached Expenditure Analysis as at 31st May 2022.

22/25.3 It was **resolved** to note the Estimated Provisions for May 2022.

22/25.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

- 22/25.5 It was **resolved** to note the Pavilion running costs against hire income analysis.
- 22/25.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for May 2022
- 22/26 Health and Safety**
- 22/26.1 A report had been received from PCSO Thompson that the Memorial Stone was loose – this had been reported to the Royal British Legion who were arranging repair. A notice would be tied to the stone, warning that it was loose. **Action: Clerk**
- The bolts on the Roundabout had become loose. This would be checked, and repairs carried out accordingly.
- 22/27 Report from Officers**
- 22/27.1 Ground Management Officers Report
- The fence in the Children's Play Area was broken. **Resolved** to repair. Proposed Cllr Hooper, seconded Cllr Howes. **Action: Clerk**
- 22/27.2 Building Management Officers Report
- The lock in the pavilion storeroom had been broken – this would not be repaired but signs would be put on the doors asking users to wedge the doors open whilst accessing the storeroom and ask that care is taken whilst doing so, due to damage being caused **Action: Clerk**
- 22/27.3 Asset Management Officers Report – No update
- 22/27.4 Legal Officers Report – Nothing to report
- 22/27.5 Events and Fundraising Officers report
- Minutes from the meeting held on 18th June 2022 was noted
 - Cllr Howes had obtained a price for the hire of a dumper truck for Fete Day to ease the set up and break down at £120.00 + vat. Other prices would be sought, and options considered. **Action: Cllr Howes**
 - Fete – Cllr Howes gave a verbal update regarding the fete – noted there was concern regarding lack of volunteers
- 22/28 Information Board Layout**
- Cllr Howes requested this item was removed from the agenda to enable photographs and information to be sorted. It was **resolved** the item would be deferred until the October 2022 meeting.
- 22/29 Planting of a Memorial Oak Tree**
- It was unanimously **resolved** to remove this item from the agenda as it related to a Memorial over 3 years ago. Proposed Cllr Howes, seconded Cllr Hooper.
- 22/30 Pavilion**
- 22/30.1 Opening Plaque – deferred due the absence of Cllr Aldridge
- 22/30.2 Locking System - deferred due the absence of Cllr Aldridge
- 22/30.3 Premises Licence – deferred due to waiting response from SWT Council
- 22/30.4 Trays and Tea Towels – problems were occurring as these items were being taken from the building. Their replacement was considered, and it was agreed not to replace at the current time. The hire agreement would include that tea towels are not supplied.
- 22/30.5 Broken slate – unanimously **resolved** to arrange for the slate to be repaired. Proposed Cllr Howes, seconded Cllr Hooper.
- 22/30.6 A computer and printer had been donated for use by the Charity for posters etc during events. Unanimously **resolved** this would be stored in the media cupboard
- 22/30.7 Broken shelf in ladies' toilets – unanimously **resolved** to replace. Proposed Cllr Hooper, seconded Cllr Nye
- 22/30.8 Key Holders for pavilion noted as Cllrs Aldridge, Hooper, Howes, Payne, Peeks and White. Emergency contact numbers would be updated, showing numbers only. The clerk would investigate a round-robin style phone number, similar to one used for the Helpline.

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

It was unanimously **resolved** to delegate authority – proposed Cllr Hooper, seconded Cllr Nye

22/32 Defibrillator

22/32.1 (Item 21/116) Installation of a defibrillator had been previously agreed

Unanimously resolved upon a locked cabinet. Proposed Cllr Payne, seconded Cllr Howes

Unanimously resolved upon a 5-year support package at £165.00 + vat per annum, proposed Cllr Howes, seconded Cllr Nye

22/33 WWMRG Logo

Examples of logos had been forwarded. Unanimously **resolved** to use Logo 2, using the same font as the logo and the colours specified. Appropriate copyright would be obtained. Cllr Howes would action to a budget of £100.00. Proposed Cllr Hooper, seconded Cllr Nye. **Action: Cllr Howes**

22/34 (Item 22/07.3) **Public Space Order** – deferred as awaiting details from SWT Council

22/35 Matters for the next meeting to be held on Monday 25th July 2022

Pavilion User Group (PUG)

Information Board (October 2022)

Meeting closed 8.19 pm

Signed as a true and correct record ... Cllr Payne Dated ... 25th July 2022