



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 25th November 2024 at 7.00pm In the Brendon Room, Williton Pavilion, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge (arrived at 7.05pm), Hooper, Peeks, Schmeider (arrived at 7.36pm after training, during item 110.5) and Whetlor
Other: Mrs Michelle Francis
Public: None
Press: None

Apologies:

Angell (attending training), Schmieder (would arrive late, due to training)
Councillors: Denton (work commitments)
McDonald, Nye and Rutter (personal)
Public: None

24/103 The Chairman advised the meeting would be recorded and that the meeting would be closed at 9pm.

24/104 To note Apologies for Absence and approve reason

Approved as above and for the reasons given.

24/105 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Peeks	24/110.2	Pecuniary	Left meeting
Cllr Aldridge	24/113.3	Pecuniary	Left meeting

24/106 Minutes of the last meeting held on Monday 23rd September 2024

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

24/107 Minutes of the last meeting held on Monday 28th October 2024

After a proposal from Cllr Peeks, seconded by Cllr Hooper, it was **resolved** to approve the minutes

24/108 Minutes of the Extra Ordinary meeting held on Monday 4th November 2024

After a proposal from Cllr Hooper, seconded by Cllr Payne, it was **resolved** to approve the minutes

24/109 Matters from the minutes

- 24/109.1 (Item 24/77.10) The broken handle on the right-hand side back gate had been fixed – noted.
Cllr Payne was thanked for undertaking
- 24/109.2 (Item 24/77.11) The gap in render by the door open reader had been fixed – noted
Cllr Aldridge was thanked for undertaking

24/110 Correspondence

- 24/110.1 It was **resolved** to note the correspondence logs for October and November 2024.
(Cllr Peeks left the meeting)
- 24/110.2 Mrs Peeks had requested the use of the pavilion, free of charge, to hold a fund-raising Tea Dance event for the WWMRG Charity. Future requests would be considered on a case-by-case basis
- **Resolution** – To agree to the request on the understanding accounts were provided, detailing the income and expenditure, for this event.
Proposed by Cllr Hooper, seconded by Cllr Whetlor, unanimously **resolved**
(Cllr Peeks returned to the meeting)
- 24/110.3 A request had been received from Cllr Peeks for the WWMRG Charity to hire the Parish Office for a book sale and refreshments, funds raised would be for the WWMRG Charity.
- **Resolution** – To agree to the request to hire the Parish Office for a book sale
Proposed by Cllr Payne, seconded by Cllr Aldridge, unanimously **resolved**

If the event was successful and if the Brendon Room was available, it was **resolved** book sales could be held on a more regular basis, in the Pavilion, with no room hire, with proceeds to be donated to WWMRG Charity – proposed Cllr Payne, seconded Cllr Whetlor, unanimously resolved

(The meeting was temporarily interrupted due to anti-social behaviour in the Foyer)

24/110.4 Biffa Waste Collection had sent notification of an increase in charges - noted

24/110.5 A request for a refund of hire charge for the Pavilion, due to non-attendance had been received. The letter explained the exceptional circumstances as to why the hirer did not proceed with the event. It was noted, the figures quoted in the letter, stating how much the hirer had paid, were incorrect and it was further noted that the date had already been altered.

- **Resolution** – To retain £100.00 to cover administration and loss of potential re-hire and refund £76.15, due to exceptional circumstances, and to point out the correct amounts.
Proposed by Cllr Hooper, seconded by Cllr Whetlor, unanimously **resolved**

24/110.6 A letter had been received from Lloyds Bank advising the Business Resolution Service was closing – noted

An email had been received earlier in the day from a hirer of the Pavilion, with concerns regarding anti-social behaviour, which was read to members.

24/111 Finance

24/111.1 Approval of the accounts for payment.

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

24/111.2 It was **resolved** to note the attached Expenditure Analysis as at 30th September and 31st October 2024. A query was raised regarding a payment in September under health and safety budget line, the Clerk would confirm to members what this related to.

24/111.3 It was **resolved** to note the Estimated Provisions for September and October 2024.

24/114.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

24/115.5 It was **resolved** to note the Pavilion running costs against hire income analysis. It was noted the majority of loss was due to staff costs, therefore it was resolved to write to the Parish Council to request that the Parish consider paying for this for the position of Memorial Ground & Pavilion Co-ordinator from 1st October 2024 – 31st March 2025; then for the 2025-2026 financial year.

- **Resolution** – To write to the Parish Council, with the above request
Proposed by Cllr Payne, seconded by Cllr Hooper, **unanimously resolved**.

24/116.6 Bank Reconciliation for September and October 2024.

- **Resolution** – Agreed the Chairman would sign.
Proposed by Cllr Peeks, seconded by Cllr Whetlor, unanimously **resolved**

24/111.7 Budget Consideration for the Financial Year 2025/2026 – budget lines were discussed

A discussion took place regarding budget lines, giving a total budget of £68,950.00. The budget would be finalised at the next meeting.

