



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

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

Attendees:

Councillors: Payne (Chairman), Aldridge, de Burgh-Thomas, Hooper, Howes and Peeks

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Angell, Whetlor and White (Personal reasons) Denton and Nye (Work Commitments)

Public: None

23/168 The Chairman advised the meeting would be recorded.

23/169 To note Apologies for Absence and approve reason

Approved as above and for the reasons given.

Proposed Cllr Howes, seconded Cllr de Burgh-Thomas

23/170 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	23/173.2	Personal	Did not take part in discussion or vote

23/171 Minutes of the last meeting held on Monday 25th March 2024

After a proposal from Cllr Hooper, seconded by Cllr Aldridge, it was **resolved** to approve the minutes with three abstentions due to absence.

23/172 Matters from the minutes

23/172.1 Dog and Uneven Ground Signs had been collected by Cllr Aldridge. Cllr Payne had started to install the signs.

23/172.2 (Item 23/145.5) Quotations were awaited for the replacement carpet tiles in the Brendon Room

23/172.3 (Item 23/145.6) Quotations were awaited for the repainting of the inside and outside of pavilion

23/173 Correspondence

23/173.1 It was **resolved** to note the correspondence log.

23/173.2 Notification had been received of an intended sponsored walk around the Memorial Ground in conjunction with Quantock Dementia Awareness Group.

Resolution – To confirm no objection.

Proposed Cllr Hooper, seconded Cllr Howes, one abstention

23/174 Finance

23/174.1 Approval of the accounts for payment.

Resolution – To agree to the payments.

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

23/174.2 It was **resolved** to note the attached Expenditure Analysis as at 31st March 2024.

23/174.3 It was **resolved** to note the Estimated Provisions for March 2024. Allocation of reserves would be discussed at the May meeting.

23/174.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. The Chairman thanked all involved with the fundraising.

23/174.5 It was **resolved** to note the Pavilion running costs against hire income analysis. A line for staff costs would be included on the spreadsheet

23/174.6 Bank Reconciliation for March 2024.

Resolution – To agree for Chairman to sign.

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

23/175 Health and Safety

- 23/175.1 It was reported the goalmouth in the Amenity Area had been vandalised and missing metal poles had not been found. Some bungee straps had been handed into the office. A laminated sign would be displayed to say it had been taken away, due to vandalism. This would be reported on social media by Cllr Howes
- 23/175.2 First Aid boxes in the pavilion were being used, but no reports of any injuries being received. A reminder to complete accident forms and return them to the Parish Office had been put inside the boxes - noted
- 23/175.3 It was reported the door guards on the doors in the Pavilion were deteriorating
- Resolution** – To allocate a budget of £1,000.00 for them to be replaced
Proposed by Cllr Payne, seconded by Cllr Hooper, unanimously **resolved**

23/176 Report from Officers

23/176.1 Ground Management Officers Report

- Erosion of Riverbank – C J Lynch would visit the site
- Robert Street Entrance Gate – no update on replacement gates but noted that earlier in the meeting an electric barrier would be considered.

23/176.2 Building Management Officer Report

- Electric meters in The Barn – awaiting electrician
- Options for a replacement noticeboard to be installed on the Barn were considered. It was unanimously resolved to purchase a Memolox Fabric Lockable Noticeboard A1 at a cost of £181.20, plus delivery.

23/176.3 Asset Management Officers Report – nothing reported

23/176.4 Legal Officers Report – an update regarding Lilac Cottage was awaited

23/176.5 Events and Fundraising Officers report

The minutes of the meeting held on 10th April 2024 were noted.

A request was made to Councillors to volunteer at events to enable them to continue. Cllrs Peeks & Whetlor would help with refreshments at the open gardens if available.

A price of £308.88 had been received for St John's Ambulance to attend and provide first aid cover at the Village Fete from 9am – 6pm.

Resolution – To accept the quotation for first aid cover.

Proposed by Cllr Howes, seconded by Cllr de Burgh-Thomas, unanimously **resolved**

23/177 Information Board – No update

23/178 Pavilion

- 23/178.1 The working group had not yet met, but a date would be set and Coomers would be asked to attend.
- 23/178.2 Consideration was given to alter the existing alarm system by installation of a keypad in the plant room, which would enable easier access for key holders, when entry problems occur. A price of £320.00 + vat had been received from Coomer Security Systems.
- Resolution** – To accept the quotation for the installation of a keypad in the Plant Room.
Proposed by Cllr Howes, seconded by Cllr Aldridge, unanimously **resolved**
- 23/178.3 Hall Floor Cleaning – Cllr Nye had sent an email today with details after the office had closed, therefore, the item was deferred until May to enable members to receive information with sufficient time.
- 23/178.4 Projector in the main hall – The arranged date had to be cancelled due to availability circumstances. Cllr Aldridge would contact the contractor to arrange a mutually convenient date.
- 23/178.5 Ceiling Leak in Changing Room 1 – it was noted the repair had been completed
- 23/178.6 Safety Decals for the Pavilion windows. It had previously been resolved to purchase 10cm circles, but Cllr Howes offered to supply the materials and cut with a precision machine, at no cost. It was resolved to alter the previous resolution, due to their being a cost saving.
Proposed by Cllr Aldridge, seconded by Cllr Hooper, unanimously **resolved**.
- 23/178.7 The rail under the serving hatch had been removed due to being loose and unsafe – no update.

- 23/178.8 Commercial Bin – confirmation of the monthly hire charge had been received
Resolution – To accept the monthly charge.
 Proposed by Cllr Hooper, seconded by Cllr de Burgh-Thomas, **resolved** with one abstention.
- 23/178.9 Car Park Signs – “Parking for organisers and disabled users only” – a price had been obtained for A3 and A4 signs, which was discussed. It was noted posts and fixings would be required. Underground services would be considered upon installation. The wording was to be changed slightly.
Resolution – To accept the word changes, for A3 signs to be purchased and installed within a complete budget of £700.00.
 Proposed by Cllr Hooper, seconded by Cllr Aldridge, **resolved** with two abstentions.
- 23/178.10 A request had been received from a hirer for free access to drinking water. *Discussed under item 23/182.*
- 23/179 Matters for the next meeting to be held on Monday 27th May 2024**
 Allocation of reserves
- 23/180** A unanimous resolution was passed to exclude the press and the public from the remainder of the meeting, due to commercial sensitivity.
 Proposed Cllr Hooper, seconded Cllr Peeks
- 23/181 Legionella Testing and Risk Assessment**
 The level of liability was highlighted which was agreed as onerous and unfair to staff members. It was agreed this needed to be undertaken, but to contact Watchet Town Council and Somerset Council to ask who they use and whether we could work collaboratively.
- 23/182 Water Stations**
 A request had been received from a hirer for free access to drinking water and to consider whether to install water stations, which could be accessed by all.
Resolution – To deny request as users could bring their own water bottles and top up, if necessary, via the small sink in the old baby changing room
 Proposed by Cllr Peeks, seconded by Cllr Hooper, **resolved** with 5 in favour and 1 against.

Meeting closed at 8.43 pm

Signed as a true and correct record ... Cllr Payne Dated 28th May 2024