



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 24th July 2023 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

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

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Denton (Work Commitments), Howes, Nye, Peeks and White (Personal)

Public: None

23/33 The Chairman advised the meeting would be recorded.

23/34 To note Apologies for Absence and approve reason

As noted above and reasons approved

23/35 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	23/39.1	Personal	Did not vote on personal reimbursement

23/36 Minutes of the last meeting held on Monday 26th June 2023

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

23/37 Matters from the minutes

23/37.1 (Item 23/26.7) Roller Shutter Extended Warranty Contract had been submitted - noted

23/37.2 A Sum-up Card Payment machine had been purchased - noted

23/37.3 The Table Tennis table had been collected – this would be stored in the main store and advertised as available in Williton Window.

23/38 Correspondence

23/38.1 It was **resolved** to note the correspondence log.

23/38.2 A letter had been received from Below Ground Solutions regarding EV Charging Units and offering to undertake a free no obligation discussion. It was **resolved** not take the offer further, due to lack of parking spaces. Proposed Cllr Hooper, seconded by Cllr Aldridge, 4 in favour with 2 against.

23/38.3 Reports had been received of vegetation in the river – members were asked to keep observing and report any further build up. Noted this had been reported to the Environment Agency.

23/38.4 A request had been received for the lights on the wall, changing room side of the pavilion, to be dimmer as they were shining into neighbouring properties. It was unanimously resolved to take advice and change to lower wattage bulbs, install deflector shades and possibly sensor. Proposed Cllr Hooper, seconded Cllr Whetlor

23/38.5 A request had been received for limbs on the Copper Beech to be trimmed. Cllr Payne had taken photographs, which were shown to members, and it was agreed it was not deemed to be an issue. Any TPO would need to be considered.

23/39 Finance

23/39.1 It was **resolved** to approve the accounts for payment. (Cllr Payne abstained regarding his personal reimbursement but voted on the remainder). Proposed Cllr Whetlor; seconded Cllr Angell

23/39.2 It was **resolved** to note the attached Expenditure Analysis as at 30th June 2023.

23/39.3 It was **resolved** to note the Estimated Provisions for June 2023.

23/39.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

23/39.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

- 23/39.6 It was unanimously **resolved** Cllr Payne would sign the Bank Reconciliation for June 2023. Proposed Cllr Whetlor, seconded Cllr Hooper
- 23/40 Health and Safety**
- 23/40.1 A request had been received from a neighbouring property to drive over the Memorial Ground to access their rear entrance. It was unanimously **resolved** to give permission, subject to a signed Risk Assessment. Proposed Cllr Hooper, seconded Cllr de Burgh-Thomas.
- Cllr Payne proposed for future requests, that the Clerk be delegated authority to give or decline permission, seconded Cllr de Burgh-Thomas and unanimously **resolved**.
- 23/40.2 It was reported the shower in the disabled toilet in the pavilion, was being used by a member of the public, not hiring or attending classes. It was resolved to inform the local PCSO's in case of a welfare issue and monitor the situation. Extra 15 minutes cleaning time could be allocated if necessary.
- Williton Rockets had reported temporary repairs to the goal posts, which would remain in place during the summer.
- 23/41 Report from Officers**
- 23/41.1 Ground Management Officers Report
- Rolling of football pitch – Quotations were still awaited.
 - Repair to goalmouths – no further update
 - Light bollard – HBC had advised a replacement was still awaited.
 - Community Payback Scheme had cleared the wall, the arisings need to be removed. The Community Payback supervisors advised that they had an unpleasant experience of being berated by a female stating they were a Councillor; no members present knew of this.
 - Benches under pavilion veranda – Cllr White had assembled the benches but asked for clarification on where they were to be placed. It was resolved, one would be located between the officials and disabled changing room shutters, and one at the far end, between the last two posts. Proposed Cllr de Burgh-Thomas, seconded Cllr Whetlor, one abstention.
 - A tree survey had been undertaken, whilst no urgent action was required, there were some recommendations for remedial work. Quotations would be sought for the next meeting and if necessary, authority regarding Tree Preservation Orders.
- 23/41.2 Building Management Officers Report
- No report
- 23/41.3 Asset Management Officers Report
- Kitchen deep clean would be considered under item 23/48
- 23/41.4 Legal Officers Report – No report
- 23/41.5 Events and Fundraising Officers report
- The minutes of the meeting held on 12th July were considered. It was unanimously **resolved** to note and approve the proposed events being organised, as per the minutes. Proposed Cllr Aldridge, seconded Cllr Whetlor.
- The Village Fete was being held on Saturday 2nd September – a list of current outstanding jobs had been distributed and members were asked to help where possible.
- 23/42 Information Board**
- No update
- 23/43 Pavilion**
- 23/43.1 Loudspeaker for hall – no update – Cllrs Aldridge and Angell would investigate this further
- 23/43.2 A response had been received from Heritage Floors, regarding the Hall Floor cleaning, which the suggestion of purchasing a Scrubber/Dryer and had forwarded details of a second-hand machine for sale. Unfortunately, this item was listed in Yorkshire and was for collection only. Cllr Payne advised he had found a similar, new machine, priced at £2,500.00. Cllr Payne volunteered to look into further and report back at the September meeting. It was noted that service costs would need to be considered.
- 23/43.3 Lighting of defibrillator under canopy – awaiting electrician to visit for advice and quotation.

