



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 24th November 2025 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

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

Other: Mrs Michelle Francis

Public: None

Press: None

Apologies:

Councillors: Aldridge, Denton and Rutter

Public: None

25/76 The Chairman advised the meeting would be recorded

25/77 To note Apologies for Absence and approve reason

Unanimously approved as above and for the reasons given.

Proposed Cllr Whetlor, seconded Cllr Shattock.

25/78 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Peeks	25/80.2	Other, non-pecuniary	Advised meeting
Cllr Payne	25/82.1	Pecuniary	Did not vote on personal reimbursement

25/79 Minutes of the last meeting held on Monday 27th October 2025

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

25/80 Matters from the minutes

25/80.1 (Item 25/57) Tree works on Memorial Ground – the contractor had submitted the necessary TPO application - noted

25/80.2 The Barn kitchen window – a temporary fix had been made after the initial glass breakage, but it had left a gap. It had since been reported that another incident had occurred, and the inner pane had been broken therefore a company had boarded up the window and replacement of the unit was currently awaited.

25/80.3 (Item 25/74) The Pavilion would be decorated commencing January 2026 – it was noted some bookings may have to be changed

(Item 25/66.1) A councillor requested that it be noted, regarding the minutes of 27th October 2025, that the deposit was refunded due to there being no effect on the next booking, no damage and no extra cleaning costs had been incurred.

25/81 Correspondence

25/81.1 It was **resolved** to note the correspondence log.
The email from Cllr Peeks regarding the cost of windowpane would be added to the log.

25/81.2 (Item 25/50.4) The reply received from Somerset Council regarding the request for Public Space Order restrictions to be reconsidered on the Memorial Ground had been forwarded. A question was raised as to who an authorised officer would be. Councillors were encouraged to report any incidents to the police.

25/81.3 Lloyds Bank had sent notification of changes to Terms and Conditions – it was agreed to investigate alternative banks who may offer lower charges

25/82 Finance

25/82.1 Approval of the accounts for payment.
Proposed by Cllr Peeks, seconded by Cllr Hooper, **resolved**
(Cllr Payne did not vote on personal reimbursement)

25/82.2 It was **resolved** to note the attached Expenditure Analysis as at 31st October 2025

25/82.3 It was **resolved** to note the Estimated Provisions for October 2025

25/82.4 It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis.

- 25/82.5 It was **resolved** to note the Pavilion running costs against hire income analysis.
- 25/82.6 Bank Reconciliation for October 2025.
- **Resolution** – Agreed Cllr Whetlor would sign the reconciliation.
Proposed by Cllr Hooper, seconded by Cllr Peeks, unanimously **resolved**
- 25/82.7 Budget Considerations 2026-2027 – budget lines were discussed, and amendments would be presented to the next meeting for further consideration
- 25/82.8 Prices had been obtained for the removal of the landline for comparison with landline and broadband.
- **Resolution** – To accept the 5-year (60 month) contract broadband service only, based on the same speed currently supplied and lower cost than currently paying.
Proposed by Cllr Payne, seconded by Cllr Hooper, **resolved** with one abstention
- 25/82.9 Accounts for submission 2024/2025
- **Resolution** – To agree and submit the accounts.
Proposed by Cllr Whetlor, seconded by Cllr Hooper, **resolved** with one vote against
- 25/82.10 A discussion took place regarding requesting a subsidy from Williton Parish Council. Cllr Hooper proposed requesting the sum of £5,000.00, as contingency funds – Cllr Whetlor stated this was not an acceptable reason, so the motion was withdrawn.
- **Resolution** – To request the Parish Council to undertake the management of tree management
Proposed by Cllr Peeks, seconded by Cllr Nye, **resolved** with two votes against
- 25/83 Health and Safety**
- 25/83.1 (Item 25/67.1) Pavilion Kitchen Hand Wash Basin – a quotation was still awaited
- It was noted the freezer had been accidentally switched off – a label would be fixed to say “Please leave on”
- 25/84 Report from Officers**
- 25/84.1 Ground Management Officers Report
- 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
 - Removal of fallen ‘Old Man’s Beard’ – Williton Surgery had advised they would arrange for this to be removed
- 25/84.2 Building Management Officer Report
- The blue hooped door stays on the veranda were loose – a price had been requested to secure
 - PAT testing in the Barn and Pavilion had been undertaken earlier in the day - noted
- 25/84.3 Asset Management Officers Report – this would be undertaken
- 25/84.4 Legal Officers Report – no update
- 25/84.5 Events and Fundraising Officers report
The minutes of the meeting held on 13th November 2025 were noted. The Quiz had been very successful
- 25/85 Information Board** – Cllr Peeks advised this was in progress
- 25/86 Policy to drive over Memorial Ground**
- The clerk had presented a policy and risk assessment for driving over the Memorial Ground which was discussed in detail. A few minor alterations were made.
- **Resolution** – To adopt the policy and risk assessment
Proposed by Cllr Whetlor, seconded by Cllr Nye, **resolved** with one abstention
- 25/87 Pavilion**
- 25/87.1 TV Licence – The recommendation to keep the TV licence at the Pavilion, was discussed.
- **Resolution** – Not to have a TV licence, to display a notice advising no licence available and users should organise their own if required. To include this notice within the hire agreement
Proposed by Cllr Peeks, seconded by Cllr Hooper, **resolved** with two votes against

- 25/87.2 Reports had been received of children entering the building to use toilets during bookings. Consideration would be given on altering the main door, in the meantime, hirers of the hall would be advised to use the veranda doors and report any incidents to the police by dialling 999.
- 25/87.3 A report had been received stating the hall lights had been left on overnight. It was agreed to ask the cleaning operative to monitor and report if any lights had been left on. Also, to ask the electrician if lights could be programmed to turn off when the main door shutter lowers at night
- **Resolution** – In addition to the above, to add to the hire agreement, if lights are found to have been left on by a hirer, then £5 would be deducted from their deposit
Proposed by Cllr Peeks, seconded by Cllr Nye, unanimously **resolved**
- 25/87.4 Projector – no update
- 25/88 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**
- 25/89 New Hourly Cleaning Charges**
- **Resolution** – To accept the recommendation
Proposed by Cllr Peeks, seconded by Cllr Shattock, **resolved** with one vote against
- 25/90 Matters for the next meeting to be held on Monday 26th January 2026**

Meeting closed at 8.52 pm

Signed as a true and correct record ... Cllr Payne..... Dated ... 26th January 2026