



# 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

19<sup>th</sup> June 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 24<sup>th</sup> June 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

- 24/19 To advise the recording of the meeting – Chairman**
- 24/20 To note apologies for absence and approve reason, where appropriate**
- 24/21 To Receive any Declarations of Interest**
- 24/22 Appointment of Officers and Working Group Representatives** (attached)  
Representative for Events Committee
- 24/23 Minutes of the last meeting held on Tuesday 28<sup>th</sup> May 2024 for approval** (attached)
- 24/24 Matters from the minutes – for report purpose only**
- 24/25 Correspondence**  
24/25.1 To note the correspondence log (attached)
- 24/26 Finance**  
24/26.1 Approval of accounts for payment (to be given at the meeting)  
24/26.2 Expenditure and Income Analysis as of 31<sup>st</sup> May 2024 (attached - sheet 1)  
24/26.3 Estimated Provisions for May 2024 and to discuss allocation of reserves (attached - sheet 2)  
24/26.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)  
24/26.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)  
24/26.6 Bank Reconciliation for May 2024 (to agree for the Chairman to sign)
- 24/27 Health and Safety**  
24/27.1 The Barn - Broken outside light and broken paving slab on hard standing
- 24/28 Report from Officers**  
24/28.1 Ground Management Officers Report
  - Williton Bowling Club – response from Somerset Council tree officer – to consider (attached)  
24/28.2 Building Management Officers Report
  - New noticeboard for The Barn – update  
24/28.3 Asset Management Officers Report
  - Report that Goalpost had broken and since fixed by Williton Rockets representative  
24/28.4 Legal Officers Report  
24/28.5 Events and Fundraising Officers report – To note minutes of meeting held on 12<sup>th</sup> June 2024 (to be forwarded)
- 24/29 Information Board Layout – update**
- 24/30 Pavilion**  
24/30.1 Access Problems with entry key fobs – update  
24/30.2 Projector in main hall – update  
24/30.3 Safety Decals for the Pavilion windows – update on installation  
24/30.4 Rail under serving hatch – update on remedial repairs  
24/30.5 Dishwasher not working – contractors have been booked to repair

- 24/31**      **Matters for the next meeting to be held on Monday 22<sup>nd</sup> July 2024**
- 24/32**      **To Pass a resolution to exclude the press and public from the remainder of the meeting, due to commercial sensitivity**
- 24/33**      **Legionella Testing and Risk Assessment** – to consider options and quotations (to be forwarded)
- 24/34**      **Memorial Bench application** - update
- 24/35**      **Erosion of Riverbank** – update
- 24/36**      **Hall Floor Cleaning** – to consider prices for a Scrubber/Dryer machine
- 24/37**      **Painting Quotations** – to consider (to be forwarded)
- 24/38**      **Robert Street Entrance gate post quotation** – to consider