

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 24th October 2022 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge (arrived at 7.11pm), Angell, de Burgh-Thomas, Howes, Nye, Peeks and White
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Councillors: Aldridge (who would arrive later) Denton, Hooper, Naylor and Whetlor
Public: None

22/68 The Chairman advised the meeting would be recorded.

22/69 Apologies

As noted above and reasons approved.

22/70 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Peeks	22/74.1	Personal	Did not vote on personal reimbursement

22/71 Minutes of the last meeting held on Monday 26th September 2022

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

22/72 Matters from the minutes

22/72.1 (Item 22/59.2) Urinal screen in gentleman's toilets in the pavilion had been secured by Cllr Payne

22/72.2 (Item 22/61) The Defibrillator had been registered and was ready for use

22/73 Correspondence

22/73.1 It was **resolved** to note the correspondence log

22/74 Finance

22/74.1 It was **resolved** to approve the accounts for payment, with Cllr Peeks abstaining regarding reimbursement of their personal reimbursement. Proposed Cllr Howes; seconded Cllr White

22/74.2 It was **resolved** to note the attached Expenditure Analysis as at 30th September 2022

22/74.3 It was **resolved** to note the Estimated Provisions for September 2022.

22/74.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

22/74.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

22/75.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for September 2022. Proposed Cllr Howes, seconded Cllr White

22/75.7 Budget Considerations – deferred to next meeting

22/75 Health and Safety

Cllr Payne confirmed he was producing Risk Assessments for upcoming events

22/76 Report from Officers

22/76.1 Ground Management Officers Report

- The conkers would soon be scheduled for collection
- Stone Wall by the roller – noted the vegetation needed removing but concern was raised regarding any possible damage this could cause to the wall. After a proposal from Cllr Peeks, seconded by Cllr Howes, it was unanimously **resolved** the ownership of the wall would be clarified, with advice from solicitors if unclear, then the owners would be approached and asked to take action to clear the vegetation, giving the authority to the Clerk to progress. Cllr Peeks offered to obtain a copy of the deeds from land registry.

- The wall and fence along Williton Surgery was discussed as vegetation was encroaching. After a proposal from Cllr Howes, seconded by Cllr Angell, it was unanimously **resolved** to write a letter requesting this was cut back and maintained.

22/76.2 Building Management Officers Report

- The banister/handrail under the kitchen serving hatch needed securing

22/76.3 Asset Management Officers Report

- Cllr White requested authority to remove broken and unwanted items from the Barn. It was agreed Cllrs Payne, Peeks and White would arrange an onsite meeting to discuss.

22/76.4 Legal Officers Report – No report

22/76.5 Events and Fundraising Officers report

- A discussion took place regarding the physical handling of cash at large events ie fete. It was agreed the floats were given out, counted and signed for, then at the end of the event monies were put into a container, signed for by collector and stall holder. Returned securely by two, to the parish office and locked away until the next working day, when two members of staff would check the seal was intact, open and count under dual control. An email would be sent to members and volunteers on the day of counting to advise the total takings.
- Events such as bingo, car boot and film club – after a proposal from Cllr Howes, seconded by Cllr Aldridge, it was **resolved** to pass a resolution at the end of agenda for the meeting to go into private session.
- Cllr Peeks complained the advertising signs were permanently erected. All members were asked to remove signs and posts if noticed after the event had finished. Cllrs White and Howes would remove for now and Cllr White requested a budget was made for new signs.
- The Chairman advised the office had been in receipt of an email and proposed this was also discussed in closed session, seconded by Cllr Peeks and unanimously **resolved**.

22/77 Pavilion

22/77.1 Opening Plaque – Cllr Aldridge gave a verbal update regarding the polishing and engraving of the plaque, confirming the Clerk was copied into all emails.

22/77.2 Pavilion Clock – it was unanimously **resolved** to set a budget up to £1,000.00 for the Clerk to contact the supplier and authorise any necessary repairs. Proposed Cllr Payne, seconded Cllr Peeks.

22/79 WWMRG Logo

Cllr Howes presented three options of logos that she had personally produced, which would incur a one-off cost of £47.99 + vat but would not have copyright restrictions. After a proposal from Cllr Howes, seconded by Cllr White, it was **resolved**, with one against, to Option One.

22/80 Information Board

Cllr Howes would contact Watchet Town Council and design companies regarding the production of the information board. Cllr Angell offered his assistance.

22/81 Amenity Area

22/81.1 Notes from the meeting held on 17th October 2022 were noted.

22/82 Complaint from Williton Rockets regarding grass

It was unanimously **resolved** to write to EPC regarding the complaint of the length of grass and request that the frequency and type of cut was considered when budgeting for and renewing the grounds maintenance contract. Problems had occurred with grass being put down the disabled toilet, it was suggested that next year's contract would be changed to include a miss-use of equipment fine.

22/83 The Barn

22/83.1 Consideration was given regarding the purchase of three picnic benches to be located on the hard standing area outside of the barn – Cllr White proposed the sum of £1,500.00 was allocated for the purchase of 3 benches, seconded by Cllr Howes and **resolved** with one abstention.

22/83.2 Consideration was given to allow the Parish Council to erect the two benches, in the ownership of WWMRG, currently in the Barn and use them on the Amenity Area. Proposed by Cllr White, seconded Cllr Peeks and unanimously **resolved** that the Parish Council be given permission.

22/84 Co-op Local Community Fund

The Chairman advised that the Clerk had applied to the fund on behalf of the Memorial Ground and the application had been successful. This would be advertised in Williton Window

22/85 Matters for the next meeting to be held on Monday 28th November 2022

Pavilion User Group (PUG)

Budget

Promoting use of Memorial field and sporting facilities (Cllr Aldridge)

A resolution was passed to exclude the Press and Public from the remainder of the meeting, due to commercial sensitivity - Proposed Cllr Payne, seconded Cllr Howes

A discussion took place regarding the financial procedures for events such as bingo, car boot and film club. Ideas were discussed. A protocol would be produced on the suggestions agreed

A copy of an email that had been sent to a member of the Williton & District Business Association had been handed to the Clerk earlier in the day regarding the erection of the Christmas Trees. The content of which was derogatory and libellous about a member of staff, who was taking legal advice.

Members were given a redacted copy of the email. Cllr Peeks left before discussions took place at 8.52pm.

The Chairman advised this was being discussed as the events for the Parish and Trustee run in conjunction with each other.

Members were appalled at the content of the email and fully supported any action the Clerk wished to take regarding the comments made.

A discussion took place, after which it was **resolved** a letter would be sent to the author of the email advising them that their comments are not condoned and due to their derogative and libellous comments their assistance would not be required. The letter would be signed by the Chairman and the Vice-Chairman.

Proposed Cllr Aldridge, seconded Cllr Nye and unanimously **resolved**.

Meeting closed 9.12 pm

Signed as a true and correct record Cllr Payne Dated 28th November 2022