WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 29th January 2024 at 7.00pm
In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors:	Payne (Chairman), Aldridge, Hooper and Nye Peeks White
Other:	Mrs Michelle Francis
Public:	None
Press:	None

Apologies:

Councillors:	Angell, de Burgh-Thomas, Denton, Howes and Whetlor (All Personal)
Public:	None

23/110 The Chairman advised the meeting would be recorded.

23/111 **To note Apologies for Absence and approve reason**

As noted above and reasons given.

Resolution – to accept apologies and reasons given.
Proposed Cllr White, seconded Cllr Payne, unanimous.

23/112 **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Payne	23/120.3	Personal	Did not vote on personal reimbursement

23/113 **Minutes of the last meeting held on Monday 27th November 2023**

After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was **resolved** with two abstentions (due to absence), to approve the minutes.

23/114 **Matters from the minutes**

There were none

23/115 **Correspondence**

23/115.1 It was **resolved** to note the correspondence log.

23/115.2 Somerset Playing Fields Association Annual Membership Renewal had been received.

Resolution – To renew membership at a cost of £15.00
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**.

23/115.3 A request had been received from Williton Rockets for grass paint for marking of the football pitches.

Resolution – To note the paint had been purchased
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**.

23/115.4 Somerset Film had hired the pavilion and had requested a Location Release Form was signed.

Resolution – To sign the release form.
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously resolved. A copy of the film would be requested

23/116 **Finance**

23/116.1 Approval of the accounts for payment. (*Cllr Payne abstained regarding personal reimbursement but voted on the remainder of payments).*

Resolution – to agree to the payments.
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously resolved.

23/116.2 It was **resolved** to note the attached Expenditure Analysis as at 30th November 2023 and 31st December 2023.

23/116.3 It was **resolved** to note the Estimated Provisions for November and December 2023.

23/116.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

23/116.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

23/116.6 Bank Reconciliation for November and December 2023.

Resolution – To agree for Chairman to sign.
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**.

23/116.7 Year End 2023 Audit

Resolution – To agree
Proposed by Cllr Aldridge, seconded by Cllr Peeks, unanimously **resolved**

23/116.8 Final Budget Considerations for Financial Year 2024/2025 – After a discussion it was resolved to increase the Pavilion Cleaning allocation to £7,000.00; the Staff Costs allocation to £12,000.00 and add a new allocation for Waste Disposal for the sum of £800.00.

It was proposed to accept the amended budget, giving a total of £68,596.00 (including the 10% budget contingency) for financial year 2024-2025 and unanimously agreed by all.

Resolution – To accept amended budget.
Proposed by Cllr Peeks, seconded by Cllr Aldridge, unanimously **resolved**

23/116.9 The Clerk requested permission for all staff members to be authorised for access to online banking.

Resolution – To accept the request.
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**

23/117 Health and Safety

23/117.1 (Item 23/81) Commercial Waste Bins – to be discussed under item 23/127

23/118 Report from Officers

23/100.1 Ground Management Officers Report

- Footpath along the river, from Robert Street to Catwell – a proof had been received for the agreed "Caution, Uneven Ground" and "No Dog" signs, which was approved.
- Erosion of Riverbank – photographs had been forwarded and a reply was awaited.
- Robert Street Entrance Gate – no update on replacement gates. The CCTV sign was reported as missing and would need replacing.
- Picnic Benches by the Barn – Cllr White advised he had arranged to meet the Probation Service Officer regarding the siting of the benches, two in the Amenity Area and two on the Hard Standing. Fixings and bolts were ready for securing the benches to the ground.
- Signs – Confirmation regarding exact location of signs had been requested.
  It was unanimously **resolved** to all of the following, proposed Cllr Hooper, seconded Cllr Aldridge:
  1. "Caution, Uneven Ground" – to be erected at each entrance to the ground – Catwell (chain link fence), Long Street (telegraph pole) and Robert Street (fence post in car park).
  2. "No Dogs" – to be erected on the double gate into the Amenity Area and both gates into the children's play area.
  3. "Yoga Pick Up After Dog Signs" – to be on the same board as the Caution, Uneven Ground signs.
  4. It was queried whether space should be left on the boards, for any future signs that may be required – it was agreed not to leave space and to revisit if and when needed.

Cllr Aldridge reported he had removed the tree bough that was resting on the neighbour's wall. The river fence wire needed re-securing. The riverbank padlock key would be replaced. Cllr Aldridge agreed to sort the above

It was reported the gate to the Amenity Area kept opening and dogs were going inside. It was believed the bolt had been bent. Cllrs Aldridge and White would look at the fixings and mend.

