

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 27th February 2023 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge, Angell, de Burgh-Thomas, Hooper, Howes, Nye (arrived at 7.04pm during 22/126) Peeks, Whetlor and White
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Councillors: Naylor
Public: None

22/123 The Chairman advised the meeting would be recorded.

22/124 To note Apologies for Absence and approve reason

As noted above – no reason received

22/125 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	22/130.1	Personal	Did not vote on personal reimbursement
Cllr Aldridge	22/130.1	Personal	Did not vote on personal reimbursement
Cllr Howes	22/130.1	Personal	Did not vote on personal reimbursement

22/126 Statement from Cllr Hooper regarding meeting held on 30th January 2023 (original attached)

“Peter and Michelle has asked me to clarify with those at the last Trustee meeting what I said at that meeting namely Peter, Ian, Dawn, Guy and Mick. This is because I have been told by Michelle and Peter that some of you think that I inferred that the Clerk had taken money from the fete takings. I did not infer or think this.

First of all, I only asked for the spreadsheet of the fete takings. As a trustee and a fund raiser I felt I was entitled to have this information. Unfortunately asking for the spreadsheet led to Peter losing his temper. Michelle and Peter said that I had said to Michelle that “she should not have taken the takings off of her”. What I meant was, in my opinion, Michelle should not have taken the takings from Barbara until Barbara had counted them. As any of you who has raised money will know, and tell you, when you have worked hard all day, counting your takings gives you a lot of pleasure and satisfaction.

I gather that some of you asked either Michelle or Peter whether I meant that Michelle had taking some of the money. I would like to take this opportunity to make it very clear that I never said or thought that Michelle would ever take money out of the takings. I have said this to Michelle to hopefully stop Michelle thinking I was accusing her when I wasn’t

I hope this has clarified the situation but please, in future if you feel that I am not making myself clear or not expressing myself in a manner that you understand please, please do ask me and I will try to explain it again.

Please could this statement be reproduced in full in the minutes”

22/127 Minutes of the last meeting held on Monday 30th January 2023

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

22/128 Matters from the minutes

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 Pavilion Car Park – awaiting quotations

22/128.3 (Item 22/133.4) Car Park Fence – awaiting quotations

22/129 Correspondence

- 22/129.1 It was **resolved** to note the correspondence log
- 22/129.2 A letter of complaint regarding the increased dog mess on the Memorial Ground had been received with a suggestion for a poster asking dog owners to be responsible and pick up after their dogs. It was **resolved** to reply thanking the author for their letter and advise that the poster would be looked into. Proposed Cllr Howes, seconded Cllr Angell with one against and one abstention
- 22/129.3 A request for an A-frame board to advertise events in the pavilion had been received. It was unanimously **resolved** to purchase 2 x A2 A-frame boards, one for outside the pavilion, one for outside the Parish Office, to advertise WWMRG events only. Proposed Cllr Peeks, seconded Cllr Whetlor.

A list of S106 funds available for Williton were brought to Councillors attention

22/130 Finance

- 22/130.1 It was **resolved** to approve the accounts for payment. Cllrs Aldridge, Howes and Payne abstained regarding their personal reimbursement. Proposed Cllr Hooper; seconded Cllr de Burgh-Thomas
- 22/130.2 It was **resolved** to note the attached Expenditure Analysis as at 31st January 2023.
- 22/130.3 It was **resolved** to note the Estimated Provisions for January 2023.
- 22/130.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. A copy of the breakdown of the Fete income/expenditure had been forwarded. Cllr Aldridge expressed his pleasure that the tabletop sales were going so well and thanked those involved with helping to raise funds
- 22/130.5 It was **resolved** to note the Pavilion running costs against hire income analysis.
- 22/130.6 It was unanimously **resolved** Cllr Payne would sign the Bank Reconciliation for January 2023. Proposed Cllr Hooper, seconded Cllr Howes

22/131 Health and Safety

Cllr Payne reported two separate incidents where people walked into the glass at the Pavilion, instead of entering through the open doors. Cllr Howes volunteered to stick some frosted freeze on the windows, to make the windows clearly marked.

22/132 Report from Officers

22/132.1 Ground Management Officers Report

- Riverbank – Cllrs Howes and Peeks would look at the saplings and lower branches to consider if the work could be undertaken by a working party. If remedial work was small enough, it was agreed this would be undertaken. If it required the Grounds Maintenance company to undertake work, a proposal would be submitted to EPC for consideration.
- Neighbouring properties had either undertaken or were currently undertaking the removal of Ivy from the wall. Once completed, thank you letters would be sent.
- The grounds maintenance contract would be checked as to when the hedge alongside the main Robert Street entrance would be cut.

