



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 27th November 2023 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge, de Burgh-Thomas, Hooper, Howes and Peeks

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Nye (Work Commitments); Angell, Whetlor and White (Personal)

Public: None

23/92 The Chairman advised the meeting would be recorded.

23/93 To note Apologies for Absence and approve reason

As noted above and reasons approved. Proposed Cllr Howes, seconded Cllr Aldridge.

23/94 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	23/98.1	Personal	Did not vote on personal reimbursement
Cllr Howes	23/98.1	Personal	Did not vote on personal reimbursement
Cllr Peeks	23/97.1	Personal	Advised meeting

23/95 Minutes of the last meeting held on Monday 23rd October 2023

After a proposal from Cllr de Burgh-Thomas, seconded by Cllr Aldridge, it was **resolved** with two abstentions (one due to absence), to approve the minutes.

23/96 Matters from the minutes

23/96.1 (Item 23/84.6) The painting of the veranda posts would be undertaken when weather permitted - noted

23/97 Correspondence

23/97.1 It was **resolved** to note the correspondence log.

23/97.2 A letter had been received from Williton Parish Council confirming members elected to Events Sub Committee had been discussed and actioned - noted

23/98 Finance

23/98.1 It was **resolved** to approve the accounts for payment. (*Cllrs Howes and Payne abstained regarding their personal reimbursement but voted on the remainder of payments*). Proposed Cllr de Burgh-Thomas; seconded Cllr Hooper

23/98.2 It was **resolved** to note the attached Expenditure Analysis as at 31st October 2023.

23/98.3 It was **resolved** to note the Estimated Provisions for October 2023.

23/98.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

23/98.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

23/98.6 It was unanimously **resolved** Cllr Payne would sign the Bank Reconciliation for October 2023. Proposed Cllr Hooper, seconded Cllr Howes

23/98.7 Budget Considerations for Financial Year 2024/2025 – A discussion took place regarding the increased total. The service contracts allocation would be raised to £3,800.00, to cover potential cost of waste, proposed Cllr Payne, seconded Cllr Hooper one abstention. The budget would be finalised at the next meeting.

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

23/100.1 Ground Management Officers Report

Footpath along the river, from Robert Street to Catwell

- Conflicting advice had been received regarding signage advising of the uneven ground. It was **resolved** to follow the advice from CLP Safety and Training Signs, that “it is your responsibility that you need to act to warn others” and “installing signs does not imply an admission of negligence; rather, it is a rightful effort to advise the public to look more carefully at where they are treading”.
- It was resolved to purchase a sign for each entrance from Active Signs stating, “Caution Uneven Ground”.
- “No Dogs, except Guide and Assistance Dogs” – Three signs would also be purchased.
- The signs would be placed at: Catwell attach to chain-link fence, Long Street – noticeboard on barn, Robert Street – on pavilion sign at entrance Proposed Cllr Howes, seconded Cllr Peeks, all agreed.
- It was **resolved** a copy of the full advice received from CLP Safety and Training, the H&S advisors for the Parish Council, would be attached to these minutes.

Erosion of Riverbank

- An email had been received earlier in the day and photos had been requested. Cllr Peeks would take the photographs and forward to the Clerk.

Robert Street Entrance Gate

- Prices were still awaited.

Anti-social behaviour

- A price had been obtained for the toilet at The Barn to be opened and cleaned daily, equating to £25.00 per day, which Councillors felt was unviable, therefore, resolved not to proceed and remove from the agenda.

Picnic benches by the Barn

- Still required moving to agreed positions.

Request for a budget to purchase bulbs.

- The request was discussed; Cllr Aldridge advised he would donate Tete-a-Tete bulbs. It was unanimously **resolved** to accept the donation and Cllr Howes would plant. Proposed Cllr Howes, seconded Cllr Peeks

Use of Amenity Area

- Cllr Howes advised she had been whether Councillors would consider hiring out the Amenity Area as a secure area to exercise dogs off leads. It was **resolved**, to not agree with the request, as it had already been decided this area would be a dog free area and an exclusion zone had already been requested via Public Space Order. Proposed Cllr Hooper, seconded Cllr Aldridge, one against.

