

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

21st September 2022

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 26th September 2022 at 7.00pm 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

HM Queen Elizabeth II

Prior to the commencement of the meeting a one-minute silence will be observed to pay respects to HM Queen Elizabeth II following her death on the 8th of September 2022

- 22/51 To advise the recording of the meeting – Chairman**
- 22/52 To note apologies for absence and approve reason, where appropriate**
- 22/53 To Receive any Declarations of Interest**
- 22/54 Minutes of the last meeting held on Monday 25th July 2022 for approval (attached)**
- 22/55 Matters from the minutes – for report purpose only**
To note the broken slate on roof had been repaired
To note the mirror in the gents had been replaced by Watchet Glass & Glazing, free of charge
- 22/56 Correspondence**
22/56.1 To note the correspondence log (attached)
- 22/57 Finance**
22/57.1 Approval of accounts for payment (to be given at the meeting)
22/57.2 Expenditure and Income Analysis as of 31st July and 31st August 2022 (attached)
22/57.3 Estimated Provisions for July and August 2022 (attached)
22/57.4 WWMRG Charity fundraising income and expenditure analysis (attached)
22/57.5 Pavilion running costs against income from bookings analysis (attached)
22/57.6 Bank Reconciliation for July and August 2022 (to agree for the Chairman to sign)
- 22/58 Health and Safety**
(Item 22/43) Response from CLP Safety & Training Ltd regarding the pavilion car park –
"It's reasonable to expect car users to be considerate of the fact they are in near proximity to a place where children can play. The onus really is on the user/hirer of the pavilion to do a risk assessment if they have vulnerable users. For example, a group of children must be supervised and not allowed to run around the carpark. In terms of when the parish council put on events such as the fete then you have a duty to manage this risk, perhaps by the use of marshals" – to note
- 22/59 Report from Officers**
Ground Management Officers Report
- 22/59.1
 - Repairs and benches to be discussed under item 22/66
 - The bench had been looked at for removal, but suggestion that it could be mended – to consider
 - Request for a Kick Wall (Cllr Hooper)
- 22/59.2 Building Management Officers Report
- 22/59.3 Asset Management Officers Report

- 22/59.4 Legal Officers Report
22/59.5 Events and Fundraising Officers report
- 22/60 Pavilion**
22/60.1 Opening Plaque – update on engraving (Cllr Aldridge)
22/60.2 Locking System – to be discussed under 22/65
22/60.3 Public Space Protection Order (PSPOs) and Premises Licence – confirmation of area covered – (attached)
22/60.4 Lift – to note the 6-month maintenance had been undertaken on 21st September 2022
22/60.5 Hallmaster Booking System – system now ready to go live, to consider payment options for hirers
- 22/61 Defibrillator** - update
- 22/62 WWMRG Logo** – update
- 22/63 Williton Rockets**
To consider new agreement – Williton Rockets would be unable to advise by Thursday 5pm of any possible cancellations to games, as requested by Trustee at the last meeting – to consider alternatives
- 22/64 To pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity**
- 22/65 Pavilion Locking System** - quotation received from Coomber Security to alter their system – to consider (attached)
- To consider Quotations Received for following items: (attachments to follow)**
- 22/66**
- Window Cleaning
 - Repair to Bench
 - Painting of white pillars
 - Painting of blue door protection bars and cycle shelter
 - High pressure wash of block paving
- 22/64 Matters for the next meeting to be held on Monday 24th October 2022**
Pavilion User Group (PUG)
Information Board (October 2022)