



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

12th October 2023

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 23rd October 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

- 23/74 Chairman to advise the recording of the meeting**
- 23/75 To note apologies for absence and approve reason, where appropriate**
- 23/76 To Receive any Declarations of Interest**
- 23/77 Minutes of the last meeting held on Monday 25th September 2023 for approval** (attached)
- 23/78 Matters from the minutes – for report purpose only**
- 23/78.1 (Item 23/59.1) Repair to Goalmouth – Confirmation had been received from Countrywide Grounds Maintenance their quotation would remain the same, therefore, work had been booked for May 2024
- 23/79 Correspondence**
- 23/79.1 To note the correspondence log (attached)
- 23/80 Finance**
- 23/80.1 Approval of accounts for payment (to be given at the meeting)
- 23/80.2 Expenditure and Income Analysis as of 30th September 2023 (attached - sheet 1)
- 23/80.3 Estimated Provisions for September 2023 (attached - sheet 2)
- 23/80.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 23/80.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 23/80.6 Bank Reconciliation for September 2023 (to agree for the Chairman to sign)
- 23/80.7 Budget Considerations for Financial Year 2024/2025 (attached)
- 23/81 Health and Safety**
- 23/82 Report from Officers**
- Ground Management Officers Report
- 23/82.1
- Footpath by River – update
 - Robert Street Entrance Gate
 - Anti-social behaviour – to consider solutions
 - Picnic Benches by the Barn
- 23/82.2 Building Management Officers Report
- 23/82.3 Asset Management Officers Report
- CCTV - update
- 23/82.4 Legal Officers Report
- 23/82.5 Events and Fundraising Officers report – To note and approve events and minutes of meeting held on 11th October 2023 (to be forwarded) and note Terms of Reference agreed at Full Council
- 23/83 Information Board Layout – update**
- 23/84 Pavilion**
- 23/84.1 Update regarding loudspeaker for hall
- 23/84.2 Consideration of new Phone and Broadband contract - update
- 23/84.3 Hall Floor Cleaning – update on prices for a Scrubber/Dryer machine

- 23/84.4 Holiday Cover for Cleaning Pavilion
- 23/84.5 Projector in main hall
- 23/84.6 Request from Parishioner to permission to paint the veranda posts – to consider request and purchase of supplies

- 23/85 Co-op Local Community Fund** – update on current funds raised

- 23/86 Purchase of third bench and bin for remaining concrete pad**

- 23/87 To discuss contingency plans in case of overnight camping visitors** (Cllr Aldridge)

- 23/88 Community Payback Scheme**

- 23/89 Matters for the next meeting to be held on Monday 27th November 2023**

- 23/90 To exclude the Press and Public from the remainder of the meeting, due to commercial sensitivity**

- 23/91 To consider quotation for work on Horse Chestnut tree by Memorial Shelter and other works highlighted in Tree Survey**