



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 22nd July 2024 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Hooper, Howes, Nye, Rutter and Whetlor

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Aldridge, Angell, de Burgh-Thomas and Peeks (Personal reasons)
Denton (Work Commitments)

Public: None

24/39 The Chairman advised the meeting would be recorded.

24/40 To note Apologies for Absence and approve reason

Approved as above and for the reasons given.

24/41 Declarations of Interest

There were none

24/42 Minutes of the last meeting held on Monday 24th June 2024

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

24/43 Matters from the minutes

24/43.1 (Item 23/175.3) Replacement door guards – a price had been received to replace the door guards, well within the budget set, so this would be actioned - noted

24/43.2 (Item 24/27.1) The broken paving slab on the hard standing next to the Barn had been replaced and the fence between the play area and the amenity land had been repaired - noted

24/43.3 (Item 24/38) Robert Street gate post installation had been completed on the 18th July 2024 - noted

24/44 Correspondence

24/44.1 It was **resolved** to note the correspondence log.

Confirmation had been received from Lloyds bank that the lost cheque for XL Displays Ltd had been cancelled - noted

24/45 Finance

24/45.1 Approval of the accounts for payment.

A vote was taken on the approval of payments.

- **Resolution** – To agree to the payments, excluding Quantock Foodbank.
Proposed by Cllr Hooper, seconded by Cllr Howes, **resolved** with one abstention.

A discussion took place regarding the payment to Quantock Foodbank, after the open garden event. It had been advertised the ticket money would be split between WWMRG and Quantock Foodbank. Cllr Hooper raised concern about one charity giving to another, but other Councillors stated it had clearly been advertised the ticket sales would be split.

- **Resolution** – The Charity Commission would be contacted for advice, if allowed, payment would be authorised, if not, it would be referred to the September meeting.
Proposed by Cllr Payne, seconded by Cllr Whetlor, **resolved** with one abstention

It was suggested that the Events sub committee consider requesting the Parish Council take on this event in the future.

24/45.2 It was **resolved** to note the attached Expenditure Analysis as at 30th June 2024.

24/45.3 It was **resolved** to note the Estimated Provisions for June 2024.

24/45.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

24/45.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

- 24/45.6 Bank Reconciliation for June 2024.
Resolution – Agreed the Chairman would sign.
 Proposed by Cllr Hooper, seconded by Cllr Howes, unanimously **resolved**
- 24/45.7 Allocation of Reserves
Resolution – Not to proceed with any allocation
 Proposed by Cllr Hooper, seconded by Cllr Howes, **resolved** with two abstentions
- 24/46 Health and Safety**
- 24/46.1 The Barn – The outside light had been fixed and a cage had been fitted around the light - noted
- 24/46.2 Cllr Payne had completed the Risk Assessment for the Fete, which had been forwarded to St John's Ambulance - noted
- It was reported the outside light on the changing room end of the pavilion was broken – a price would be obtained for its repair.
- 24/47 Report from Officers**
- 24/47.1 Ground Management Officers Report
1. Trees affecting Williton Bowling Club – as agreed at the previous meeting, a tree surgeon had been contacted and a reply was awaited – noted.
 2. Consideration was given regarding a suitable replacement for the smaller Birch tree – a Sorbus (Rowan) or Malus (Crab Apple) was suggested.
 3. Erosion of Riverbank – no update, waiting upon contractor.
- 24/47.2 Building Management Officer Report
- The Noticeboard for the Barn had been received. It was unanimously **resolved** to engage DRS Landscaping to install – proposed Cllr Hooper, seconded Cllr Rutter.
 - Water leak in plant room – it was reported there was a fault on the accumulator tank, which had been isolated with a temporary fix, until the part was available.
- 24/47.3 Asset Management Officers Report
- The fly posters on the pavilion noticeboard and bike shelter had been removed. The Chairman thanked those involved with the removal.
 - Pavilion fridge – it had been reported the bottom seal required replacement. A budget of up to £500.00 was set for the work to be completed as soon as possible.
 Proposed Cllr Payne, seconded Cllr Hooper and unanimously resolved.
 - Repair to dishwasher – A price of £319.46 had been received from Aspen for the repair, which was unanimously accepted after a proposal from Cllr Hooper, seconded Cllr Howes
- 24/47.4 Legal Officers Report – no update
- 24/47.5 Events and Fundraising Officers report
 The minutes of the meeting held on 12th June 2024 and 10th July 2024 were noted and events agreed.
- 24/47.6 (Item 24/22 (WWMRG June 2024 Meeting and 24/93.6 (WPC July 2024 Meeting)
 The Events Sub-committee, terms of reference had been considered at Williton Parish Council meeting and had been referred back to this meeting for reconsideration.
- It was **resolved** to respond with the following:
1. Must include, 1 Parish Councillor, 1 Trustee, Chairman and Vice as ex-officio, Clerk (or substitute if unavailable)
 2. Add Trustee to the point 'as it will not regulate or control the finances'
 3. To reaffirm the Chairman and Vice Chairman be elected from any member of the committee
 4. Cllr Whetlor agreed to be the Trustee representative on the sub-committee.
- Resolution** – To reply to Parish Council with the above suggestions.
 Proposed by Cllr Payne, seconded by Cllr Howes, unanimously **resolved** with one abstention
- 24/48 Information Board**
 Information was still being gathered

24/49 Memorial Bench

Confirmation had been received that the applicant was happy to accept the preferred option for a bench with a disabled seat. The supplier had been contacted and a reply was awaited.

24/50 Pavilion

24/50.1 Access Problems - The working group (Cllrs Aldridge and Hooper) had not yet met. Cllr Howes had declined invitation to join the working group. It was reported further problems had occurred

24/50.2 Projector in the main hall – the contactor was attending Tuesday 23rd July 2024.

24/50.3 Safety Decals for the Pavilion windows – no update but would be undertaken by Cllrs Nye and Peeks.

24/50.4 The rail under the serving hatch had been removed due to being loose and unsafe – no update regarding remedial work, but noted at the previous meeting, Cllr Aldridge had advised he was still happy to carry out the work.

24/50.5 Dishwasher – the replacement of the heating element had been booked

24/50.6 Hall Floor Cleaning – awaiting a reply from HBC

24/50.7 Parking Signs – an updated proof had been received and was considered.

Resolution – To agree to the wording on the proof and order 3 signs.
Proposed by Cllr Howes, seconded by Cllr Hooper, unanimously **resolved**

24/51 Matters for the next meeting to be held on Monday 23rd September 2024

Donations
Pavilion Clock
Maintenance contract for kitchen
Wall of Remembrance

24/52 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 Howes

24/53 Legionella Testing and Risk Assessment

Two quotations had been received. It was unanimously **resolved** to accept the quotation from C&M for a term of one year.
Proposed Cllr Payne, seconded Cllr Hooper.

An email had been received earlier in the day regarding the water tank, it was resolved to ask WSC if it would be beneficial to bypass the tank and then consider their advice

24/54 Painting Quotations

The third quotation was still awaited – item deferred

Meeting closed at 8.37 pm

Signed as a true and correct record ... Cllr Payne Dated ... 23rd September 2024