



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

22nd May 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Tuesday 28th May 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

- 24/01 To advise the recording of the meeting – Chairman**
- 24/02 To note apologies for absence and approve reason, where appropriate**
- 24/03 To Receive any Declarations of Interest**
- 24/04 Appointment of Officers and Working Group Representatives (attached)**
- 24/05 Minutes of the last meeting held on Monday 29th April 2024 for approval (attached)**
- 24/06 Matters from the minutes – for report purpose only**
24/06 (Item 23/172.1) Dog and Uneven Signs had been installed
- 24/07 Correspondence**
24/07.1 To note the correspondence log (attached)
24/07.2 Email from parishioners with views on agenda and previous minutes (attached)
24/07.3 Cancellation of regular booking and comments made (attached)
24/07.4 Request from Village Agent to reduce hire charge of Quantock Room due to funding requested at £8 per hour
- 24/08 Finance**
24/08.1 Approval of accounts for payment (to be given at the meeting)
24/08.2 Expenditure and Income Analysis as of 30th April 2024 (attached - sheet 1)
24/08.3 Estimated Provisions for April 2024 and to discuss allocation of reserves (attached - sheet 2)
24/08.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
24/08.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
24/08.6 Bank Reconciliation for April 2024 (to agree for the Chairman to sign)
24/08.7 To consider request to ask the Parish Council to invoice staff contribution on a monthly basis
- 24/09 Health and Safety**
24/09.1 Annual Boiler Service had been undertaken – to note
24/09.2 Fire Extinguishers service and update
- 24/10 Report from Officers**
Ground Management Officers Report
24/10.1
 - Erosion of Riverbank – to be discussed under item 24/17
 - Robert Street Entrance Gate / electric barrier – no update
 - Williton Bowling Club – problems with tree seeds affecting bowling green (attached)Building Management Officers Report
24/10.2
 - Electric meters in The Barn – update
 - New noticeboard for The Barn – updateAsset Management Officers Report
24/10.3
Legal Officers Report
24/10.4
Events and Fundraising Officers report – To note minutes of meeting held on 8th May 2024 (to be forwarded)
24/10.5
- 24/11 Information Board Layout – update**

- 24/12 Pavilion**
- 24/12.1 Access Problems with entry key fobs – update
- 24/12.2 Hall Floor Cleaning – to be discussed under item 24/18
- 24/12.3 Projector in main hall – to note contractors had been scheduled for 6th June
- 24/12.4 Safety Decals for the Pavilion windows – update on installation
- 24/12.5 Rail under serving hatch – update on remedial repairs
- 24/12.6 Electric and Gas contract price renewals (attached)
- 24/13 Matters for the next meeting to be held on Monday 24th June 2024**
- 24/14 To Pass a resolution to exclude the press and public from the remainder of the meeting, due to commercial sensitivity**
- 24/15 Legionella Testing and Risk Assessment** – to consider options and quotations (to be forwarded)
- 24/16 Memorial Bench application** - to consider
- 24/17 Erosion of Riverbank** – to consider option and quotation (attached)
- 24/18 Hall Floor Cleaning** – to consider prices for a Scrubber/Dryer machine