



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

18th September 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 23rd September 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

- 24/64 To advise the recording of the meeting – Chairman**
- 24/65 To note apologies for absence and approve reason, where appropriate**
- 24/66 To Receive any Declarations of Interest**
- 24/67 Minutes of the last meeting held on Monday 22nd July 2024 for approval** (attached)
- 24/68 Minutes of the Extra Ordinary meeting held on Monday 5th August 2024 for approval** (attached)
- 24/69 Matters from the minutes – for report purpose only**
- 24/69.1 (Item 24/43.1) Replacement door guards – Replaced 14th August 2024 – to note
- 24/69.2 (Item 24/45.1) The Charity Commission had been contacted regarding the open garden ticket sales being divided between WWMRG and the Quantock Foodbank. The advice received was as it had been advertised this way, this was allowed. Cllr Hopper had listened to the recording of the phone message and the cheque was subsequently signed – to note
- 24/69.3 (Item 24/47.6) The Parish Council had agreed to the amendment regarding the Events Sub Committee Terms of Reference – to note
- 24/69.4 (Item 24/59) The broken emergency exit light by changing rooms had been replaced – to note
- 24/69.5 (Item 24/62) Kitchen Deep Clean had been undertaken – to note
- 24/70 Correspondence**
- 24/70.1 To note the correspondence log (attached)
- 24/70.2 Reply from Williton Parish Council to advise invoicing would remain quarterly, as most cost-efficient way for the Parish Council.
- 24/70.3 Food Van - Enquiry on behalf of Nelly's Nosh regarding the use of the Pavilion car park for a pop-up hot food outlet, possibly twice per month
- 24/70.4 Enquiry to hire Pavilion and Memorial Ground for an overnight camping weekend noting the ground would require fencing off, which the hirer would organise – to consider
- 24/70.5 Quantock Foodbank – letter of thanks to those who opened their gardens for the Open Garden event and for donation from proceeds of gate entrance
- 24/71 Finance**
- 24/71.1 Approval of accounts for payment (to be given at the meeting)
- 24/71.2 Expenditure and Income Analysis as of 31st July and 31st August 2024 (attached - sheet 1)
- 24/71.3 Estimated Provisions for July and August 2024 (attached - sheet 2)
- 24/71.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 24/71.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 24/71.6 Bank Reconciliation for July and August 2024 (to agree for the Chairman to sign)
- 24/71.7 Donations (Cllr Rutter)
- 24/71.8 Memorandum of Understanding – to consider agreement between the Parish Council and WWMRG
- 24/72 Health and Safety**
- 24/72.1 Tree Risk Assessment
- 24/72.2 Lift service had been undertaken – to note

- 24/73 Report from Officers**
Ground Management Officers Report
- 24/73.1
 - Effect from Birch trees on Williton Bowling Club - update regarding application to prune one tree
 - Consideration of removal and replacement of smaller Birch Tree - update
 - Erosion of Riverbank – update
- Building Management Officers Report
- 24/73.2
 - New noticeboard for The Barn had been installed – to note
 - Water leak in gentleman’s toilets
- Asset Management Officers Report
- 24/73.3
 - Pavilion fridge – bottom seal had been replaced – to note
 - Repair to dishwasher had been completed – to note
- 24/73.4 Legal Officers Report
- 24/73.5 Events and Fundraising Officers report – To note minutes of meeting held on 14th August 2024 and 11th September 2024 (attached)
- (Item 24/45.1) The suggestion to consider requesting the Parish Council to take on the Open Garden event was discussed, and it was decided for it to remain under the organisation of WWMRG.
- 24/74 Information Board Layout – update**
- 24/75 Memorial Bench**
The applicant had paid for the Memorial Bench, which had been ordered.
- 24/76 Wall of Remembrance (Cllr Howes)**
- 24/77 Pavilion**
- 24/77.1 Access Problems with entry key fobs – update from working group
 - 24/77.2 Projector in main hall – to note work to be undertaken Tuesday 23rd July 2024 and was in working order
 - 24/77.3 Safety Decals for the Pavilion windows had been installed – to note
 - 24/77.4 Rail under serving hatch – update on remedial repairs (Cllr Aldridge)
 - 24/77.5 Hall Floor Cleaning – awaiting update from HBC regarding damaged floor
 - 24/77.6 Parking Signs – to arrange collection
 - 24/77.7 Pavilion Clock
 - 24/77.8 Maintenance contract for Kitchen – to consider
 - 24/77.9 Veranda – to consider cleaning and painting (Cllr Hooper) Please look at before the meeting
 - 24/77.10 Broken handle on the right-hand side back gate
 - 24/77.11 Gap in render by main entrance lock and unlock
- 24/78 To Pass a resolution to exclude the press and public from the remainder of the meeting, due to commercial sensitivity**
- 24/79 (Item 24/09.2) Response regarding Annual Fire Extinguishers service**
- 24/80 Painting Quotations – to consider (to be forwarded)**
- 24/81 To invite members of the press and public to readmit the meeting**
- 24/82 Matters for the next meeting to be held on Monday 28th October 2024**