



# 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](mailto:clerk@willitonpc.org.uk)

Dear Trustee

22<sup>nd</sup> November 2023

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 27<sup>th</sup> November 2023 at the rising of the Extra Ordinary Parish Council meeting, 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

- 23/92 Chairman to advise the recording of the meeting**
- 23/93 To note apologies for absence and approve reason, where appropriate**
- 23/94 To Receive any Declarations of Interest**
- 23/95 Minutes of the last meeting held on Monday 23<sup>rd</sup> October 2023 for approval** (attached)
- 23/96 Matters from the minutes – for report purpose only**
- 23/96.1 (Item 23/84.6) To note the painting of the veranda posts would be undertaken
- 23/97 Correspondence**
- 23/97.1 To note the correspondence log (attached)
- 23/97.2 Letter from Williton Parish Council confirming members elected to Events Sub Committee had been discussed and actioned – to note
- 23/98 Finance**
- 23/98.1 Approval of accounts for payment (to be given at the meeting)
- 23/98.2 Expenditure and Income Analysis as of 31<sup>st</sup> October 2023 (attached - **sheet 1**)
- 23/98.3 Estimated Provisions for October 2023 (attached - **sheet 2**)
- 23/98.4 WWMRG Charity fundraising income and expenditure analysis (attached - **sheet 3**)
- 23/98.5 Pavilion running costs against income from bookings analysis (attached - **sheet 4**)
- 23/98.6 Bank Reconciliation for October 2023 (to agree for the Chairman to sign)
- 23/98.7 Budget Considerations for Financial Year 2024/2025 (attached)
- 23/99 Health and Safety**
- 23/99.1 (Item 23/81) Commercial Waste Bins – to be discussed under item 23/109
- 23/100 Report from Officers**
- Ground Management Officers Report
- Footpath by River – responses from Tree Officer and H&S Advisors (attached)
  - (23/59.1) Erosion of Riverbank - update
  - Robert Street Entrance Gate – no update
- 23/100.1
- Anti-social behaviour – awaiting response from Idverde regarding the opening of the toilet and strimming to rear of pavilion - update.
  - Picnic Benches by the Barn - update
  - Request for £200 budget to purchase bulbs for the ground (Cllr Howes)
  - Request for purchase of Guide and Assisted Dog signs
- 23/100.2 Building Management Officers Report
- 23/100.3 Asset Management Officers Report
- CCTV – all repaired and working correctly
- 23/100.4 Legal Officers Report
- 23/100.5 Events and Fundraising Officers report – To note minutes of meeting held on 8<sup>th</sup> November 2023 and to approve any new events, not previously agreed.

- 23/101 Information Board Layout – update**
- 23/102 Pavilion**
- 23/102.1 Update regarding loudspeaker for hall
- 23/102.2 Hall Floor Cleaning – update on prices for a Scrubber/Dryer machine – no update
- 23/102.3 Holiday Cover for Cleaning Pavilion – requirement to cover 6<sup>th</sup>, 8<sup>th</sup>, 27<sup>th</sup>, 29<sup>th</sup> December
- 23/102.4 Projector in main hall - update
- 23/102.5 Hire Charges – to consider new charges from 1<sup>st</sup> April 2024 (attached)
- 23/102.6 Brendon Room Layout – responses from users of room
- 23/102.7 To consider a third wooden bench, in front of pavilion, under veranda
- 23/103 Co-op Local Community Fund**
- 23/103.1 To note final funding received and consider working with Parish Council to meet grant requirements
- 23/104 Purchase of third bench and bin for remaining concrete pad**
- 23/105 To discuss contingency plans in case of overnight camping visitors (Cllr Aldridge)**
- 23/106 Matters for the next meeting to be held on Monday 29<sup>th</sup> January 2024**
- 23/107 To exclude the Press and Public from the remainder of the meeting, due to commercial sensitivity**
- 23/108 To consider quotations for work on Horse Chestnut tree by Memorial Shelter and other works highlighted in Tree Survey, including tree by roller**
- 23/109 To consider quotations for Commercial Waste Bins (attached)**