



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Tuesday 27th May 2025 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge, Hooper (left at 8.50pm after item 25/12.6), Nye and Peeks

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Denton, Rutter, Schmieder and Whetlor

Public: None

25/01 The Chairman advised the meeting would be recorded

25/02 To note Apologies for Absence and approve reason

Unanimously approved as above and for the reasons given.

Proposed Cllr Payne, seconded Cllr Aldridge

25/03 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Peeks	25/07.1, 25/12.1	Other non-registerable	None
Cllr Hooper	25/08.1	Other non-registerable	Did not vote on personal reimbursement

25/04 Appointment of Officers and Working Group Representatives

Appointment	All Councillors Chairman: Payne Vice Chairman: Aldridge
Asset Management Officers	Hooper and Peeks
Budget Monitoring Officers	Hooper and vacant
Building Management Officers	vacant
Events & Fundraising Officers	vacant
Ground Management Officers	Hooper and vacant
IT and Sound System Support	Aldridge
Legal Officers	Peeks and vacant
Press Officer	Clerk

25/05 Minutes of the last meeting held on Monday 28th April 2025

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

25/06 Matters from the minutes - There were none

25/07 Correspondence

25/07.1 It was **resolved** to note the correspondence log

25/08 Finance

25/08.1 Approval of the accounts for payment. Proposed by Cllr Aldridge, seconded by Cllr Peeks
Cllr Hooper abstained from personnel payment, but agreed with remainder

25/08.2 It was **resolved** to note the attached Expenditure Analysis as at 30th April 2025

25/08.3 It was **resolved** to note the Estimated Provisions for April 2025

25/08.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.
The £65.00 raised via online sales would be added to the Pavilion Improvement allocation
Proposed Cllr Hooper, seconded Cllr Aldridge, unanimously **resolved**

25/08.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

25/08.6 Bank Reconciliation for April 2025.

- **Resolution** – Agreed to ask Cllr Whetlor to sign.
Proposed by Cllr Aldridge, seconded by Cllr Hooper, unanimously **resolved**

25/09 Health and Safety

25/09.1 Tree Risk Assessment – the assessment had been forwarded to members and the highlighted areas were discussed.

Resolution – To carry out the following, obtaining quotations where necessary:

- Fell false acacia (G10), remove ivy from trees, mulch Silver Birch (T1) and Holm Oak – undertake by councillors if possible
- Obtain TPO consent where necessary to crown lift 2m or more on the Horse Chestnut, Lime and general trees and obtain quotations for Tree Surgeon to carry out
- Remove snapped limbs from Horse Chestnut – Tree Surgeon
- Write to the doctors to advise them of the dead elm trees (G03) and request they are removed
- Cllr Peeks would take photographs of strimmer damage, and the office would pass to the contractors

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

25/09.2 Annual Boiler Service – noted the service had been booked and would be undertaken

25/09.3 Fire Extinguisher service had been undertaken - noted

25/09.4 Replacement of Finger Door Guards was required at the inner lobby. Consideration would be given whether councillors could undertake the work, or if a contractor was required. Further consideration would be given if there was a significant cost saving on postage, to obtain two guards, for one to be get in stock.

- **Resolution** – Authorisation be given to carry out the above

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

25/10 Report from Officers

25/10.1 Ground Management Officers Report

- To replace the bye laws in the noticeboard on the Barn
- Cllr Aldridge would erect the various outstanding signs in the agreed positions

25/10.2 Building Management Officer Report – nothing reported

25/10.3 Asset Management Officers Report

Consideration was given to purchase of replacement cutlery, crockery and glasses to original numbers.

- **Resolution** – To reimburse Cllr Hooper for the extra teaspoons already purchased. To purchase replacements as and when necessary, to maintain original numbers of for crockery, cutlery and glasses, without the need to bring to future meetings using the Clerks delegated authority.

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

25/10.4 Legal Officers Report – Nothing to report

25/10.5 Events and Fundraising Officers report

The minutes of the meeting held on 14th May 2025 were noted and events agreed. Volunteers are needed for the Fete

25/11 **Information Board** – no update. Cllr Peeks would check the dates on the draft layout

25/12 Pavilion

25/12.1 Water Supply – A response had been received from the company that undertake the Legionella testing with their advice regarding the storage of water and the current pumped system and forwarded to members for consideration. The parishioner would be written to with an update.

- **Resolution** – To obtain quotations for the recommended work to be undertaken.

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

25/12.2 Solar Panels – a response had been received requesting further information. Decarb Somerset would also be considered, regarding potential advise and grants.

Thanks would be passed onto Mr Peeks for information received regarding the water supply and solar panels, with a copy of the water report, with any costs redacted

25/12.3 Pavilion Clock – no update

- 25/12.4 Hearing Loop – It was resolved to investigate further, but in the meantime to save electricity, to turn the hearing loop off, turning off when the sound system or microphone was used.
- 25/12.5 Confirmation of cleaning cover requirements for pavilion – It was unanimously **resolved** Prestige cleaning would carry out cover at the Pavilion on Monday, Wednesday and Friday at an extra cost of £42 per week, which would be checked by the office. Proposed Cllr Hooper, seconded Cllr Nye.
- 25/12.6 Consideration was given to the formation of a Management Committee to undertake the day-to-day running of the pavilion, who would be responsible to submit a report every month to the trustee.

- **Resolution One** – The Trustee would investigate the function of a Management Committee in respect to the Pavilion, Barn and parking areas
Proposed by Cllr Aldridge, seconded by Cllr Hooper, unanimously **resolved**
- **Resolution Two** – Cllrs Aldridge, Nye and the Clerk would prepare a report for consideration.

A letter would be sent to Williton Parish Council advising of the above resolution, stating the wish to work collaboratively to investigate how to move forward

Cllr Aldridge spoke about the comments made previously from a hirer regarding the HDMI connection in the Brendon Room and confirmed he would be able to install a box for the cables, similar to the one in the Quantock Room.

- **Resolution** – Cllr Aldridge to work to a budget of £100.00 to undertake the installation of a box for the HDMI cables in the Brendon Room
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**

(Cllr Hooper left the meeting)

25/13 Dogs on Memorial Ground and Insurance – no update

25/14 Public Space Order

A response had been received from Somerset Council, confirming the only area on the Memorial Ground covered by the Dog Control order was the Children's Play Area which was a dog exclusion area.

During the consultation process, it had been requested that the Amenity Area was listed a '*Dog Exclusion*' area, and the remainder of the Memorial Ground a '*Dogs on Leads*' area.

- **Resolution** – To respond to Somerset Council and request again that the Amenity Area was listed a '*Dog Exclusion*' area, and the remainder of the Memorial Ground a '*Dogs on Leads*' area
Proposed by Cllr Peeks, seconded by Cllr Nye, unanimously **resolved**

25/15 Matters for the next meeting to be held on Monday 23rd June 2025

Main Hall projector – to consider moving to more accessible position

Meeting closed at 8.56 pm

Signed as a true and correct record ... Cllr Payne Dated ... 23rd June 2025