



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 23rd September 2024 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge, Nye and Peeks

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Angell, Denton, Hooper, Howes, McDonald, Rutter and Whetlor

Public: None

24/64 The Chairman advised the meeting would be recorded.

24/65 To note Apologies for Absence and approve reason

Approved as above and for the reasons given.

24/66 Declarations of Interest

There were none

24/67 Minutes of the last meeting held on Monday 22nd July 2024

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

24/68 Minutes of the Extra Ordinary meeting held on Monday 5th August 2024

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

24/69 Matters from the minutes

24/69.1 (Item 24/43.1) Replacement door finger guards had been replaced on 14th August 2024 - noted

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 Hooper had listened to the recording of the phone message and the cheque had been subsequently signed - noted

24/69.3 (Item 24/47.6) The Parish Council had agreed to the amendment regarding the Events Sub Committee Terms of Reference - noted

24/69.4 (Item 24/59) The broken emergency exit light by the pavilion changing rooms had been replaced - noted

24/69.5 (Item 24/62) The pavilion kitchen deep clean had been undertaken - noted

24/70 Correspondence

24/70.1 It was **resolved** to note the correspondence log.

24/70.2 A reply had been received from Williton Parish Council to advise invoicing would remain quarterly, as this was the most cost-efficient way for the Parish Council - noted

24/70.3 An enquiry had been received on behalf of a food van, to ask if the Pavilion car park could be used for a pop-up hot food outlet, possibly twice a month. Concern was raised regarding potential parking issues and increase in littering. It was agreed to contact the company direct to request further details.

24/70.4 An enquiry had been received regarding the hiring of the Pavilion and Memorial Ground for an overnight camping weekend, noting the ground would require fencing off, which the hirer would organise. It was unanimously **resolved** to agree in principle, subject to further information, proposed Cllr Peeks, seconded Cllr Aldridge.

24/70.5 A letter of thanks had been received from Quantock Foodbank to those who opened their gardens for the open garden event and for the donation from proceeds of gate entrances.

24/71 Finance

24/71.1 Approval of the accounts for payment.

- **Resolution** – To agree to the payments
Proposed by Cllr Aldridge, seconded by Cllr Peeks, **unanimously resolved**.

24/71.2 It was **resolved** to note the attached Expenditure Analysis as at 31st July and 31st August 2024. The electricity issue with the barn would continue to be chased. Concern was noted regarding main doors being opened during the classes in the main hall with potential loss of heat and heating costs

24/71.3 It was **resolved** to note the Estimated Provisions for July and August 2024.

24/71.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

24/71.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

24/71.6 Bank Reconciliation for July and August 2024.

Resolution – Agreed the Chairman would sign.

Proposed by Cllr Peeks, seconded by Cllr Aldridge, unanimously **resolved**

24/71.7 Donations – deferred due to absence of Cllr Rutter who had requested this agenda item

24/71.8 Memorandum of Understanding – item deferred until consideration of budget setting

24/72 Health and Safety

24/72.1 Tree Risk Assessment – it was confirmed that the WWMRG Charity would pay for the assessment to be undertaken on the Memorial Ground for insurance purposes. Quotations would be sought.

24/72.2 It was noted the Pavilion lift had been serviced - noted

24/73 Report from Officers

24/73.1 Ground Management Officers Report

1. Trees affecting Williton Bowling Club – no replies had been received from the tree surgeons that had been contacted. It was resolved to submit an application for pruning to Birch tree, covered by a TPO (Tree Preservation Order)
Proposed Cllr Peeks, seconded Cllr Nye
2. Consideration was given regarding a suitable replacement for the smaller Birch tree – members had concerns regarding the suggested Sorbus (Rowan) or Malus (Crab Apple) due to the berries/fruits
3. Erosion of Riverbank – no update, waiting upon contractor.

24/73.2 Building Management Officer Report

- The Noticeboard for the Barn had been installed - noted.
- The CCTV notice required information to be filled in
- Water leak in gentleman's toilets – it was reported there had been a major leak, which had caused damage. Emergency repairs were undertaken at a cost of £371.24. It was resolved to contact the builders to highlight the issues being faced, including rusting stations, which it was felt should not be happening in such a new building.
- An incident had been caught on CCTV of a young man jumping over the fence at the back of the pavilion, just to turn on the outside tap and then leave. This had been reported to the police and the tap had since been turned off inside the building.

24/73.3 Asset Management Officers Report

- Pavilion fridge – the bottom seal had been replaced - noted
- Repair to dishwasher had been completed - noted

24/73.4 Legal Officers Report – Cllr Peeks and the Clerk had met to discuss, and this item was moving forward

24/73.5 Events and Fundraising Officers report

The minutes of the meeting held on 14th August 2024 and 11th September 2024 were noted and events agreed.

(Item 24/45.1) The suggestion to consider requesting the Parish Council to take on the open garden event was discussed at the events meeting, and it was decided for it to remain under the organisation of WWMRG.

- 24/74 Information Board**
Cllr Nye would forward information gathered to date to the Clerk. It had been previously agreed to include information on the ground only, this would be discussed at the next meeting.
- 24/75 Memorial Bench**
The applicant had paid for the Memorial Bench, which had subsequently been ordered - noted
- 24/76 Wall of Remembrance**
Deferred due to absence of Cllr Howes who had requested this agenda item
- 24/77 Pavilion**
- 24/77.1 Access Problems - The working group (Cllrs Aldridge and Hooper) had not yet met.
 - 24/77.2 Projector in the main hall was now in working order. The switch was now labelled.
 - 24/77.3 Safety Decals for the Pavilion windows had been installed - noted
 - 24/77.4 Cllr Aldridge had advised he was still happy to undertake the remedial work after the removal of the rail under the serving hatch.
 - 24/77.5 Hall Floor Cleaning – still awaiting a reply from HBC
 - 24/77.6 Parking Signs – Cllr Aldridge agreed to collect the signs
 - 24/77.7 Pavilion Clock – due to costs, it was agreed to defer until later in the financial year. Cllr Peeks would in the meantime check the manuals
 - 24/77.8 Maintenance contract for kitchen appliances – it was agreed to obtain costings
 - 24/77.9 Veranda – Cllr Peeks agreed to organise a working party to clean the area
 - 24/77.10 Report of a broken handle on the right-hand side back gate – Cllr Payne agreed to look at
 - 24/77.11 Gap in render by main entrance lock and unlock pads – Cllr Aldridge agreed to look at and possibly use external filler to fill the gap
- 24/78** Although none were present, a unanimous resolution was passed to exclude the press and the public from the remainder of the meeting, due to commercial sensitivity.
Proposed Cllr Peeks, seconded Cllr Aldridge
- 24/79 (Item 24/09.2) Response regarding Annual Fire Extinguishers service**
A response had been received from Trading Standards advising the report had been noted. FENSA would be contacted so that the alleged issue can be noted.
- 24/80 Painting Quotations**
Deferred
- 24/81 Members of the press and public were invited to readmit the meeting – no-one did**
- 24/82 Matters for the next meeting to be held on Monday 28th October 2024**
Dogs on Memorial Ground and insurance
Public Space Order
Report of dog waste being thrown over wall of neighbouring property

Meeting closed at 9.09 pm

Signed as a true and correct record Cllr Payne Dated 25th November 2024