

WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 30th January 2023 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge (arrived at 8.05pm during item 22/110.2) Denton, Hooper, Howes and White
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Councillors: Aldridge, Angell, de Burgh-Thomas, Naylor, Nye and Peeks
Public: None

22/101 The Chairman advised the meeting would be recorded.

22/102 Apologies

As noted above and reasons approved.

22/103 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	22/107.1	Personal	Did not vote on personal reimbursement
Cllr Howes	22/110.3	Pecuniary	Left Room

22/104 Minutes of the last meeting held on Monday 28th November 2022

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

22/105 Matters from the minutes

There were none

22/106 Correspondence

22/106.1 It was **resolved** to note the correspondence log

Somerset Playing Field Association – membership renewal reminder. Unanimously **resolved** to renew. Proposed Cllr Hooper, seconded Cllr Howes

22/107 Finance

22/107.1 It was **resolved** to approve the accounts for payment, with the inclusion of Somerset Playing Field Association subscription, agreed under 22/106.1. Cllr Payne abstained regarding his personal reimbursement. Proposed Cllr Howes; seconded Cllr Denton

22/107.2 It was **resolved** to note the attached Expenditure Analysis as at 30th November and 31st December 2022. Request for printing on A3 paper for easier reading.

22/107.3 It was **resolved** to note the Estimated Provisions for November and December 2022.

22/107.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. After a heated discussion about the financial results of the Fete it was resolved a copy of the email and breakdown of income and expenditure would be added to the next agenda Proposed Cllr Denton, seconded Cllr Howes

22/107.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

22/107.6 It was **resolved** Cllr Payne would sign the Bank Reconciliation for November and December 2022.

22/107.7 Consideration of a card reader for bookings and events. Cllr Howes stated this should increase takings and the normal percentage charge was 1.75%. The cost of a standalone machine would be approximately £150.00 + vat, which would provide a receipt. After a proposal from Cllr Howes, seconded by Cllr Hooper, it was unanimously **resolved** to proceed with the purchase.

22/107.8 Cash Handling Protocol

The Charity had agreed to adopt the policies of the Parish Council, as per item 09/35 of the July 2009 minutes, signed as a true record in September 2009, therefore, the protocol had been adopted, as per procedures.

22/108 Health and Safety

Cllr Payne reported the screws on the cargo net had needed replacing, which he had undertaken.

22/109 Report from Officers

22/109.1 Ground Management Officers Report

- The riverbank was reportedly eroding by the bridge. The Environment Agency would be consulted on how to repair.
- Lights for Memorial Shelter – After a proposal from Cllr White, seconded by Cllr Denton, it was **resolved**, with one abstention, to set a budget of £200.00 for 2 PIR lights to be installed and to run separate power for a 16w oval wall light. It was agreed the lights would need a guard over them.
- A letter would be written to Williton Bowling Club to ask that they trim the hedge between the bowling club and the play area.
- B Walsh and Sons would be chased regarding the replacement of the tractor gate to the play area and for a sign to be erected to say 'Please use other gate'. Cllr White would dispose of rotten posts
- A reply had been received from the owner of the stone wall, near to the roller, confirming he would arrange for the removal of the Ivy.

22/109.2 Building Management Officers Report Nothing reported

22/109.3 Asset Management Officers Report

- The trolley wheel had again been replaced. It was believed the problem was occurring as the trolley is being pulled, with the brakes on. Cllr Payne would arrange for more wheels to be purchased for stock item.
- All were advised of a meeting with HBC, regarding the hall floor, the following day.

22/109.4 Legal Officers Report – No report

22/109.5 Events and Fundraising Officers report

Bookings for the film and supper had gone well. Curry and Quiz night on 10th February 2023.

Cllr Howes would not organise the Fete on her own and each councillor would be requested to run a section. Areas and requirements would be forwarded, but it was noted without help the event could not be run.

Resolved with one abstention, no further verbal reports would be received, just the minutes circulated. Proposed Cllr Payne, seconded Cllr Howes

22/110 Pavilion

22/110.1 Opening Plaque – it was **resolved** to accept the supplied artwork, with the addition of a comma.

22/110.2 Pavilion Clock – The clerk had spoken to the supply company, who had agreed for the clock to be returned and would be repaired free of charge. A discussion took place, after which it was resolved with one abstention, to source a replacement clock, with automatic daylight saving hours change, with a budget of £1,500.00 to include the clock, cherry picker and electrician; Proposed Cllr Denton, seconded by Cllr Howes

22/110.3 Coat Rack – Cllr Howes advised she had a coat rack for sale, at a cost of £25.00. Cllr Howes left the room whilst a discussion took place. After a proposal from Cllr Denton, seconded by Cllr White, it was **resolved**, with one against, to purchase the coat rack from Cllr Howes.

