

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

25th January 2023

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 30th January 2023 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

- 22/101 To advise the recording of the meeting – Chairman**
- 22/102 To note apologies for absence and approve reason, where appropriate**
- 22/103 To Receive any Declarations of Interest**
- 22/104 Minutes of the last meeting held on Monday 28th November 2022 for approval (attached)**
- 22/105 Matters from the minutes – for report purpose only**
- 22/106 Correspondence**
22/106.1 To note the correspondence log (attached)
- 22/107 Finance**
22/107.1 Approval of accounts for payment (to be given at the meeting)
22/107.2 Expenditure and Income Analysis as of 30th November and 31st December 2022 (attached)
22/107.3 Estimated Provisions for November and December 2022 (attached)
22/107.4 WWMRG Charity fundraising income and expenditure analysis (attached)
22/107.5 Pavilion running costs against income from bookings analysis (attached)
22/107.6 Bank Reconciliation for November and December 2022 (to agree for the Chairman to sign)
22/107.7 Consideration of a Card Reader for bookings and events
22/107.8 Cash Handling Protocol
- 22/108 Health and Safety**
- 22/109 Report from Officers**
22/109.1 Ground Management Officers Report
22/109.2 Building Management Officers Report
22/109.3 Asset Management Officers Report – report of broken small table and trolley wheel. Damage to hall floor
22/109.4 Legal Officers Report
22/109.5 Events and Fundraising Officers report
- 22/110 Pavilion**
22/110.1 Opening Plaque – update on engraving (Cllr Aldridge)
22/110.2 Clock on pavilion - update
22/110.3 Consideration to purchase a Coat Rack and agree a budget (attached)
22/110.4 Car Park Fence – forwarded 29.12.2022
22/110.5 Car Parking issues – consideration of options
22/110.6 Replacement/addition of folding tables – consideration to purchase
22/110.7 Installation of Salt Bin
- 22/111 Information Board**

- 22/112** **Hire Charges for Pavilion and The Barn** – to consider (attached)
- 22/113** **Co-op Local Community Fund** – update of funds raised but not yet received
- 22/114** **Marketing of the field - promoting use of and sporting facilities** (Cllr Aldridge)
- 22/115** **Pavilion User Group** – decision to be made whether to continue with idea due to lack of volunteers
- 22/116** (Item 22/60.3) **PSPC on Memorial Ground**
- 22/117** **Electric Gate at Long Street Entrance** – to consider (Cllr White)
- 22/118** **Purchase of third bench and bin for remaining concrete pad**
- 22/119** **Matters for the next meeting to be held on Monday 27th February 2023**
To consider any allocation to the pavilion maintenance and development fund
- 22/120** **To pass a resolution to exclude the press and public from the remainder of the meeting due to commercial sensitivity**
- 22/121** **Pavilion Cleaning**
22/121.1 Increased cleaning requirements for pavilion due to increased usage
22/121.2 Notification of increase in hourly rate of current contractor
22/121.3 Kitchen deep clean – to consider
- 22/122** **Clash of Dates with Pavilion bookings and cancellation of booking**