



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

17th May 2023

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 22nd May 2023 at 7pm 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

- 23/01 To advise the recording of the meeting – Chairman**
- 23/02 To note apologies for absence and approve reason, where appropriate**
- 23/03 To Receive any Declarations of Interest**
- 23/04 Appointment of Officers and Working Group Representatives (attached)**
- 23/05 Minutes of the last meeting held on Monday 24th April 2023 for approval (attached)**
- 23/06 Matters from the minutes – for report purpose only**
- 23/07 Correspondence**
23/07.1 To note the correspondence log (attached)
- 23/08 Finance**
23/08.1 Approval of accounts for payment (to be given at the meeting)
23/08.2 Expenditure and Income Analysis as of 30th April 2023 (to be forwarded)
23/08.3 Estimated Provisions for April 2023 (to be forwarded)
23/08.4 WWMRG Charity fundraising income and expenditure analysis (to be forwarded)
23/08.5 Pavilion running costs against income from bookings analysis (to be forwarded)
23/08.6 Bank Reconciliation for April 2023 (to agree for the Chairman to sign)
- 23/09 Health and Safety**
- 23/10 Report from Officers**
Ground Management Officers Report
23/10.1
 - Condition of football pitch – rolling and goal mouth repairs – to consider
 - Repair to light bollard (last one nearest The Barn)23/10.2 Building Management Officers Report
23/10.3 Asset Management Officers Report
23/10.4 Legal Officers Report
23/10.5 Events and Fundraising Officers report
- 23/11 Information Board Layout (Cllr Howes) – update**
- 23/12 Pavilion**
23/12.1 (Item 22/169.2) Update regarding loud speaker for hall
23/12.2 (Item 22/169.3) Directional signs for Quantock Room - update
23/12.3 (Item 22/169.4) Hall floor cleaning - update
23/12.4 (Item 22/169.5) Wooden Railing around car park – quotations still awaited
23/12.5 Benches under the pavilion canopy – to consider
23/12.6 Lighting of Defibrillator under canopy

- 23/13 Co-op Local Community Fund - update**
- 23/14 Purchase of third bench and bin for remaining concrete pad**
- 23/15 Matters for the next meeting to be held on Monday 26th June 2023**