



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 22nd May 2023 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Angell, de Burgh-Thomas, Hooper, Nye, Whetlor and White

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Denton and Howes (work commitments), and Peeks (personal)

Public: None

23/01 The Chairman advised the meeting would be recorded.

23/02 To note Apologies for Absence and approve reason

As noted above and reasons approved

23/03 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	23/08.1	Personal	Did not vote on personal reimbursement

23/04 Appointment of Officers and Working Group Representatives

Appointment	All Councillors Chairman : Payne Vice Chair : Aldridge
Asset Management Officers	Hooper, Payne and Peeks
Budget Monitoring Officers	Aldridge and Hooper
Building Management Officers	Howes and White
Events & Fundraising Officers	Howes and Whetlor
Ground Management Officers	Hooper and Howes
Legal Officers	Peeks and White
Press Officer	Clerk and Howes

23/05 Minutes of the last meeting held on Monday 24th April 2023

After a proposal from Cllr Hooper, seconded by Cllr de Burgh-Thomas, it was **resolved** to approve the minutes

23/06 Matters from the minutes

There were none

23/07 Correspondence

23/07.1 It was **resolved** to note the correspondence log.

23/08 Finance

23/08.1 It was **resolved** to approve the accounts for payment. (*Cllr Payne abstained regarding his personal reimbursement but voted on the remainder*).

Proposed Cllr Hooper; seconded Cllr Whetlor

23/08.2 It was **resolved** to note the attached Expenditure Analysis as at 30th April 2023.

23/08.3 It was **resolved** to note the Estimated Provisions for April 2023.

23/08.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

23/08.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

23/08.6 It was unanimously **resolved** Cllr Payne would sign the Bank Reconciliation for April 2023.
Proposed Cllr Angell, seconded Cllr Hooper

23/09 Health and Safety

- 23/09.1 A discussion took place regarding the stickers on Pavilion window, which some members felt were too big and obscured the view. It was resolved to ask Cllr Howes for smaller stickers, such as Butterflies to be arranged in a pattern that does not impact on view.
- 23/09.2 Parking – no update, however, it was noted there had been no further incidents
- ‘Martin’s Law’ – The Chairman advised after the Manchester Arena bombings, an act was currently going through Parliament that all venues will require a policy to mitigate against terrorist attacks, being appropriate to size of venue. Guidance will be taken from ACAR and legislation, as to when this comes into force.

23/10 Report from Officers

23/10.1 Ground Management Officers Report

- Rolling of football pitch – resolved to ask Countrywide Grounds Maintenance for a quotation, which the Charity would pay.
- Repair to goalmouths – It was unanimously agreed that the repairs needed to be undertaken as soon as possible and a discussion took place as to how much budget should be allocated to enable the work to be undertaken urgently. Cllr Payne proposed a budget of up to £2,000.00 was allocated for the work, this was seconded by Cllr White. An amendment was proposed by Cllr Hooper to budget a sum of up to £1,000.00; this was seconded by Cllr Nye. A vote was taken on the amendment, to allocate up to £1,000.00, four votes in favour with three against. The vote replaced the previous motion as substantive motion. As no further amendment was proposed a vote was taken on the substantive motion to allocate a budget of up to £1,000.00, which was passed with four votes in favour and three votes against.
- Resolved to request EPC to include the rolling of the football pitch once a month, September – March, in the ground’s maintenance contract for 2024-2025, and then be re-charged to the charity.
- Repair to light bollard nearest the Barn – awaiting on electrician. It was reported the bollard by the concrete plinth, currently with no bench, also required attention.

23/10.2 Building Management Officers Report - The lightbulb by the main toilets needed replacing – this would be added to the list for the electrician.

23/10.3 Asset Management Officers Report - No report

23/10.4 Legal Officers Report – No report

23/10.5 Events and Fundraising Officers report

- It was noted the screening of the Coronation had worked well

23/11 Information Board

Cllr Howes had advised she was struggling finding further information and may recommend proceeding with current information.

23/12 Pavilion

23/12.1 (Item 22/169.2) Loudspeaker for hall – no update

23/12.2 (Item 22/169.3) Directional Sign for the Quantock Room – HBC Builders had been approached for a quotation, awaiting response

23/12.3 (Item 22/169.4) Hall Floor – HBC Builders had been approached regarding the cleaning of the floor; a response was awaited

23/12.4 (Item 22/169.5) Wooden Railings around car park – amended quotations were awaited – resolved to request quotation from another company

23/12.5 A discussion took place regarding placing benches under the pavilion canopy. It was **resolved** to install the two benches currently in the barn, using fixings which could be moved if required when events, such as the fete. took place. Proposed Cllr Angell, seconded Cllr de Burgh-Thomas, with one abstention.

23/12.6 Lighting of defibrillator under canopy – awaiting electrician to visit for advice and quotation. A PIR sensor was suggested, advice would be taken.

23/13 Co-op Local Community Fund

It was reported there was currently £664.49 of funds allocated, but not yet received. The Chairman requested thoughts are given to what piece of play equipment this money should be put towards

23/14 Purchase of third bench and bin for remaining concrete pad

The first enquirer had declined. Awaiting response from next on waiting list. When the waiting list had been exhausted and if there was no uptake, Cllr White suggested offering the option for a shared bench with two plaques.

23/15 Matters for the next meeting to be held on Monday 26th June 2023

Appointment of officers – to add IT and Sound System Support

Misuse of Memorial Shelter and ways to avoid damage/anti-social behaviour

Meeting closed at 8.03pm

Signed as a true and correct record ... Cllr Payne Dated 26th June 2023