22/132.2 Building Management Officers Report

- The Wi-Fi in Pavilion had been reported as not working, the reason being it had been unplugged, noted this had been fixed.
- The projector in the Brendon Room had been reported as not working, the power lead had been pulled out. Noted this had now been fixed.
- The sockets in the Hall needed replacing – work had been scheduled.
- The heating in the Brendon Room had not been working, it was suspected the control panel had been fiddled with, resulting in knocking out the system. The box had been locked and the key removed.

22/132.3 Asset Management Officers Report

- Cllr White volunteered to paint the render on the Barn, that had been knocked

22/132.4 Legal Officers Report – No report

22/132.5 Events and Fundraising Officers report

Minutes would be forwarded when available. Parish Councillors had been asked to run areas of fete – Cllrs Hooper and Naylor had replied to advise unavailable. Comparison had been made with previous years to identify most popular stands/events. Noted the Refreshments, Tombola, Bric-a-brac, Bar, Dog Show and Flower & Produce show needed to be held, with the main events in arena and gates entrances – volunteers were needed to cover.

Area	Manage	On The Day
Produce, Flower & Craft	Cllr. Payne	
Dog Show	Cllr. Howes	Sue White & Michelle Bunting
Arena	Cllr. Howes	VACANCY
Stalls	Cllr. Howes	
Tombola & Raffle	VACANCY	VACANCY
Bar	Cllr. White	
Refreshments	Cllr. Whetlor	
Fete Program & WW Leaflet	Cllr. Angell	N/A
First Aid	N/A	
Entrance Gates	N/A	VACANCY
Social Media	Cllr. Howes	N/A
WWMRG Games	VACANCY	

Cllr Howes requested a budget of £500.00 to produce 3 banners for advertising the car boot and tabletop sales, with meta posts to enable the banners to be erected easily. It was unanimously **resolved** to allocate the budget and authorise Cllr Howes to organise. Proposed Cllr Whetlor, seconded Cllr Aldridge.

Cllr Hooper offered to help deliver leaflets to the new estates asking for volunteers.

22/133 Pavilion

- 22/133.1 Opening Plaque – A pro-forma invoice had been received earlier in the day for the work to be started on the plaque, which Cllr Aldridge had paid for. It was **resolved**, with one abstention, to authorise reimbursement, proposed Cllr Payne, seconded Cllr Hooper.
- 22/133.2 Pavilion Clock – no update
- 22/133.3 Members discussed rewording the hire agreement to confirm insurance and risk assessments for hirers. Any comments are to be submitted to the clerk within two weeks, the document will be reconsidered and reworded where appropriate, for agreement at a future meeting.
- 22/133.4 Cllr Peeks had submitted a paper to consider keeping the Brendon Room furnished. It was noted the Quantock Room has tables permanently set up and users could be encouraged to make more use of this room. It was **resolved** the office would contact hirers to ask if they would like this, and if so, what their minimum requirements would be.

22/134 Information Board

Cllr Howes had submitted a draft layout; further details were being sought and would be advised in due course.

22/135 Co-op Local Community Fund

It was reported there was currently £294.68 of funds allocated, but not yet received. This had been advertised in Williton Window and on social media. The fund would end in October 2023

22/136 New Club / Society Start Up Initiative

A discussion took place regarding offering reduced rates to enable clubs/societies to start up. It was agreed Cllrs Angell and Payne would draft a paper for the next meeting, with various options for consideration.

After the open house event, a Croquet Group would be started on the Memorial Ground. After a proposal from Cllr Howes, seconded by Cllr Hooper, it was unanimously resolved the croquet box could be stored in the Barn, at their own risk.

22/137 (Item 22/60.3) PSPC on Memorial Ground

Cllr Whetlor had spoken licensing at SWT Council who had advised to wait for Unitary authority and ask them to consider. Cllr Whetlor would obtain clarification regarding legislation, then letters would be written to Unitary and Ian Liddell-Grainger MP, asking for support. Resolved to remove from the agenda for now.

22/138 Electric Gate at Long Street Entrance

Agreed Cllr White would investigate further.

22/139 Purchase of third bench and bin for remaining concrete pad

Awaiting response from enquiries.

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

Ability to use loudspeaker in hall, without using the sound system in the Quantock Room

Sign for Quantock Room, with arrow, accessed via stairs or lift and capacity

Cllrs Whetlor and Howes tendered their apologies

Meeting closed 8.54 pm

Signed as a true and correct record Cllr Payne Dated 27th March 2023