



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

17th July 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 22nd July 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

- 24/39 To advise the recording of the meeting – Chairman**
- 24/40 To note apologies for absence and approve reason, where appropriate**
- 24/41 To Receive any Declarations of Interest**
- 24/42 Minutes of the last meeting held on Monday 24th June 2024 for approval (attached)**
- 24/43 Matters from the minutes – for report purpose only**
- 24/43.1 (Item 23/175.3) Replacement door guards - update
- 24/43.2 (Item 24/27.1) The broken paving slab on hard standing had been replaced and the fence between the play area and the amenity land had been repaired
- 24/43.3 (Item 24/38) Robert Street gate post installation – works due to be completed 18th July 2024
- 24/44 Correspondence**
- 24/44.1 To note the correspondence log (attached)
- 24/45 Finance**
- 24/45.1 Approval of accounts for payment (to be given at the meeting) to include Quantock Foodbank allocation from Williton Open Gardens
- 24/45.2 Expenditure and Income Analysis as of 30th June 2024 (attached - sheet 1)
- 24/45.3 Estimated Provisions for June 2024 (attached - sheet 2)
- 24/45.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 24/45.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 24/45.6 Bank Reconciliation for June 2024 (to agree for the Chairman to sign)
- 24/45.7 Allocation of reserves – to discuss
- 24/46 Health and Safety**
- 24/46.1 The Barn – Estimate received for a cage to be installed around the outside light, £109 + vat.
- 24/46.2 Risk Assessment for the Fete – Cllr Payne had completed and a copy forwarded to St John's Ambulance
- 24/47 Report from Officers**
- Ground Management Officers Report
- 24/47.1
- Effect from Birch trees on Williton Bowling Club - update regarding application to prune one tree
 - Consideration of removal and replacement of smaller Birch Tree
 - Erosion of Riverbank - update
- Building Management Officers Report
- 24/47.2
- New noticeboard for The Barn – update
 - Water leak in plant room - update
- Asset Management Officers Report
- 24/47.3
- Fly posters on the pavilion noticeboard and bike shelter
 - Pavilion fridge – reported bottom seal required replacement – a price had been requested from Aspen
 - Repair to dishwasher - update
- 24/47.4 Legal Officers Report

- 24/47.5 Events and Fundraising Officers report – To note minutes of meeting held on 12th June 2024 and 10th July 2024 (attached)
- 24/47.6 (Item 24/22 (WWMRG June 2024 Meeting) and 24/93.6 (WPC July 2024 Meeting)
To reconsider Events Sub Committee Terms of Reference as requested by Williton Parish Council - attached
- 24/48 Information Board Layout – update**
- 24/49 Memorial Bench**
Confirmation received that the applicant was happy to accept preferred option for a bench with a disabled seat
- 24/50 Pavilion**
- 24/50.1 Access Problems with entry key fobs – update from working group. More issues and call outs reported
- 24/50.2 Projector in main hall – to note work to be undertaken Tuesday 23rd July 2024
- 24/50.3 Safety Decals for the Pavilion windows – update on installation
- 24/50.4 Rail under serving hatch – update on remedial repairs
- 24/50.5 Dishwasher – replacement of heating element had been booked
- 24/50.6 Hall Floor Cleaning – awaiting update from HBC regarding damaged floor
- 24/50.7 Parking Signs – to consider acceptance of updated proof (attached)
- 24/51 Matters for the next meeting to be held on Monday 23rd September 2024**
- 24/52 To Pass a resolution to exclude the press and public from the remainder of the meeting, due to commercial sensitivity**
- 24/53 Legionella Testing and Risk Assessment – to consider options and quotations (to be forwarded)**
- 24/54 Painting Quotations – to consider (to be forwarded)**