



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

24th January 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 29th January 2024 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

- 23/110 Chairman to advise the recording of the meeting**
- 23/111 To note apologies for absence and approve reason, where appropriate**
- 23/112 To Receive any Declarations of Interest**
- 23/113 Minutes of the last meeting held on Monday 27th November 2023 for approval** (attached)
- 23/114 Matters from the minutes – for report purpose only**
- 23/115 Correspondence**
- 23/115.1 To note the correspondence log (attached)
- 23/115.2 Somerset Playing Fields Association – Membership Annual Renewal – to consider renewal at a cost of £15.00
- 23/115.3 Request from Williton Rockets for grass paint for marking pitch
- 23/115.4 Somerset Film – Location Release Form – to agree to sign
- 23/116 Finance**
- 23/116.1 Approval of accounts for payment (to be given at the meeting)
- 23/116.2 Expenditure and Income Analysis as of 30th November and 31st December 2023 (attached - sheet 1)
- 23/116.3 Estimated Provisions for November and December 2023 (attached - sheet 2)
- 23/116.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 23/116.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 23/116.6 Bank Reconciliation for November and December 2023 (to agree for the Chairman to sign)
- 23/116.7 Audit Year end 2023 – for approval (attached)
- 23/116.8 Final Budget Considerations for Financial Year 2024/2025 (attached)
- 23/116.9 To consider additional authorisation for access to bank account as administration only
- 23/117 Health and Safety**
- 23/117.1 (Item 23/99.1) Commercial Waste Bins – to be discussed under item 23/127
- 23/118 Report from Officers**
- Ground Management Officers Report
- 23/118.1
- Footpath by River – update regarding warning signs “Caution, Uneven Ground”
 - Erosion of Riverbank – update from Environment Agency
 - Robert Street Entrance Gate – no update
 - Picnic Benches by the Barn – update
 - Signs – to confirm exact location and consider future signs
- Building Management Officers Report
- 23/118.2
- The Barn – gutter had been cleared on 29th November 2023 – recommendation to undertake clearance on a yearly basis – to consider
 - To consider whether to replace the Gutter Hedgehog that was removed
 - Electric meters in The Barn had been updated to smart meters, engineer confirmed one meter was not feeding any supply and recommended consideration for removal of meter to stop incurring daily standing charges
- 23/118.3 Asset Management Officers Report

- 23/118.4 Legal Officers Report
- 23/118.5 Events and Fundraising Officers report – To note minutes of meeting held on 13th December 2023 and 17th January 2024 and to approve any new events, not previously agreed.
- 23/119 Information Board Layout – update**
- 23/120 Pavilion**
- 23/120.1 Hall Floor Cleaning – update on prices for a Scrubber/Dryer machine – no update
- 23/120.2 Projector in main hall – to be discussed under item 23/128
- 23/120.3 Hire Charges – to consider new charges from 1st April 2024 (attached)
- 23/120.4 Consideration of a third wooden bench, in front of pavilion, under veranda if funding was available
- 23/120.5 Ceiling Leak in Changing Room 1
- 23/120.6 Brendon Room – to consider professional clean on floor tiles or purchase of replacement tiles
- 23/120.7 Repainting of building inside and out
- 23/120.8 Vandalised Bollard by Memorial Shelter
- 23/121 Tree Survey works to be undertaken**
- 23/121.1 Reply from Somerset Council Tree Officer regarding TPO's
- 23/122 Co-op Local Community Fund**
- 23/122.1 Update from Parish Council Open Days and response from Charity Commission
- 23/123 Purchase of third bench and bin for remaining concrete pad (attached)**
- 23/124 To discuss contingency plans in case of overnight camping visitors (Cllr Aldridge)**
- 23/125 Matters for the next meeting to be held on Monday 26th February 2024**
- 23/126 To pass a resolution to exclude the Press and Public from the remainder of the meeting, due to commercial and personnel sensitivity**
- 23/127 To consider quotations for Commercial Waste Bins (attached)**
- 23/128 To consider quotation for accessing the Projector in the main hall of Pavilion**
- 23/129 Recommendation from Full Council to increase hours of Memorial Ground and Pavilion Co-ordinator – to consider**