23/100.2 Building Management Officers Report

- A few minor repairs had taken place in the pavilion - noted

23/100.3 Asset Management Officers Report

- The CCTV had been repaired - noted.

23/100.4 Legal Officers Report – The access licences would be checked in relation to neighbouring properties – no update

23/100.5 Events and Fundraising Officers report The recent craft fair had been successful

23/101 Information Board

Cllr Howes had advised that aerial photos had been taken and would be forwarded to all

23/102 Pavilion

23/102.1 Loudspeaker for hall – Cllrs Aldridge and Hooper advised the meeting that the new microphone worked well during Bingo. The Quantock Room was no longer required, so could be released for potential bookings.

- 23/102.2 Hall floor cleaning – no update
- 23/102.3 Holiday cover for cleaning of the pavilion was still being investigated. Cllr Hooper would confirm if she could cover the dates given.
- 23/102.4 Projector in the main hall – HBC had stated a mechanical lift should not be used in any circumstance as it would damage the floor, so a standard scaffold tower would be required. The companies would be chased again for a price to investigate if the projector would still work. Potentially look at moving completely or being able to raise and lower the projector in the future.
- 23/102.5 Hire Charges – a discussion took place regarding the removal of the current 15 minutes currently allowed before and after the hire; also, the removal of the Parish hire. Cllr Howes would analysis one month of hire and report what impact these changes would make. Further information on how other venues open and close would be sought.
- 23/102.6 Brendon Room Layout – responses had been received from room users, with all but one requesting the room was left empty, with access to tables and chairs if required. After a proposal from Cllr Payne, seconded by Cllr Howes, it was resolved, with one abstention, to keep the room empty for hirers.
- 23/102.7 Consideration of third wooden bench in front of pavilion, under the veranda.
Cllr Hooper proposed that due to lack of funds, this was not pursued, seconded by Cllr Aldridge. Cllr Howes suggested that this was deferred until Cllr White was present, as funding may have been sought. Cllr Peeks counter proposed that if there was no funding then, the bench would not be put in place, seconded Cllr Aldridge, one against. This became the substantive motion, so proposed by Cllr Hooper, seconded Cllr Aldridge, resolved with one against.
- 23/103 Co-op Local Community Fund**
- 23/103.1 It was noted £4,027.66 had been received from the Co-op Community Funding. It was unanimously resolved the Charity would work with the Parish Council, joining funds using the grant money and gift it to the Parish Council, upon first checking with the Charity Commission regarding the legalities. Proposed Cllr Payne, seconded Cllr Hooper.
- The Parish Council would be holding open days to ask for comments and suggestions from parishioners.
- The Co-op had advised that the Charity could apply again in the future.
- 23/104 Purchase of third bench and bin for remaining concrete pad**
- A request had been received whether a positive wording message, mental health related, instead of a Memorial plaque would be acceptable. It was unanimously **resolved** to agree in principle, but the exact wording would require agreement. Proposed Cllr Hooper, seconded Cllr Howes.
- 23/105 Contingency plans in case of overnight camping visitors -** due to time restraints, it was resolved to defer this item
- 23/106 Matters for the next meeting to be held on Monday 29th January 2023**
- 23/107** After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was unanimously **resolved** to pass a resolution to exclude the press and public from the remainder of the meeting, due to commercial sensitivity
- 23/108 Quotation for work on Horse Chestnut tree by Memorial Shelter and other works highlighted in Tree Survey**
- Five companies had been contacted for quotations, currently, only two had responded. It was resolved to extend the deadline until 9am on the 4th of December 2023. If nothing further received, Quotation One would be accepted, as the more detailed quotation, upon clarification with the Somerset Council Tree Officer regarding TPO (Tree Preservation Orders). Proposed Cllr Howes, seconded Cllr de Burgh-Thomas with two abstentions
- 23/109 To consider quotations for Commercial Waste Bins – deferred due to time restrictions

Meeting closed at 9.00 pm

Signed as a true and correct record Dated