- 23/43.4 Consideration of new Phone and Broadband contract – it was unanimously **resolved** the Clerk investigate various packages on a like for like supply, to include comparing the amount of data, and was given authority to proceed with a contract for the best package. Proposed Cllr Angell, seconded Cllr Aldridge.
- 23/43.5 Fob entry problems were being experienced at the pavilion. It was **resolved** Coombers would be contacted to investigate fully and if required, authorisation was given under delegated powers, that the Data Link provision could be used to rectify any issues that are highlighted.
- 23/44 Co-op Local Community Fund**
The current funding would be advised via email
- 23/45 Purchase of third bench and bin for remaining concrete pad**
No update
- 23/46 Rural England Prosperity Fund**
Cllr Hooper suggested this fund was investigated to fund the Devon Bank by the Amenity Area. Cllr Payne advised this fund had ceased applications last year, but another may be released, so this item would remain diarised. Cllr Whetlor was awaiting an update from NALC.
- 23/47 Matters for the next meeting to be held on Monday 25th September 2023**
Footpath by river
- 23/48** After a proposal from Cllr Hooper, seconded by Cllr Angell, it was unanimously **resolved** to pass a resolution to exclude the press and public from the remainder of the meeting, due to commercial sensitivity
- 23/49 Pavilion Kitchen Deep Clean**
Quotations had been sought, only one company had responded with a price. It was unanimously **resolved** to accept the quotation for the £930.00 + vat for works with the kitchen equipment still in and the quotation for the canopy and extraction fan at an extra £100.00 + vat. The work would be requested to be undertaken as soon as possible and include the fly zapper.
Proposed Cllr de Burgh-Thomas, seconded Cllr Hooper.
The servicing of kitchen equipment (water urns, hotplate, freezer, fridges, cooker) was discussed. After a proposal from Cllr Payne, seconded by Cllr de Burgh-Thomas, it was resolved, with one abstention, not to service the equipment, but to keep allocating funds for repair/replacement.
- 23/50 Fete Brochure**
Quotations for the printing of the brochure were considered. It was unanimously **resolved**, Cllr Angell would contact the companies to discuss timelines and compatibility of computer programmes and work with the Clerk, to a budget of £240.00 excluding vat.
Proposed Cllr Aldridge, seconded Cllr Hooper.
Dates of upcoming bingo and events would be forwarded for inclusion. If space needed filling, charities that had booked a stall would be invited to submit an advert/editorial, but the number of pages could be reduced if necessary.

Meeting closed at 8.55pm

Signed as a true and correct record ... Cllr Payne Dated 25th September 2023