24/111.8 (Item 24/71.8) Memorandum of Understanding – this item would be deferred until a reply was received from the Parish Council regarding item 24/115.5

24/111.9 Donations – deferred due to absence of Cllr Rutter who had requested this agenda item. Cllr Rutter to be asked to provide information for the next meeting so the item can be considered.

24/112 Health and Safety

24/112.1 Tree Risk Assessment – Quotations were being sought.

24/113 Report from Officers

24/113.1 Ground Management Officers Report

- Trees affecting Williton Bowling Club – no update
- Erosion of Riverbank – no update, waiting upon contractor.
- It had been reported that bagged dog mess was being thrown over a neighbouring properties wall, even though sufficient bins were available - noted

24/113.2 Building Management Officer Report

- Volunteers had undertaken the clearing of pavilion veranda and gutters and the barn gutters on 8th October 2024 and had advised professional gutter clearing, previously agreed, was no longer required. The Clerk raised concern regarding working at heights and no risk assessment being undertaken – training would be investigated. Members were asked to liaise with the office to ensure the correct procedures were in place, before any works were undertaken for insurance and safety purposes.
- Cllr Peeks advised divots were appearing in the render at the Barn, a discussion took place whether to re-paint or repair – it was agreed to repaint. Cllr Peeks would look if any paint remained.

24/113.3 Asset Management Officers Report

(Cllr Aldridge left the meeting)

(Item 23/188.2) Sale of Hedgehog Gutter Guards – an offer had been received to purchase the guards for £65.00, which was half of the original cost.

- **Resolution** – To accept the offer of £65.00 for the guards
Proposed by Cllr Peeks, seconded by Cllr Hooper, **unanimously resolved**.

(Cllr Aldridge returned to the meeting)

Cllr Peeks would contact a parishioner to collect the paint purchased for the pavilion veranda stanchions and move to the Barn for storage.

24/113.4 Legal Officers Report – no update. Cllr Schmeider would be added as a representative

24/113.5 Events and Fundraising Officers report

The minutes of the meeting held on 9th October 2024 and 14th November 2024 were noted and events agreed. Cllrs Aldridge, Hooper and Schmieder volunteered to help at the Children's Christmas Party.

24/113.6 Charity Valentine Dinner Dance - It was advised a band had already been booked.

1. To agree event and costings – Event agreed - 80 places, £45.00 per ticket
Proposed Cllr Aldridge, seconded Cllr Hooper
2. To change date from 15th February to 14th February 2025 and cancel existing booking
Proposed Cllr Aldridge, seconded Cllr Hooper
3. Confirmed Cllrs Aldridge, Hooper and Nye would run the event, not the events committee. A band had been booked.
Risk assessments would need to be completed.

24/114 **Information Board** – deferred due to time restraints

24/115 **Memorial Bench** – deferred due to time restraints

24/116 **Wall of Remembrance** – deferred due to time restraints

24/117 **Pavilion**

24/117.1 Access Problems - The working group (Cllrs Aldridge and Hooper) had met with Coombers Security, a report was awaited.

24/117.2 Cllr Aldridge had advised he was still happy to undertake the remedial work after the removal of the rail under the serving hatch. The holes had been filled, which require rubbing down and re-painting.

24/117.3 Hall Floor Cleaning – still awaiting a reply from HBC

24/117.4 Parking Signs – Cllr Aldridge had collected the signs from Active Signs, Minehead. It was resolved to request DS Gardening to install.

24/117.5 Pavilion Clock – deferred due to time restraints

24/117.6 Wi-Fi access and anti-social behaviour – it was advised that the password had been changed, and would be on a regular basis, with only hirers being told each time. Problems with anti-social behaviour was increasing, with children entering the building, charging phones, intimidating users/groups – the CCTV footage had been passed to the Police who would action through the correct procedures.

24/117.7 A recent booking had left the hall and kitchen with issues, which resulted in extra cleaning being undertaken. The refund of the hirers deposit was discussed, and due to the extra cost of cleaning, it was resolved to not refund the deposit, as per the terms and conditions of hire.

- **Resolution** – To retain the deposit and not refund, due to extra cleaning costs incurred.
Proposed by Cllr Peeks, seconded by Cllr Whetlor, one against

- 24/117.8 Decorating of rooms - deferred due to time restraints
- 24/118 Dogs on Memorial Ground and Insurance** - deferred due to time restraints
- 24/119 Public Space Order** - deferred due to time restraints
- 24/120 Matters for the next meeting to be held on Monday 27th January 2025**

Meeting closed at 9.01 pm

Signed as a true and correct record Cllr Payne Dated 27th January 2025

