

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 26th September 2022 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge, Hooper and Peeks

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Denton, Howes, Naylor, Nye and White

Public: None

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

22/51 The Chairman advised the meeting would be recorded.

22/52 Apologies

As noted above and reasons approved.

22/53 Declarations of Interest

| Name | Agenda Item | Interest | Action |
|---------------|-------------|----------|--|
| Cllr Payne | 22/57.1 | Personal | Did not vote on personal reimbursement |
| Cllr Aldridge | 22/57.1 | Personal | Did not vote on personal reimbursement |

22/54 Minutes of the last meeting held on Monday 25th July 2022

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

22/55 Matters from the minutes

The broken slate on the pavilion roof had been repaired

The mirror in the gentleman's toilet had been replaced, free of charge, by Watchet Glass & Glazing. Noted a Thank you letter had been sent

22/56 Correspondence

22/56.1 It was **resolved** to note the correspondence log

A complaint had been received regarding the Cream Tea sales at the recent car boot. The cream teas were donated with the request that all takings go towards the Santa Parade, but this had not happened and had been included incorrectly with other monies at the event. In addition, free cream teas had been given out and some taken home by volunteers. This had been resolved and an apology given.

A response had been received from the office of Sir Christopher Chope advising that the fly posting had been done without their knowledge and it had not been distributed from his office.

22/57 Finance

22/57.1 It was **resolved** to approve the accounts for payment, with Cllrs Payne and Aldridge abstaining regarding reimbursement of personal payments. Proposed Cllr Peeks; seconded Cllr Hooper

22/57.2 It was **resolved** to note the attached Expenditure Analysis as at 31st July and 31st August 2022

22/57.3 It was **resolved** to note the Estimated Provisions for July and August 2022.

22/57.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

- Cllr Peeks requested the removal of Cartridges and Stamps as this was no longer carried out – **resolved** these lines would be removed at the end of the current financial year.
- It was **resolved** the Bags to School fundraising income line would be moved to Pavilion Fundraising – proposed Cllr Peeks, seconded Cllr Hooper.
- Fete expenses would be added - noted

22/57.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

22/57.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for July and August 2022

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"* – noted

22/59 Report from Officers

22/59.1 Ground Management Officers Report

- Repairs and benches to be discussed under item 22/66
- Cllr Hooper requested a Kick Wall. This would be passed to the Amenity Area Working Group to add to the consultation if this was wanted by the public, if so, costs would be looked at
- Weeding of pavilion hedge alongside the doctors – EPC would be asked when the grounds maintenance contractors were due to clear and consider increasing its frequency in future contracts.
- Ownership of the wall and hedge would be investigated.

22/59.2 Building Management Officers Report

- The shelters had been completed
- The urinal screen was loose in the gents' toilets in the pavilion
- Metal hoop on pavilion veranda was loose

22/59.3 Asset Management Officers Report – The Clerk reported staff would start this the following day

22/59.4 Legal Officers Report – No report

22/59.5 Events and Fundraising Officers report

- Noted the Fete had been successful and enjoyed by all

22/60 Pavilion

22/60.1 Opening Plaque – Cllr Aldridge showed the plaque that had received an initial polishing. This would now be taken to the engravers for further polishing and engraving.

22/60.2 Locking System – to be discussed under item 22/65

22/60.3 Public Space Protection Order (PSPOs) and Premises Licence – a reply had been received from SWT Council advising there was currently no PSPO on the Memorial Ground, with the advice to ask Unitary Council to consider implementing again after 1st April 2023. Cllr Aldridge, as District Councillor, would take this up with the licensing department. The premises licence covered the covered veranda.

22/60.4 It was noted the 6-month maintenance on the lift had been undertaken on the 21st September 2022

22/60.5 Hallmaster Booking System was now ready to go live. Payment options were discussed – after a proposal from Cllr Peeks, seconded by Cllr Hooper, it was resolved to accept payment via cash, cheque or bank transfer, but not PayPal. This would be monitored for 6 months.

22/61 Defibrillator

The defibrillator had been installed and awaited registration

22/62 WWMRG Logo

Cllr Howes had confirmed she was working on the logo and would report to the next meeting

22/63 Williton Rockets

The club had concerns that having to cancel games by 4pm on Thursday would not be practical and asked if this could be extended to 12 noon on the Saturday before the Sunday game. A discussion took place which included looking at adding a cancellation fee for the next agreement. After a proposal from Cllr Payne, seconded by Cllr Hooper, it was resolved to accept the notification by 12 noon on the Saturday for this season.

A complaint had been received regarding long grass. They would be offered to have extra cuts, before games if required, but this would be at their cost – proposed Cllr Peeks, seconded Cllr Hooper

22/64 A resolution was passed to exclude the Press and Public from the remainder of the meeting, due to commercial sensitivity - Proposed Cllr Aldridge, seconded Cllr Peaks

22/65 Pavilion Locking System

The quotation received from Coomber Security was considered and it was thought having the extra fob pads installed would not improve the situation, therefore, it was **resolved** not to proceed.

22/66 Consideration of Quotations Received

Window Cleaning – after a proposal from Cllr Payne, seconded by Cllr Peaks, it was resolved to accept the quotation from Eljet Exterior Cleaning, but remove the 4th bullet point 'to add main door porch roof glass'.

Repair to Bench – After a proposal from Cllr Aldridge, seconded by Cllr Payne, it was resolved, with one vote against, to accept the repair to the bench, up to a maximum budget of £200.00.

Painting of White Pillars – after a proposal from Cllr Payne, seconded by Cllr Hooper, it was unanimously resolved to accept the quotation, providing that it includes rust treatment.

Painting of blue door protection bars and cycle shelter – Cllr Peaks stated that these were powder coated and therefore should not be painted. They would be inspected further and if any rust present, would come back to a future meeting to discuss way forward

High pressure wash of block paving – resolved not to accept quote and that Councillors would scrub the paving instead. Proposed Cllr Peaks, seconded Cllr Hooper.

22/67 Matters for the next meeting to be held on Monday 24th October 2022

Pavilion User Group (PUG)

Information Board (October 2022)

Hire Charges (November 2022)

Meeting closed 9.15 pm

Signed as a true and correct record Cllr Payne Dated ... 24th October 2022