



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 April 2024

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

- 23/168 Chairman to advise the recording of the meeting**
- 23/169 To note apologies for absence and approve reason, where appropriate**
- 23/170 To Receive any Declarations of Interest**
- 23/171 Minutes of the last meeting held on Monday 25th March 2024 for approval** (attached)
- 23/172 Matters from the minutes – for report purpose only**
- 23/172.1 Dog and Uneven Signs have been collected and need installing
- 23/172.2 (Item 23/145.5) Replacement of carpet tiles, with lino around kitchen area - Quotations awaited
- 23/172.3 (Item 23/145.6) Repainting of building, inside and outside – Quotations awaited
- 23/173 Correspondence**
- 23/173.1 To note the correspondence log (attached)
- 23/173.2 Notification of intended sponsored walk around the Memorial Ground in conjunction with Quantock Dementia Awareness Group (attached)
- 23/174 Finance**
- 23/174.1 Approval of accounts for payment (to be given at the meeting)
- 23/174.2 Expenditure and Income Analysis as of 31st March 2024 (attached - sheet 1)
- 23/174.3 Estimated Provisions for March 2024 (attached - sheet 2)
- 23/174.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 23/174.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 23/174.6 Bank Reconciliation for March 2024 (to agree for the Chairman to sign)
- 23/175 Health and Safety**
- 23/175.1 Report of vandalism to the goal mouth in the Amenity Area and missing metal poles which have not been found – to note
- 23/175.2 First Aid boxes being used, but no reports of any injuries being received – a reminder to complete accident forms and return to the office has been put in all boxes – to note
- 23/175.3 Door guards are deteriorating – to consider replacement
- 23/176 Report from Officers**
- Ground Management Officers Report
- 23/176.1
- Erosion of Riverbank – awaiting response from company for advice
 - Robert Street Entrance Gate / electric barrier – no update
- Building Management Officers Report
- 23/176.2
- Electric meters in The Barn – update
 - New noticeboard for The Barn – to consider replacement (attached)
- 23/176.3 Asset Management Officers Report
- 23/176.4 Legal Officers Report
- 23/176.5 Events and Fundraising Officers report – To note minutes of meeting held on 10th April 2024 (attached)
- Request for Councillors to volunteer at events
 - Booking of St Johns Ambulance for 1st aid cover at Village Fete – to agree

- 23/177 Information Board Layout – update**
- 23/178 Pavilion**
- 23/178.1 Access Problems with entry key fobs – update
- 23/178.2 To consider alteration to existing alarm system by installation of keypad in plant room – (attached)
- 23/178.3 Hall Floor Cleaning – update on prices for a Scrubber/Dryer machine
- 23/178.4 Projector in main hall – update
- 23/178.5 Ceiling Leak in Changing Room 1 – to note this had been fixed
- 23/178.6 Safety Decals for the Pavilion windows – update on agreed purchase and installation
- 23/178.7 Rail under serving hatch – update on remedial repairs
- 23/178.8 Commercial Bin – confirmation monthly charge would be £42.08
- 23/178.9 Car Parking signs “Parking for Organisers and Disabled User Only” – to consider size, A4 or A3 (attached)
- 23/178.10 Request from hirer for free access to drinking water – to consider allowing free access or whether to install water stations which can be accessed by all (attached) – *To be discussed under item 23/182*
- 23/179 Matters for the next meeting to be held on Monday 27th May 2024**
- 23/180 To Pass a resolution to exclude the press and public from the remainder of the meeting, due to commercial sensitivity**
- 23/181 Legionella Testing and Risk Assessment – to consider options and quotations (to be forwarded)**
- 23/182 Water Stations – to consider quotations received (attached)**