



# 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

21<sup>st</sup> February 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 26<sup>th</sup> February 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

- 23/134 Chairman to advise the recording of the meeting**
- 23/135 To note apologies for absence and approve reason, where appropriate**
- 23/136 To Receive any Declarations of Interest**
- 23/137 Minutes of the last meeting held on Monday 29<sup>th</sup> January 2024 for approval** (attached)
- 23/138 Minutes of the Extra Ordinary meeting held on Monday 19<sup>th</sup> February 2024 for approval** (attached)
- 23/139 Matters from the minutes – for report purpose only**
- 23/140 Correspondence**
- 23/140.1 To note the correspondence log (attached)
- 23/140.2 Eljet Exterior Cleaning – New rates for window cleaning (attached)
- 23/141 Finance**
- 23/141.1 Approval of accounts for payment (to be given at the meeting)
- 23/141.2 Expenditure and Income Analysis as of 31<sup>st</sup> January 2024 (attached - sheet 1)
- 23/141.3 Estimated Provisions for January 2024 (attached - sheet 2)
- 23/141.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 23/141.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 23/141.6 Bank Reconciliation for January 2024 (to agree for the Chairman to sign)
- 23/142 Health and Safety**
- 23/142.1 To note the Clerk had attended webinars on Tree Safety and Martyn's Law
- 23/142.2 Two bundles of wire had been found near the fence in the Children's play area –Countrywide Grounds Maintenance had removed them, free of charge – to note
- 23/143 Report from Officers**
- Ground Management Officers Report
- 23/143.1
- 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 – To note the benches had been placed in agreed positions
  - Fence between Children's Play Area and Amenity Area – reported as rotting
- Building Management Officers Report
- 23/143.2
- Electric meters in The Barn – update
  - New noticeboard for The Barn
- 23/143.3 Asset Management Officers Report
- 23/143.4 Legal Officers Report
- Events and Fundraising Officers report – To note minutes of meeting held on 17<sup>th</sup> January and 15<sup>th</sup> February 2024 (attached)
- 23/143.5
- Request to hold "Now and Then" with WWMRG raising money through refreshments – to consider
  - To consider purchase of advertising banners for events

- 23/144 Information Board Layout – update**
- 23/145 Pavilion**
- 23/145.1 Access Problems with key fobs – possibly due to windows update on server
- 23/145.2 Hall Floor Cleaning – update on prices for a Scrubber/Dryer machine
- 23/145.3 Projector in main hall – update
- 23/145.4 Ceiling Leak in Changing Room 1
- 23/145.5 Brendon Room – to consider professional clean on floor tiles or purchase of replacement tiles
- 23/145.6 Repainting of building inside and out
- 23/145.7 Vandalised Bollard by Memorial Shelter
- 23/145.8 Two Damaged Tables – to decide whether to remove / replace / repair
- 23/145.9 Waste Collection – advised £3.00 Duty-of-care certification charged per month, with £0.09/day for container rental – to consider agreement
- 23/146 Tree Survey works to be undertaken**
- 23/146.1 Reply from Somerset Council Tree Officer regarding TPO's
- 23/147 Co-op Local Community Fund**
- 23/147.1 Update from Parish Council Open Days and response from Charity Commission
- 23/148 To discuss contingency plans in case of overnight camping visitors (Cllr Aldridge)**
- 23/149 Land Ownership and Way Forward (attached)**
- 23/150 Matters for the next meeting to be held on Monday 25<sup>th</sup> March 2024**
- 23/151 To pass a resolution to exclude the press and public from the remainder of the meeting, due to personal sensitivity**
- 23/152 To discuss an email received offering a donation for information supplied by a Councillor**