



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

22nd July 2026

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 27th July 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

- 26/29 To advise whether the meeting will be recorded – Chairman**
- 26/30 To note apologies for absence and approve reason, where appropriate**
- 26/31 To Receive any Declarations of Interest**
- 26/32 Health and Safety, including Housekeeping** – to receive any reportable concerns
(Item 26/19.2) To note a contractor had been instructed to make repairs to the hole in the chain link fence
- 26/33 Minutes of the meeting held on Tuesday 26th May 2026 for approval** (attached) – *To note the recording had been checked and it had not been resolved that the Barn Utilities would be added to Sheet 4*
- 26/34 Minutes of the last meeting held on Monday 22nd June 2026 for approval** (attached)
- 26/35 Matters from the minutes – for report purpose only**
- 26/36 Correspondence**
- 26/36.1 To note the correspondence log (to be forwarded)
- 26/36.2 Email from Hirer – unable to hold sessions hired, due to extreme heat and request for refund or reduced hire fee – to consider (attached)
- 26/32.3 Ross Cox Plumbing & Heating – advising had received unsolicited comments from parishioner
- 26/37 Finance**
- 26/37.1 Approval of accounts for payment (to be given at the meeting)
- 26/37.2 Expenditure and Income Analysis as of 30th June 2026 (attached - sheet 1)
- 26/37.3 Estimated Provisions for June 2026 (attached - sheet 2)
- 26/37.4 WWMRG Charity fundraising income and expenditure analysis (attached - sheet 3)
- 26/37.5 Pavilion running costs against income from bookings analysis (attached - sheet 4)
- 26/37.6 Bank Reconciliation for May and June 2026 (to agree for Councillor to sign)
- 26/38 Report from Officers**
- Ground Management Officers Report –
- 26/38.1
- Memorial Oak tree – to consider replacement
 - Shrubs around Memorial Shelter – to consider pruning to reduce height
 - Old Man's Beard – overgrown vegetation from the Doctor's surgery
 - General Maintenance of Ground – including Coronation Gates and Robert Street Entrance Sign
 - (Item 26/22.3) – Appointment of Officers – to confirm if Cllr Shattock was agreeable to be a Ground Management Officer
- 26/38.2 Building Management Officers Report
- 26/38.3 Asset Management Officers Report
- Handle broken on bin in Memorial Shelter – to consider
- 26/38.4 Legal Officers Report
- 26/38.5 Events and Fundraising Officers report
- To note minutes of meeting held on 9th July 2026 – to agree events for WWMRG Charity (to be forwarded)
- 26/39 Information Board Layout** – To receive update

26/40**Pavilion**

- 26/40.1 Drinking Water supply in Foyer – awaiting costings from contractor
- 26/40.2 Noticeboards – to consider replacement (samples to be forwarded)
- 26/40.3 Cigarette Bin – to consider options (to be forwarded)
- 26/40.4 Kitchen Deep Clean – to consider

26/41

Football User Agreement – to consider

26/42

Matters for the next meeting to be held on Monday 28th September 2026
Projector