



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

12th June 2026

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 22nd June 2026 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

- 26/17 To advise whether the meeting will be recorded – Chairman**
- 26/18 To note apologies for absence and approve reason, where appropriate**
- 26/19 Health and Safety, including Housekeeping – to receive any reportable concerns**
26/19.1 To note the water tank had been cleaned and receive update
26/19.2 Legionella testing – to consider
- 26/20 To Receive any Declarations of Interest**
- 26/21 Minutes of the last meeting held on Tuesday 26th May 2026 for approval (attached)**
- 26/22 Matters from the minutes – for report purpose only**
26/22.1 (Item 26/14) Acceptance of quotation to remove bollards and cap at ground level had been forwarded to contractor 4th June 2026
26/22.2 (Item 26/15) Acceptance of quotation to split lighting supply between car park light and lights on the outside of the pavilion, changing room end, forwarded to contractor 4th June 2026
26/22.3 (Item 26/05) – Appointment of Officers – to confirm if Cllr Shattock was agreeable to be a Ground Management Officer
- 26/23 Correspondence**
26/23.1 To note the correspondence log (to be forwarded)
- 26/24 Finance**
26/24.1 Approval of accounts for payment (to be given at the meeting)
26/24.2 Expenditure and Income Analysis as of 31st May 2026 (attached - sheet 1)
26/24.3 Estimated Provisions for May 2026 (attached - sheet 2)
26/24.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
26/24.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
26/24.6 Bank Reconciliation for May 2026 (to agree for Councillor to sign)
- 26/25 Report from Officers**
26/25.1 Ground Management Officers Report –
 - Memorial Oak tree – to advise the stem had been broken and the tree disposed
26/25.2 Building Management Officers Report
 - Light switch in main hall had broken – advised due to wear and tear – covering replaced 10.06.2026
Asset Management Officers Report –
26/25.3
 - Clearing of the Barn, move items from toilet store to barn – to receive an update
 - Confirmation regarding the wooden stage and if the offer had been taken up from the group Cllr Peeks had been liaising with – and if not to proceed with agreement previously to advertise
26/25.4 Legal Officers Report
Events and Fundraising Officers report
26/25.5
 - To note minutes of meeting held on 11th June 2026 – to agree events for WWMRG Charity (to be forwarded)
 - To request volunteers for the Fete – set up, during and break down
- 26/26 Information Board Layout – To receive update**

26/27

Pavilion

- 26/27.1 Pavilion Clock – B Walsh & Sons emailed 4th June to request quotation – out of office received, advising would be returning to work on the 15th June.
- 26/27.2 Drinking Water supply in Foyer – awaiting costings from contractor
- 26/27.3 Noticeboards – to consider replacement (samples attached)
- 26/27.4 Review of deposit for hirers
- 26/27.5 Replacement batteries for the access control system – to consider
- 26/27.6 Cigarette Bin – to consider installation of chequer plate / replacement bins either free standing or fixed (attached)

26/28

Matters for the next meeting to be held on Monday 27th July 2026

Projector