22/110.4 Car Park Fence – part of the fence in the car park, had been found on the ground, possibly knocked down. It was **resolved** to obtain quotations to replace the fence, up to the hedge, with hardwood, with metal met post socket fixings. Proposed Cllr Denton, seconded Cllr Howes, with one abstention

22/110.5 Car Parking Issues – problems were occurring with cars parking on the double yellow lines and in front of access gates. It was resolved to have bays marked with white lines, with a small turning circle by the disabled parking, which would give control as to where cars can park and a sign to say 'Please park in marked bays only'. Proposed Cllr Denton, seconded Cllr Aldridge, five in favour and one against.

- 22/110.6 Replacement of folding tables – Cllr Payne reported that 1 large and 1 small table had been broken. After a discussion, it was **resolved** to purchase 10 large folding tables and 1 small folding table, same as existing tables, which can be used outside for events, such as the fete and to advertise for sale the heavy tables in the Quantock Room, for half of the original cost. Proposed Cllr Aldridge, seconded Cllr Hooper. All agreed.
- 22/110.7 Installation of Salt Bin – currently the Parish Council salt bin had been placed at the pavilion, which would be returned. Unanimously **resolved** to purchase a salt bin to remain at the pavilion. Proposed Cllr Payne, seconded Cllr Howes

22/111 Information Board

Cllr Howes had received an estimate for three different options for the board. After a proposal from Cllr Denton, seconded by Cllr Howes, it was unanimously **resolved** to accept the Stage One and Stage Two quotation at a cost of £1,125.00.

22/112 Hire Charges for Pavilion and The Barn

Pavilion

Cllr Hooper stated the free 15 minutes before and after a booking should be withdrawn. Cllr Denton proposed an increase of 10% and the 15 free minutes at the end of the booking to remain.

An amendment was proposed by Cllr Payne to increase the charges by £1.00, with large catering events being increased by 10% and for the 15 free minutes and the beginning and end to remain; this was seconded by Cllr White. A vote was taken on the amendment, with 4 in favour, 1 against and 1 abstention.

The vote replaced the previous motion as substantive motion. With no further amendments, a vote was taken on the substantive motion, with 4 votes in favour, 1 against and 1 abstention. Motion passed.

The Barn

Unanimously resolved to increase the same as the pavilion, by £1.00 per hour.
Proposed Cllr Payne, seconded Cllr Howes

22/113 Co-op Local Community Fund

It was reported there was currently £197.69 of funds allocated, but not yet received. This would be advertised in Williton Window and on social media. The fund would end in October 2023

22/114 Marketing of the Field

Cllr Aldridge requested being pro-active for more sports teams to use the ground and facilities, such as a cricket team. SWT District Council to be contacted to enquire if there was still a Sports Officer.

22/115 Pavilion User Group

It was unanimously **resolved** to disband and remove from the agenda, due to lack of volunteers

22/116 (Item 22/60.3) PSPC on Memorial Ground

No update

22/117 Electric Gate at Long Street Entrance

After a discussion it was agreed Cllr White would investigate the possibility of having an electric gate installed at the side Coronation Gate at the Long Street Entrance. Somerset County Council would be contacted, as it was a footpath, to enquire if they had any advice

22/118 Purchase of third bench and bin for remaining concrete pad

There had been three enquiries recently regarding the remaining third bench. If no positive outcome was received, the purchase would be considered again to ensure the same design is secured.

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 A resolution was passed to exclude the press and public from the remainder of the meeting due to commercial sensitivity. Proposed Cllr Hooper, seconded Cllr Aldridge

22/121 Pavilion Cleaning

22/121.1 Increased cleaning requirement for pavilion due to increased usage. Cllr Denton proposed an increase of 2 hours per week plus 1 extra hour flexibility if needed, at the discretion of the Clerk, seconded by Cllr White.

An amendment was received from Cllr Hooper to increase by 2 hours per week only. There was no seconder.

With no seconder, a vote was taken on the original motion, to increase the hours by 2 hours per week, plus 1 extra hour flexibility if needed, at the discretion of the Clerk. Proposed Cllr Denton, seconded Cllr White, with 4 votes in favour and 2 abstentions. Motion passed.

22/121.2 After a proposal from Cllr Hooper, seconded by Cllr Howes, it was unanimously **resolved** to accept the hourly rate increase.

22/121.3 Consideration was given for the kitchen to be deep cleaned, to include all vents. Local businesses would be contacted to obtain recommendations for three quotations to be sought. After a proposal from Cllr Payne, seconded by Cllr Denton, it was unanimously **resolved** delegation would be given to the Chairman, Vice-Chairman and Clerk to accept a quotation, no limit was set.

22/122 Clash of Dates

(Cllr Denton left at 9.25pm)

An explanation was given regarding a clash of dates. After a proposal from Cllr Howes, seconded by Cllr Aldridge, it was unanimously **resolved** to offer, as a gesture of goodwill, one free session of the hirers choosing, for bookings affected, but no further compensation.

Meeting closed 9.28 pm

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