



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 25th March 2024 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge, Hooper, Nye, Whetlor and White

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Angell, de Burgh-Thomas, Howes and Peeks (Personal reasons)

Public: None

23/153 The Chairman advised the meeting would be recorded.

23/154 To note Apologies for Absence and approve reason

Approved as above and the reasons given.

Proposed Cllr Hooper, seconded Cllr White, with one abstention

23/155 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	23/163.7	Personal	Did not take part in discussion or vote
Cllr Whetlor	23/163.7	Personal	Informed meeting

23/156 Minutes of the last meeting held on Monday 26th February 2024

After a proposal from Cllr White, seconded by Cllr Aldridge, it was unanimously **resolved** to approve the minutes.

23/157 Matters from the minutes

The acceptance for waste disposal had been forwarded and a reply received apologising that despite the fact they informed WWMRG they were able to supply a commercial waste bin, the company did not cover this area. Biffa had been contacted and if no difference in cost, it was agreed to go ahead with them as an alternative company.

23/158 Correspondence

23/158.1 It was **resolved** to note the correspondence log.

23/158.2 An email complaint had been received regarding the parking at the Pavilion, which was discussed. A reply would be sent advising the parking had always been for organisers and disabled users only, including the Pavilion was run by the Charity and no subsidy received from the Parish Council. This would be added to the Standard Terms and Conditions of the Hire Agreement. It was suggested signs were erected. Information would be obtained regarding a fob access barrier and how emergency services could gain access.

Resolution – To install signs saying parking for organisers and disabled users only.

Proposed Cllr Payne, seconded Cllr Hooper and unanimously **resolved**.

23/158.3 A donation had been received towards the projector in the main hall of the Pavilion. A thank you letter had been sent.

23/158.4 Various letters had been received regarding the increase in hire charges and the removal of the 15-minute allotted time – this would be discussed under item 23/164.

Somerset Council non-domestic rates bills – zero amount for Pavilion - noted

Wessex Water - road closure at Quantock Court, Robert Street, 7pm Wednesday 17th April 2024 to 6am Thursday 18th April 2024.

23/159 Finance

23/159.1 Approval of the accounts for payment.

Resolution – To agree to the payments.

Proposed by Cllr Hooper, seconded by Cllr Aldridge, unanimously **resolved**.

- 23/159.2 It was **resolved** to note the attached Expenditure Analysis as at 29th February 2024.
- 23/159.3 It was **resolved** to note the Estimated Provisions for February 2024.
- 23/159.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. The Chairman thanked all involved with the fundraising.
- 23/159.5 It was **resolved** to note the Pavilion running costs against hire income analysis.
- 23/159.6 Bank Reconciliation for February 2024.

Resolution – To agree for Chairman to sign.

Proposed by Cllr Hooper, seconded by Cllr White, unanimously **resolved**.

23/160 Health and Safety

- 23/160.1 A report of head injury had been received when replacing notices in the pavilion notice board.

Resolution – To arrange for the noticeboards to be re-hung, so that they open sideways.

Proposed by Cllr Hooper, seconded by Cllr Aldridge, unanimously **resolved**.

- 23/160.2 The Chairman explained a situation of anti-social behaviour due to car parking at the pavilion, between hirers, which he had been called out to address.

Resolution – A letter would be sent to the hirer, including parking was for the organiser and disabled users only.

Proposed by Cllr Aldridge, seconded by Cllr White, unanimously **resolved**.

23/161 Report from Officers

23/161.1 Ground Management Officers Report

- Erosion of Riverbank – at the recent flood meeting, the Environment Agency advised the erosion would be the responsibility of the riparian owner. It was unanimously agreed to ask a civil engineer for a report and advise. Proposed Cllr Payne, seconded Cllr Whetlor.
- Robert Street Entrance Gate – no update on replacement gates but noted that earlier in the meeting an electric barrier would be considered.

23/161.2 Building Management Officer Report

- Electric meters in The Barn – awaiting electrician
- Cllr White would investigate options for a replacement noticeboard and report to the next meeting.

23/161.3 Asset Management Officers Report – nothing reported

23/161.4 Legal Officers Report – nothing reported

23/161.5 Events and Fundraising Officers report

The minutes of the meeting held on 13th March 2024 were noted. It was noted the Race Night had been successful and the money raised would be held in provisions for the projector. Cllr White advised flags for D-Day were available and asked that they be considered.

At the previous meeting, Cllr Howes had requested authority to purchase advertising banners, upon ordering it was discovered the price had increased. Therefore, Cllr Howes requested authorisation to accept the increase, which was £50.40 + vat each, for the Village Open Gardens and the Williton Garage Sale.

