



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

Minutes of the Trustee Meeting held on Monday 22nd June 2026 at 7.00pm In the Parish Office, 2 Killick Way, Williton

Attendees:

Councillors: Payne (Chairman), Aldridge, Hooper, Prince and Vaughan
Other Mrs Michelle Francis
Public: None
Press: None

Apologies:

Councillors: Peeks, Rutter, Whetlor (Personal reasons) Schmieder and Shattock (Work commitments)
Public: None

26/17 The Chairman advised the meeting would be recorded

26/18 Apologies for Absence and approve reason were accepted

Proposed Cllr Vaughan, seconded Cllr Prince

26/19 Health and Safety, including Housekeeping

- 26/19.1 It was noted the cleaning of the water tank in the pavilion had been cleaned under the cleaning contract and that the ball value would be lowered at the end of July, as per the requirement for the building to be empty for the day.

Legionella Testing:

Cllr Aldridge had taken temperature readings of the water tank, during the recent extreme heat and reported the ambient temperature in the building was 28 degrees; after running the water for 1 minute the temperature recorded was 18.5 degrees. This would be measured again during upcoming, forecasted heatwaves.

An email had been received from the monitoring company confirming that the tank had been cleaned, and all was compliant.

A councillor expressed their views which, due to the councillor's behaviour, led to the Chairman temporarily adjourning the meeting. Once reconvened, the Chairman advised if that if the behaviour occurred again, a proposal would be raised to instruct the councillor to leave the meeting.

- 26/19.2 A price had been received to carry out water sample testing, for one year. It was felt this would provide extra monitoring, with formal certification recorded.

- **Resolution:** To accept the quotation and agree for the water sample testing
Proposed from Cllr Aldridge to accept, seconded by Cllr Payne and unanimously **resolved**

Members were advised that the gate to the children's play area had fallen and subsequently removed. The Parish Council were obtaining prices for the replacement.

It was reported there was a hole in the chain link fence, by the rollers – this would be sorted as soon as possible.

26/20 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	26/24.1	Pecuniary	Did not vote on personal reimbursement

26/21 Minutes of the last meeting held on Monday 26th May 2026

The signing of the minutes was deferred to enable to a request for alteration to be clarified by the recording of the meeting

26/22 Matters from the minutes

- 26/22.1 (Item 26/14) Formal acceptance of the quotation for the removal of the light bollards and capping at ground level, had been submitted on the 4th of June 2026; a date was awaited as to when the works would be undertaken

- 26/22.2 (Item 26/15) Formal acceptance of the quotation for the splitting of the lighting supply between the car park lights and the lights on the outside of the pavilion, changing room end, had been submitted on the 4th of June 2026; a date was awaited as to when the works would be undertaken
- 26/22.3 (Item 26/05) Appointment of officers – Ground Management Officer - deferred
- 26/23 Correspondence**
- 26/23.1 It was **resolved** to note the correspondence log
- The cleaning contractors had contacted the office earlier in the day, raising concerns that their cleaning supplies, stored in the janitors cleaning cupboard, were being used by others. It was acknowledged this could be costly to the contractors and a discussion on how this could be avoided took place.
- **Resolution:** It was proposed to install a coded key safe, which could only be accessed by the contractors and the office
Proposed Cllr Aldridge, seconded Cllr Vaughan, unanimously **resolved**
- 26/24 Finance**
- 26/24.1 Approval of the accounts for payment. After a proposal from Cllr Vaughan, seconded by Cllr Aldridge, it was **resolved** to pay the accounts on the attached list
(Cllr Payne abstained from personal reimbursement)
- 26/24.2 (Sheet One) It was **resolved** to note the attached Expenditure Analysis as of 31st May 2026.
- 26/24.3 (Sheet Two) It was **resolved** to note the Estimated Provisions for May 2026
- 26/24.4 (Sheet Three) It was **resolved** to note the WWMRG Charity fundraising income and expenditure analysis. The bar fashion show expenses would be added.
- 26/24.5 (Sheet Four) Pavilion running costs against hire income analysis.
Cllr Vaughan queried whether it had been resolved at the May meeting to include the Barn utilities – the clerk would check the recording and confirm at the July meeting
- 26/24.6 Bank Reconciliation for May 2026 – item deferred
- 26/25 Report from Officers**
- 26/25.1 Ground Management Officers Report
- The stem of the Oak Tree, that had been planted to commemorate the 100th Anniversary of the opening of the Memorial Ground, had been snapped at ground level and had been disposed of. A replacement tree would be considered
- 26/25.2 Building Management Officer Report
- The Pavilion main hall light switch had failed, due to wear and tear, and the covering had been replaced on the 10th of June 2026 - noted
- 26/25.3 Asset Management Officers Report
- Clearing of the Barn – there was currently no room within the Memorial Shelter store – Williton Rockets would be asked to clear non-essential items, which would free up storage space
 - Items in the Barn would be listed formally and presented for consideration of removal at the next meeting
 - Cllr Vaughan would take photographs of the wooden stage (steps not included) after the Fete, for the office to advertise for sale
- 26/25.4 Legal Officers Report – no update
- 26/25.5 Events and Fundraising Officers report
The minutes of the meeting held on 11th June 2026 would be circulated. It was noted volunteers were still required for the Fete. Cllr Vaughan had contacted Watchet regarding the Santa Sleigh, but they were unfortunately unable to assist – this would be reported back to the Events Committee
- 26/26 Information Board** – no update
- 26/27 Pavilion**
- 26/27.1 Pavilion Clock – the cost estimated to replace the clock, with the associated works, would be approximately £2,000.00. Cllr Aldridge proposed that the clock was not replaced within the current financial year, seconded by Cllr Vaughan.

An amendment was proposed by Cllr Payne to carry out the replacement, using the Pavilion budget line Maintenance of Property / Equipment, seconded by Cllr Hooper.

A vote was taken on the first amendment, with 4 in favour and 1 against. The vote replaced the previous motion as substantive motion, as no further amendment was proposed a vote was taken on the substantive motion to replace the clock using the Pavilion Maintenance of Property / Equipment budget line, which was passed with 4 votes in favour and 1 against

26/27.2 Drinking water supply in Foyer – no update

26/27.3 Noticeboards – draft options were presented and considered. It was agreed to obtain prices for waterproof, aluminium boards, the same size as the existing boards.

26/27.4 The procedure regarding deposits for hirers was considered

- **Resolution** - it was resolved to keep the current system, but to request hirer's bank details to enable repayment of deposits via online Faster Payment
Proposed Cllr Hooper, seconded Cllr Aldridge, unanimously **resolved**

26/27.5 The cost for replacement batteries for the access control system, from Coombe Security, were considered.

- **Resolution** – to accept the cost to reattend site and replace the four 12Vdc 12Amp Hour Batteries at a cost of £266.00 + vat.
Proposed Cllr Hooper, seconded Cllr Vaughan, unanimously **resolved**

26/27.6 Cigarette Bin and Plate - Photographs of a possible second-hand chequer plate were circulated and considered. Councillors agreed that its condition and appearance were not considered suitable.

It was agreed that quotations would be sought for two stainless steel chequer plates and two stainless steel, wall-mounted cigarette bins of a similar design to the existing units. Cllr Aldridge would provide the Clerk with the contact details of a potential supplier in Taunton for the chequer plate

26/28 Matters for the next meeting to be held on Monday 27th July 2026

Projector

To consider replacement of Memorial Tree

General Maintenance of Ground – including Coronation Gates and Robert Street Entrance Sign

Meeting closed at 8.32 pm

Signed as a true and correct record Cllr Payne Dated 27th July 2026