



# 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

20<sup>th</sup> March 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 25<sup>th</sup> March 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

- 23/153 Chairman to advise the recording of the meeting**
- 23/154 To note apologies for absence and approve reason, where appropriate**
- 23/155 To Receive any Declarations of Interest**
- 23/156 Minutes of the last meeting held on Monday 26<sup>th</sup> February 2024 for approval** (attached)
- 23/157 Matters from the minutes – for report purpose only**
- 23/158 Correspondence**
- 23/158.1 To note the correspondence log (attached)
- 23/158.2 Email of complaint regarding parking at pavilion (attached)
- 23/158.3 Donation received towards the projector in the main hall of the Pavilion
- 23/158.4 Various letters regarding the increase in hire charge and removal of 15-minute allotted time (to be discussed under 23/164)
- 23/159 Finance**
- 23/159.1 Approval of accounts for payment (to be given at the meeting)
- 23/159.2 Expenditure and Income Analysis as of 29<sup>th</sup> February 2024 (attached - sheet 1)
- 23/159.3 Estimated Provisions for February 2024 (attached - sheet 2)
- 23/159.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 23/159.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 23/159.6 Bank Reconciliation for February 2024 (to agree for the Chairman to sign)
- 23/160 Health and Safety**
- 23/160.1 Pavilion Notice Board – Report of head injury when replacing notices
- 23/160.2 Issue of anti-social behaviour due to car parking at Pavilion – to consider recourse
- 23/161 Report from Officers**
- Ground Management Officers Report
- 23/161.1
- Erosion of Riverbank – update and to discuss remedial work
  - Robert Street Entrance Gate – no update
- Building Management Officers Report
- 23/161.2
- Electric meters in The Barn – update
  - New noticeboard for The Barn
- 23/161.3 Asset Management Officers Report
- 23/161.4 Legal Officers Report
- 23/161.5 Events and Fundraising Officers report – To note minutes of meeting held on 13<sup>th</sup> March 2024 (attached)
- Purchase of advertising banners for events – to consider revised budget
- 23/162 Information Board Layout – update**

- 23/163 Pavilion**
- 23/163.1 Access Problems with key fobs – update
  - 23/163.2 Hall Floor Cleaning – update on prices for a Scrubber/Dryer machine
  - 23/163.3 Projector in main hall – update
  - 23/163.4 Ceiling Leak in Changing Room 1 - update
  - 23/163.5 Safety Decals for the Pavilion windows (attached)
  - 23/163.6 Rail under serving hatch – to note the rail had been removed and to consider remedial repairs
  - 23/163.7 To consider refund of hire charge due to late cancellation for medical emergency
- 23/164 Hire Charges and Feedback Received (attached)**
- 23/165 Hire Charges of The Barn Kitchenette and Main Ground (attached)**
- 23/166 Contingency plans in case of overnight camping visitors - update**
- 23/167 Matters for the next meeting to be held on Monday 29<sup>th</sup> April 2024**