



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

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

Attendees:

Councillors: Payne (Chairman), Hooper, Peeks, Schmieder and Shattock

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Aldridge, Denton and Rutter

Public: None

25/60 The Chairman advised the meeting would be recorded

25/61 To note Apologies for Absence and approve reason

Unanimously approved as above and for the reasons given.

25/62 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	25/66.1	Pecuniary	Did not vote on personal reimbursement
Cllr Payne	25/67.1	Other, non-pecuniary	Left the meeting

25/63 Minutes of the last meeting held on Monday 22nd September 2025

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

25/64 Matters from the minutes

25/64.1 (Item 25/53.1) Williton Surgery had attended a site meeting with Cllr Peeks and had agreed to prune the hedge along the back of the Pavilion, remove dead Elms and prune the Silver Birch, along the Pavilion entrance – Cllr Peeks was thanked for attending.

25/64.2 (Item 25/53.3) The damaged bench had been removed from the Amenity Area and was currently stored in the Barn - noted

25/64.3 (Item 25/53.4) Cllr Payne had donated the materials and repaired the noticeboard on the Barn

25/64.4 (Item 25/57) Tree works on Memorial Ground – the contractor was in contact with Somerset Council regarding the necessary TPO permissions

25/65 Correspondence

25/65.1 It was **resolved** to note the correspondence log

25/65.2 Damage to light bollards on Memorial Ground - Notification had been received from the Police advising they were unable to take the prosecution any further. It was resolved to respond to the police stating disappointment and request that they speak to those seen on the CCTV around the time of the damage to ask if they saw anything.

25/66 Finance

25/66.1 A query had been raised whether a deposit should be returned due to the condition of how the Pavilion was left after a booking. After a proposal from Cllr Payne, seconded by Cllr Hooper, it was resolved to refund the deposit.

Approval of the accounts for payment.

Proposed by Cllr Hooper, seconded by Cllr Peeks, **resolved**
(Cllr Payne did not vote on personal reimbursement)

25/66.2 It was **resolved** to note the attached Expenditure Analysis as at 30th September 2025

25/66.3 It was **resolved** to note the Estimated Provisions for September 2025

25/66.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

25/66.5 It was **resolved** to note the Pavilion running costs against hire income analysis.

- 25/66.6 Bank Reconciliation for September 2025.
- **Resolution** – Agreed Cllr Whetlor would be asked to sign the reconciliation. Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**
- 25/66.7 Budget Considerations 2026-2027 – budget lines were discussed, and amendments would be presented to the next meeting for further consideration
- It was resolved to write a letter to Williton Parish Council to request that the salary of the Pavilion co-ordinator, continue to be covered for the 2026-2027 financial year. Proposed Cllr Hooper, seconded Cllr Peeks and unanimously resolved
- 25/66.8 Prices had been requested for the removal of the landline, and a reply was awaited
- 25/67 Health and Safety**
- 25/67.1 (Item 25/52.3) Pavilion Kitchen Hand Wash Basin – a quote to make changes to the tap was awaited. HBC would be asked why this had not been installed during the build and whether this was an oversight – proposed Cllr Peeks, seconded Cllr Hooper, **resolved** with one against
- (Cllr Payne left the meeting, Cllr Peeks stepped into Chairman role)*
- Cllr Peeks advised members she had seen that the shutters had not been raised during a recent booking. This was despite being within the terms and conditions and being verbally told on booking. The Clerk asked members if noticed again, to enter the booking to ensure the shutters are raised, advising the blinds could be lowered for privacy if required. The office had already contacted the hirer stating they must be raised for any future bookings to ensure the fire exits remained free from obstruction.
- (Cllr Payne rejoined the meeting and took back the Chairman role at 8.06pm)*
- 25/68 Report from Officers**
- 25/68.1 Ground Management Officers Report
- Main Pavilion Entrance Sign – it was resolved to ask maintenance contractor to install diagonal braces to keep the sign stable
 - Vandalised light bollards – a price was awaited for the removal and capping of the bollards, to enable a comparison for replacement or removal
 - Cost to split electricity supply between car park lights and outside lights at the changing room end – awaiting costings
 - It was reported that a small fire had been lit in the Amenity Area – neighbouring properties would be written to warning them on the incident and asking to be vigilant.
- 25/68.2 Building Management Officer Report
- The blue hooped door stays on the veranda were loose – a price had been requested to secure
 - A window on the barn had been smashed and reported to the Police.
 - **Resolution** – Clerk to have authority to arrange repair, with a £500 budget and to obtain costings for the window to be covered by grid / shutter
Proposed by Cllr Payne, seconded by Cllr Hooper, unanimously **resolved**
- 25/68.3 Asset Management Officers Report – no report
- 25/68.4 Legal Officers Report – no report
- 25/68.5 Events and Fundraising Officers report
- The minutes of the meeting held on 9th October 2025 were noted. It was suggested that a different name was discussed for the 'Not for Profit' event, which was a showcase of talent. The Quiz had been well received and enjoyed.
- 25/69 Information Board** – Cllr Peeks advised this was in progress and would add details of the opening of the Memorial Ground
- 25/70 Policy to drive over Memorial Ground**
- It was resolved the Clerk would produce a policy and risk assessment, which would negate the need to request permission from the committee each time a request was received

25/71 Pavilion

25/71.1 Projector – to consider repair / replacement. Quotations would be received to remove the current projector and make the ceiling good; whether the projector can be used free standing and still be plugged into the sound system.

25/71.2 Formation of a Management Committee to run the pavilion

- **Resolution** – To advise the Parish Council that the WWRMG Charity support the initiative Proposed by Cllr Hooper, seconded by Cllr Peeks, **resolved** with one abstention

25/71.3 Keyholders for Pavilion – Cllr Shattock volunteered to be added to the emergency contact list, when he knows how it all works

25/71.4 Terms for return of deposits for Pavilion bookings – (this was discussed under 25/66.1)
A query had been raised as to when deposits should be not returned

Resolution – It was **resolved** that deposits for Pavilion bookings will **not** be refunded if:

- There was any damage or broken items in the Pavilion.
- Additional cleaning or repairs were required beyond the standard cleaning.
- Any costs were incurred by the charity due to the booking.
- The condition of the Pavilion affects the ability of the next hirer to use the space.

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

25/72 Consideration of applying for grants to replace the goalmouths

This item had been superseded by Parish Council who had granted money to Williton Rockets towards the replacement of the goalmouths. It was resolved to remove this item from the agenda.

25/73 Resolution passed to exclude members of the press and public from the remainder of the meeting, due to commercial sensitivity

Proposed Cllr Peeks, seconded Cllr Hooper and unanimously **resolved**

25/74 Consideration of quotations for painting internal areas in the Pavilion

Three quotations had been received and considered by Councillors

- **Resolution** – To accept the quotation from Nelsons Decorating and for the office to liaise with contractor regarding arranging access around bookings
Proposed by Cllr Hooper, seconded by Cllr Shattock, unanimously **resolved**

25/75 Matters for the next meeting to be held on Monday 24th November 2025

TV License

To consider request for subsidy from the Parish Council

Meeting closed at 8.50 pm

Signed as a true and correct record ... Cllr Payne Dated 24th November 2025