



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

21st June 2023

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 26th June 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

- 23/16 To advise the recording of the meeting – Chairman**
- 23/17 To note apologies for absence and approve reason, where appropriate**
- 23/18 To Receive any Declarations of Interest**
- 23/19 Minutes of the last meeting held on Monday 22nd May 2023 for approval (attached)**
- 23/20 Matters from the minutes – for report purpose only**
- 23/21 Correspondence**
- 23/21.1 To note the correspondence log (attached)
- 23/21.2 Somerset Council – Dog Control Order – for commenting
- 23/21.3 Royal British Legion – confirming Memorial Stone is secure and no objection to removal of seat
- 23/22 Finance**
- 23/22.1 Approval of accounts for payment (to be given at the meeting)
- 23/22.2 Expenditure and Income Analysis as of 31st May 2023 (to be forwarded)
- 23/22.3 Estimated Provisions for May 2023 (to be forwarded)
- 23/22.4 WWMRG Charity fundraising income and expenditure analysis (to be forwarded)
- 23/22.5 Pavilion running costs against income from bookings analysis (to be forwarded)
- 23/22.6 Bank Reconciliation for May 2023 (to agree for the Chairman to sign)
- 23/23 Health and Safety**
- 23/24 Report from Officers**
- Ground Management Officers Report
- 23/24.1
- Condition of football pitch – rolling and goal mouth repairs – update
 - Repair to light bollard (last one nearest The Barn) – to note one repair had been undertaken, one outstanding
- 23/24.2 Building Management Officers Report
- 23/24.3 Asset Management Officers Report
- 23/24.4 Legal Officers Report
- 23/24.5 Events and Fundraising Officers report – request to retrospectively purchase 2-way radio units at a cost of £45.99
- 23/25 Information Board Layout – update**
- 23/26 Pavilion**
- 23/26.1 Update regarding loud speaker for hall
- 23/26.2 Directional signs for Quantock Room – to agree to purchase (attached)
- 23/26.3 Hall floor cleaning - update
- 23/26.4 Wooden Railing around car park – quotations still awaited
- 23/26.5 Benches under the pavilion canopy – to consider fixing benches to pavilion wall
- 23/26.6 Lighting of Defibrillator under canopy - update

- 23/26.7 Roller Shutter Extended Warranty Contract
- 23/27 Co-op Local Community Fund** – update on current funds raised
- 23/28 Purchase of third bench and bin for remaining concrete pad**
- 23/29 Appointment of Officers**
To consider adding IT and Sound System Support
- 23/30 Misuse of Memorial Shelter and ways to avoid damage/anti-social behaviour**
- 23/31 Request from Parish Council regarding assistance to share fund a Lengthsman** – to consider
- 23/32 Matters for the next meeting to be held on Monday 26th June 2023**