

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 March 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

- 22/141 To advise the recording of the meeting – Chairman**
- 22/142 To note apologies for absence and approve reason**
- 22/143 To Receive any Declarations of Interest**
- 22/144 Minutes of the last meeting held on Monday 27th February 2023 for approval** (attached)
- 22/145 Matters from the minutes – for report purpose only**
- 22/146 Correspondence**
- 22/146.1 To note the correspondence log (attached)
- 22/147 Finance**
- 22/147.1 Approval of accounts for payment (to be given at the meeting)
- 22/147.2 Expenditure and Income Analysis as of 28th February 2023 (attached)
- 22/147.3 Estimated Provisions for February 2023 (attached) and any extra allocation for consideration
- 22/147.4 WWMRG Charity fundraising income and expenditure analysis (attached)
- 22/147.5 Pavilion running costs against income from bookings analysis (attached)
- 22/147.6 Bank Reconciliation for February 2023 (to agree for the Chairman to sign)
- 22/147.7 To consider any allocation to the pavilion maintenance and development fund
- 22/148 Health and Safety**
- 22/149 Report from Officers**
- Ground Management Officers Report
- 22/149.1
 - Riverbank – removal of saplings and lower branches over river – update Cllrs Howes & Peeks
 - Pick up Dog Mess signs – to consider quotation and quantity to purchase
- 22/149.2 Building Management Officers Report
- 22/149.3 Asset Management Officers Report
- 22/149.4 Legal Officers Report
- 22/149.5 Events and Fundraising Officers report – (to note the minutes of the meeting)
- 22/150 Pavilion**
- 22/150.1 Opening Plaque – update on engraving (Cllr Aldridge)
- 22/150.2 Clock on pavilion – to consider quotation for replacing – to discuss under 22/158
- 22/150.3 Options to use loudspeaker in the hall, without using the sound system in the Quantock Room
- 22/150.4 Directional Sign for Quantock Room, with arrow, stating accessed via stairs or lift and room capacity
- 22/150.5 Bookings
- 22/150.6 Electricity Supply – consideration of entering new supply contract
- 22/150.7 Dishwasher – to confirm usage and consider purchasing additional trays
- 22/150.8 Hall Floor – update regarding damage
- 22/150.9 Wooden Railings around car park – consideration of quotation to replace broken section – to consider under 22/159
- 22/150.10 Insurance cover for Trustee events, with no Councillors present

- 22/151** **Information Board** - update
- 22/152** **Co-op Local Community Fund** – update of funds raised but not yet received
- 22/153** **New Club / Society Start Up Initiative** – (to be forwarded)
To consider options regarding reduced rates for new clubs/societies to start
- 22/154** **Electric Gate at Long Street Entrance** – update (Cllr White)
- 22/155** **Purchase of third bench and bin for remaining concrete pad** - update
- 22/156** **Matters for the next meeting to be held on Monday 24th April 2023**
- 22/157** **To pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity**
- 22/158** **Clock on pavilion – to consider quotation for replacing**
- 22/159** **Wooden Railings around car park – consideration of quotation to replace broken section**