23/118.2 Building Management Officer Report

The Barn – the gutter had been cleared on the 29th November 2023 and it had been recommended to undertake annual clearance. It was noted the hedgehog had been removed and a discussion took place as to whether it should be replaced. It was noted a gauze/guard should be over the down pipe.

Resolution – To agree to an annual clearance; not to replace the hedgehog and install a guard for the down pipe. To advertise the hedgehog for sale in the parish office window.
Proposed by Cllr Peeks, seconded by Cllr Hooper, unanimously **resolved**

It was reported the electric meters in The Barn had been updated to smart meters and that the engineer had advised one meter was not feeding any supply and therefore, recommended it was removed to stop incurring daily standing charges.

Resolution – To authorise an electrician to investigate the meters, what they supply and whether one meter could be removed.
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**

It was reported the Perspex on noticeboard fixed to The Barn had been damaged and the bye laws removed. A replacement board would be costed. A copy of the bye laws needed replacing.

23/118.3 Asset Management Officers Report

- One folding 6ft table in the Pavilion had been broken.

23/118.4 Legal Officers Report – The access licences required checking, in relation to neighbouring properties – no update

23/118.5 Events and Fundraising Officers report
The notes of the meeting held on 13th December 2023 were noted, the 17th January 2024 notes would follow.

23/119 Information Board – no update

23/120 Pavilion

23/120.1 Hall Floor Cleaning – no update

23/120.2 Projector in the main hall – to be discussed under item 23/128

23/120.3 Hire Charges – Cllr Peeks had forwarded a paper earlier in the day. It was resolved to hold and Extra Ordinary meeting to give members time to analysis and have sufficient time for discussion.

23/120.4 Consideration of third wooden bench in front of pavilion, under the veranda – Cllr White withdrew proposal as he noted members did not wish to give their support.

23/120.5 Ceiling Leak in Changing Room 1 – it was resolved to investigate and rectify the problem. No limit was put on the cost for doing so. Proposed Cllr Aldridge, seconded Cllr Hooper.

23/120.6 Brendon Room – Deferred due to time restraints

23/120.7 Repainting of building inside and out - Deferred due to time restraints

23/120.8 Vandalised Bollard by Memorial Shelter - Deferred due to time restraints

23/121 Tree Survey works to be undertaken

23/121.1 Reply from Somerset Council Tree Officer regarding TPO's - Deferred due to time restraints

23/122 Co-op Local Community Fund

23/122.1 Update from Parish Council Open Days and response from Charity Commission - Deferred due to time restraints

23/123 Purchase of third bench and bin for remaining concrete pad – discussed under item 23/120.4

23/124 Contingency plans in case of overnight camping visitors - Deferred due to time restraints

23/125 Matters for the next meeting to be held on Monday 26th February 2024

23/126 After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was unanimously **resolved** 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**

The quotation was discussed and agreed a fortnightly collection would be required. The bin would be placed by the rear gate.

Resolution – To accept the quotation for a Commercial Waste Bin to be collected on a fortnightly basis.
Proposed by Cllr Payne, seconded by Cllr Hooper, **resolved** with two abstentions

23/128 **To consider quotation for accessing the Projector in the main hall of the Pavilion**

Only one quotation had been received. Cllr Aldridge offered to be present when the projector was bought down to see if it could fixed straight away, for example, if it had been knocked out of alignment. Consideration for long-term options would be considered after these works were carried out.

Resolution – To accept the quotation at a cost of £398.00 + vat for the projector to be brought down from the ceiling for investigation.
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**

23/129 **Recommendation from Full Council to increase hours of Memorial Ground & Pavilion Co-ordinator**

It was confirmed Full Council supported the recommendation to increase and fund the 4 extra hours per week. Cllr Payne proposed that recommendation was accepted, seconded by Cllr Aldridge. An amendment was proposed by Cllr Peeks to defer and request more information, seconded by Cllr Nye. A vote was taken on the first amendment to defer a decision, 3 votes in favour and 3 votes against. The Chairman used his casting vote against the proposed amendment. Motion failed. A vote was taken on the original proposal, to accept the recommendation and agree to fund the 4 extra hours, 3 votes in favour and 3 votes against. The Chairman used his casting vote in favour of the proposed amendment. Motion passed.

Resolution – To accept the recommendation to increase and fund the 4 extra hours for the Memorial Ground & Pavilion Co-Ordinator.

Meeting closed at 9.30 pm

Signed as a true and correct record … Cllr Payne …………….. Dated … 26th February 2024 ......……