

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

22nd February 2023

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 27th February 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

- 22/123 To advise the recording of the meeting – Chairman**
- 22/124 To note apologies for absence and approve reason**
- 22/125 To Receive any Declarations of Interest**
- 22/126 Statement from Cllr Hooper regarding meeting held on 30th January 2023**
- 22/127 Minutes of the last meeting held on Monday 30th January 2023 for approval (attached)**
- 22/128 Matters from the minutes – for report purpose only**
- 22/128.1 (Item 22/110.6) Folding Tables had been ordered and a pro-forma invoice for payment received
- 22/128.2 (Item 22/133.5) Marking of bays in car park – awaiting quotations
- 22/128.3 (Item 22/133.4) Car Park Fence – awaiting quotations
- 22/129 Correspondence**
- 22/129.1 To note the correspondence log (attached)
- 22/129.2 Letter of complaint regarding Dog Mess on Memorial Ground and suggestion of posters (attached)
- 22/129.3 Request for A Frame board to advertise events in pavilion, to be located at front door when events are in progress
- 22/130 Finance**
- 22/130.1 Approval of accounts for payment (to be given at the meeting)
- 22/130.2 Expenditure and Income Analysis as of 31st January 2023 (attached)
- 22/130.3 Estimated Provisions for January 2023 (attached)
- 22/130.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 22/130.5 Pavilion running costs against income from bookings analysis (attached)
- 22/130.6 Bank Reconciliation for January 2023 (to agree for the Chairman to sign)
- 22/131 Health and Safety**
- 22/132 Report from Officers**
- Ground Management Officers Report
- 22/132.1
- Riverbank – removal of saplings and lower branches over river – to consider
 - Removal of ivy from wall by rollers and the rear of 32 Robert Street – to consider
- Building Management Officers Report
- 22/132.2
- Wifi in Pavilion had problems, but has since been fixed – to note
 - Problems with projector in Brendon room and Hall
- 22/132.3 Asset Management Officers Report –
- 22/132.4 Legal Officers Report
- 22/132.5 Events and Fundraising Officers report – (to note the minutes of the meeting)
- Allocation of areas for village fete to Councillors

- 22/133 Pavilion**
22/133.1 Opening Plaque – update on engraving (Cllr Aldridge)
22/133.2 Clock on pavilion - update
22/133.3 Complaint that hirers are not insured when hiring the pavilion – to consider wording on hire agreement to highlight own insurance required or adding to the insurance cover (attached) *Currently there is public liability insurance in place to cover WWMRG and business hirers supply copy of their public liability*
22/133.4 Keeping the Brendon Room furnished – to consider (Cllr Peeks) - attached
- 22/134 Information Board** - update
- 22/135 Co-op Local Community Fund** – update of funds raised but not yet received
- 22/136 New Club / Society Start Up Initiative**
- 22/137** (Item 22/60.3) **PSPC on Memorial Ground** - update
- 22/138 Electric Gate at Long Street Entrance** – update (Cllr White)
- 22/139 Purchase of third bench and bin for remaining concrete pad** - update
- 22/140 Matters for the next meeting to be held on Monday 27th March 2023**
To consider any allocation to the pavilion maintenance and development fund