

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

23rd November 2022

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 28th November 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

- 22/86 To advise the recording of the meeting – Chairman**
- 22/87 To note apologies for absence and approve reason, where appropriate**
- 22/88 To Receive any Declarations of Interest**
- 22/89 Minutes of the last meeting held on Monday 24th October 2022 for approval (attached)**
- 22/90 Matters from the minutes – for report purpose only**
- 22/91 Correspondence**
- 22/91.1 To note the correspondence log (attached)
- 22/91.2 Request from Royal British Legion to erect a Christmas Tree at Memorial Shelter, same basis as last year – to consider for agreement and for subsequent years
- 22/91.3 Request for a shielded light / censor light to be erected at Memorial Shelter due to an incident of anti-social behaviour and being unlit in this area
- 22/92 Finance**
- 22/92.1 Approval of accounts for payment (to be given at the meeting)
- 22/92.2 Expenditure and Income Analysis as of 31st October 2022 (attached)
- 22/92.3 Estimated Provisions for October 2022 (attached)
- 22/92.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 22/92.5 Pavilion running costs against income from bookings analysis (attached)
- 22/92.6 Bank Reconciliation for October 2022 (to agree for the Chairman to sign)
- 22/92.7 Budget Considerations for Financial Year 2023-2024 (attached)
- 22/92.8 Annual Audit of Accounts 2021 – 2022 (attached)
- 22/93 Health and Safety**
- 22/94 Report from Officers**
- 22/94.1 Ground Management Officers Report
- 22/94.2 Building Management Officers Report
- 22/94.3 Asset Management Officers Report – report of broken small table and trolley wheel
- 22/94.4 Legal Officers Report
- 22/94.5 Events and Fundraising Officers report
- 22/95 Pavilion**
- 22/95.1 Opening Plaque – update on engraving (Cllr Aldridge)
- 22/95.2 Clock on pavilion
- 22/95.3 Cigarette Bins – to consider replacement as current bins leaking and marking render
- 22/96 Information Board**

- 22/97** **Amenity Area - update**
22/97.1 Notes from the meeting held on 21st November 2022 (to be forwarded)
22/97.2 Authority for Working Group to proceed with purchase of benches, to a maximum budget of £2,000.00
- 22/98** **Co-op Local Community Fund** – update of funds raised but not yet received
- 22/99** **Marketing of the field - promoting use of and sporting facilities**
- 22/100** **Matters for the next meeting to be held on Monday 30th January 2023**
Pavilion User Group (PUG)
(Item 22/60.3) PSPO on Memorial Ground – request re-implementation 1st April 2023