



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

23rd July 2025

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 28th July 2025 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

- 25/33 To advise whether the meeting will be recorded – Chairman**
- 25/34 To note apologies for absence and approve reason, where appropriate**
- 25/35 To Receive any Declarations of Interest**
- 25/36 Minutes of the last meeting held on Tuesday 23rd June 2025 for approval (attached)**
- 25/37 Matters from the minutes – for report purpose only**
- 25/37.1 (Item 25/24.2) Finger door guard's – A pro-forma invoice had been received, for approval under item 25/39.1 – Cllr Payne had agreed to install the guards when received – to note
- 25/37.2 (Item 25/29.6) The Pavilion Veranda had been cleaned – to note
- 25/37.3 (Item 25/27) Public toilet at the Barn – reply from Williton Parish Council confirming they were looking into costings – to note
- 25/38 Correspondence**
- 25/38.1 To note the correspondence log (attached)
- 25/38.2 Email from parishioner regarding Pavilion Projector Location (to be discussed under item 25/43.7)
- 25/38.3 Request from Hirer to have access to Pavilion Kitchen, during heatwaves, for easier access to water – to decide on policy for future
- 25/38.4 Report of E-scooters being used on Memorial Ground – reported to Police – to note
- 25/39 Finance**
- 25/39.1 Approval of accounts for payment (to be given at the meeting) – to note cost of insurance for Pavilion
- 25/39.2 Expenditure and Income Analysis as of 30th June 2025 (attached - sheet 1)
- 25/39.3 Estimated Provisions for June 2025 (attached - sheet 2)
- 25/39.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 25/39.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 25/39.6 Bank Reconciliation for June 2025 (to agree for Councillor to sign)
- 25/40 Health and Safety**
- 25/40.1 Tree Risk Assessment – to receive update
- 25/41 Report from Officers**
- Ground Management Officers Report
- 25/41.1
 - Erosion of riverbank – update from C Lynch & Sons advising they are awaiting a response from the Environment Agency, despite several requests
- 25/41.2 Building Management Officers Report – Graffiti reported on The Barn
- 25/41.3 Asset Management Officers Report
- 25/41.4 Legal Officers Report
- 25/41.5 Events and Fundraising Officers report – To note minutes of meeting held on 2nd July 2025 and agree events for WWMRG Charity (attached)
- 25/42 Information Board Layout – layout previously agreed, update on dates**

25/43**Pavilion**

- 25/43.1 Water Supply
- 25/43.2 Solar Panels
- 25/43.3 Pavilion Clock
- 25/43.4 Formation of a Management Committee to run the pavilion
- 25/43.5 Main Hall Projector
- 25/43.6 To consider installing hooks on the back of toilet doors
- 25/43.7 Consideration to undertaken Pavilion kitchen annual deep clean

25/44

Matters for the next meeting to be held on Monday 22nd September 2025