



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

22nd January 2024

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 27th January 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

- 24/121 To advise the recording of the meeting – Chairman**
- 24/122 To note apologies for absence and approve reason, where appropriate**
- 24/123 To Receive any Declarations of Interest**
- 24/124 Minutes of the last meeting held on Monday 25th November 2024 for approval** (attached)
- 24/125 Matters from the minutes – for report purpose only**
- 24/125.1 (Item 24/110.2) Tea Dance held on 11th January 2025 – and a total of £310.19 (excluding room hire) had been raised for WWMRG Charity (breakdown attached)
- 24/125.2 (Item 24/110.3) A book sale had been held in the Parish Office on Friday 29th November 2024 and a total of £56.50 had been raised for WWMRG Charity (breakdown attached)
- 24/125.3 (Item 24/111.2) The Clerk had advised members the payment in September, under the health and safety budget, had been for the Door Finger Guards in the Pavilion which had been replaced as agreed under item 23/175.3 – to note
- 24/126 Correspondence**
- 24/126.1 To note the correspondence log for December 2024 (attached)
- 24/126.2 (Item 24/115.5) Letter from Williton Parish Council agreeing to the request to cover the costs for the Memorial Ground & Pavilion Co-ordinator for the period 1st October 2024 – 31st March 2025 and 1st April 2025 – 31st March 2026
- 24/126.3 Offer of a Baby Grand Piano received – to consider
- 24/127 Finance**
- 24/127.1 Approval of accounts for payment (to be given at the meeting)
- 24/127.2 Expenditure and Income Analysis as of 30th November and 31st December 2024 (attached - sheet 1)
- 24/127.3 Estimated Provisions for November and December 2024 (attached - sheet 2)
- 24/127.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 24/127.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 24/127.6 Bank Reconciliation for November and December 2024 (to agree for the Chairman to sign)
- 24/127.7 Budget Considerations for Financial Year 2025/2026 (attached)
- 24/127.8 Memorandum of Understanding – As Williton Parish Council had agreed to *cover the costs for the Memorial Ground & Pavilion Co-ordinator for the period 1st October 2024 – 31st March 2025 and 1st April 2025 – 31st March 2026 this item is no longer required*
- 24/128 Health and Safety**
- 24/128.1 Tree Risk Assessment
- 24/128.2 Report of tree down in Memorial Ground after the storm of 7th December 2024 – (attached)
- 24/128.3 Fallen fence between Play Area and Amenity Area - update
- 24/129 Report from Officers**
- Ground Management Officers Report
- 24/129.1
- Effect from Birch trees on Williton Bowling Club - update regarding application to have Birch tree pruned
 - Erosion of Riverbank – no update, still chasing contractor
 - Request for ivy to be removed from wall and encroaching onto their property (attached)

- Building Management Officers Report
- 24/129.2
- Cleaning of pavilion veranda – roof and walls
 - Damage to render on side wall of The Barn - update
- 24/129.3 Asset Management Officers Report
- Report of damage to two additional tables in main hall, Pavilion - update
- 24/129.4 Legal Officers Report
- 24/129.5 Events and Fundraising Officers report – To note minutes of meeting held on 8th January 2025 and agree events for WWMRG Charity (attached)
- 24/129.6 Charity Valentine Dinner Dance – update
- 24/130 Information Board Layout** – It had been previously resolved to only include information on the ground only, not the adjoining properties – to confirm what information should be included - update
- 24/131 Memorial Bench** – requires fixing in place
- 24/132 Pavilion**
- 24/132.1 Access Problems with entry key fobs – update from working group who had met Coombers Security
- 24/132.2 Rail under serving hatch – update on remedial repairs (Cllr Aldridge)
- 24/132.3 Hall Floor Cleaning – awaiting update from HBC regarding damaged floor
- 24/132.4 Parking Signs – to confirm exact positioning and installation
- 24/132.5 Pavilion Clock – deferred previously, but to reconsider due to new information
- 24/132.6 Wi-Fi access and anti-social behaviour – update
- 24/132.7 To agree advertising for cleaning cover on ad hoc basis to cover holidays and sickness
- 24/133 Dogs on Memorial Ground and Insurance** (attached)
- 24/134 Public Space Order**
- 24/135 Matters for the next meeting to be held on Monday 24th February 2025**
- Donations (Cllr Rutter)