Resolution – To accept price increase for two banners as listed above.

Proposed by Cllr Aldridge, seconded by Cllr Whetlor, unanimously **resolved**.

23/162 Information Board – Cllr Nye confirmed she was investigating historical buildings around the Memorial Ground

23/163 Pavilion

- 23/163.1 It was noted Coomers had attended site and disabled the windows updates, which appeared to have solved the current issues. The working group had not yet met, but a date would be set and Coomers would be asked to attend.
- 23/163.2 Hall Floor Cleaning – Cllr Nye would investigate possible companies and pass details to the office to make contact and obtain quotations.
- 23/163.3 Projector in the main hall – B Walsh and Sons would be asked to confirm a date.

- 23/163.4 Ceiling Leak in Changing Room 1 – this was potentially due to a roof issue; a contractor had been arranged to investigate.
- 23/163.5 Safety Decals for the Pavilion windows. Cllr Nye had produced various options which were considered.
Resolution – Cllr Nye would purchase 3 packs of the Frosted Etched Effect circular safety stickers, within a £160.00 budget.
 Proposed by Cllr Aldridge, seconded by Cllr Hooper, unanimously **resolved**.
- 23/163.6 The rail under the serving hatch had been removed due to being loose and unsafe.
Resolution – Cllr Aldridge volunteered to refill and repaint where the rail had been removed. The rail would not be replaced.
 Proposed by Cllr Payne, seconded by Cllr Whetlor, unanimously **resolved**.
- 23/163.7 Consideration was given to the request for a refund on a hire charge, which was cancelled late due to a medical emergency. It was agreed any requests would be considered on a case-by-case basis.
Resolution – To keep the deposit, but refund the hire charge, due to the medical emergency.
 Proposed by Cllr Whetlor, seconded by Cllr Hooper, **resolved** with four votes in favour, one vote against and one abstention.

23/164 Hire Charges and Feedback Received

A discussion took place regarding the feedback received from hirers of the Pavilion. It was noted whilst the increase in charges was understood, the removal of the 15 minutes at the beginning of the bookings had caused upset. It was reported hirers were considering moving times, not increasing the hours booked. It was further noted that as of the end of February 2024, the Pavilion was in profit by just over £500. Members stated the 15 minute was more valuable than the price increase.

Cllr White proposed the 15-minute free at the beginning and end of each booking was reinstated and the price increase remained at 15%; seconded by Cllr Whetlor. Cllr Aldridge proposed an amendment that this was monitored for 12 months for cost implications. This amendment was accepted that it would be reviewed in 12 months.

Resolution – To reinstate the 15-minute free at the beginning and end of each booking and for the price increase to remain at 15%.

Proposed by Cllr White, seconded by Cllr Whetlor, **resolved** with one vote against.

Cllr Hooper proposed the hire charge of the kitchen was put back to the option of up to 4 hours for tea and coffee facilities only; seconded by Cllr Aldridge and unanimously **resolved**.

A letter had been received from the Finance and Administration committee of Williton Parish Council requesting reduced hire charges, due to the amount of hires the Parish Council made to support the community.

Resolution – Not to agree to the request as the Parish Rate already applied.

Proposed by Cllr Hooper, seconded by Cllr Aldridge, unanimously **resolved**.

23/165 Hire Charges of The Barn Kitchenette and Main Ground

A discussion took place regarding the hire charges for the period 1st April 2024 to 31st March 2025. Cllr Hooper proposed an increase of 15%, rounded to the nearest £1; this was seconded by Cllr Aldridge. An amendment was proposed by Cllr Nye reduce the cost of the Barn Kitchenette hire to £4 per hour and increase the remainder by 15%, rounded to the nearest £1; this was seconded by Cllr White. A vote was taken on the first amendment, four votes in favour with two votes against. The vote replaced the previous motion as substantive motion. As no further amendment was proposed a vote was taken on the substantive motion to reduce the cost of the Barn Kitchenette hire to £4 per hour and increase the remainder by 15%, rounded to the nearest £1; which was passed with four votes in favour and two votes against.

Resolution – To amend the hire charge of the Barn Kitchenette and Main Ground, as above.

Proposed by Cllr Nye, seconded by Cllr Whetlor

23/166 Contingency plans in case of overnight camping visitors

It was unanimously **resolved** to remove this item from the agenda.

23/167 Matters for the next meeting to be held on Monday 29th April 2024

Meeting closed at 9.15 pm

Signed as a true and correct record Cllr Payne Dated 29th April 2024