

WILLITON WAR MEMORIAL RECREATION GROUND

Minutes of the Trustee Meeting held on 22nd November 2010 at 7.00 pm at The Council Chambers, Williton

Attendees:

- Trustees:** Woods, Vaughan (left early), Chadwick, Peeks, Lapham, Hooper, James, Lakin and Bigwood
Other: Mrs J Johnson-Smith
Public: One member
Press: None

Apologies:

- Trustees:** None

10/38 Apologies as noted above

10/39 Declarations of Interest

There were none

10/40 Approval of the Minutes of the Meeting held on 4th October 2010

It was **resolved** to approve the minutes.

10/41 Matters Arising from the Minutes

10/41.1 (Item 10/30.1) Trustee Lakin advised that work was progressing with the Health and Safety audit and she had met with the Clerk and was meeting with the Groundsman.

10/41.2 (Item 10/36) It was **resolved** to note the response from the Friends of the Williton War Memorial Recreation Ground regarding support with fundraising. The Clerk advised that other sources of fundraising had been investigated and she was awaiting a reply from Peter Hughes of the District Council. She was requested to contact BIFFA regarding possible grants.

10/42 Correspondence

10/42.1 It was **resolved** to note the contents of the correspondence log.

10/42.2 A letter had been received from the Easter and Spring Festival of Football requesting to use the ground from 30th April to 2nd May inclusive on the same terms as last year. It was **resolved** to confirm the arrangements explaining the charges has arisen to £300 to cover the 3 days, the marking of the pitches, use of the changing rooms and any additional trade pitch at a cost of £60 plus £10 for electricity. They would also need to make their own arrangements to clear the ground of litter.

10/43 Finance

10/43.1 It was **resolved** to pay the following accounts

Invoice No	Creditor	Item	Amount incl VAT	VAT	Chq No
10.11.10		Frank McClafferty	Repairs to Shelter	C	270.00
16.11.10		Williton Parish Council	Reimbursement as below:	C	252.49
	ACT017	Travis Perkins £68.38	Loam		
		Land Registry £32.00	Relating to 28,40,44,46 Long Street		
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	19,255	Agritrac £7.00	Play Area		
		Gliddons £18.94	Grass seed & consumables		
		EDF £94.17	Electricity		

10/43.2 It was **resolved** to note the bank balance as at 31/10/10 = £14,750.46.

10/43.3 It was **resolved** to note the bank reconciliation had been carried out.

10/43.4 It was **resolved** to note the current account analysis and to ask the Finance Clerk to send out invoices at the time of reservation. The Clerk was requested to discuss with her the best method of invoicing the football clubs as payments need to come in regularly.

10/43.5 It was **resolved** to accept the draft budget with some amendments including reducing the subsidy from the Parish Council by £500. It was **resolved** to write to the Parish Council requesting a subsidy of £9,500 with labour support given in kind.

10/43.6 Due to the Trustee meetings being bi-monthly, it was **resolved** to appoint Trustees Woods, Chadwick, Vaughan and Hooper and any other future member of the Parish Council's Finance and Administration Committee to the Trustee's Finance Sub-Committee and delegate the power to sign cheques for authorised spending to the Committee and to include an emergency payment to a maximum of £500.

10/44 Report from Groundsman

It was **resolved** to note that the dog fouling signs were not required as these were already in place. It was further **resolved** to note that there had been some vandalism to the tractor shed which had been logged with the Police. The Groundsman had reported that the vacuum cleaner needed replacing as the hoses were broken and it was **resolved** not to replace this item as it was not felt to be necessary as there was no carpet in the changing rooms. It was **resolved** to note that the Town Warden at Watchet Town Council would be in agreement to covering the Groundsman in an emergency situation and to be paid on an hourly rate. It was suggested offering a reciprocal arrangement and the Clerk agreed to speak to the Groundsman,

10/45 Report from Officers of Working Groups

10/45.1 Ground Management Officers

It was **resolved** to note that a second quotation had been received regarding the work to the trees but the consent from the District Council had not been received. The Clerk agreed to instruct the contractor with the cheapest quotation after approval had been received.

10/45.2 Budget Monitoring Officers

This item was dealt with under 10/43.5 above.

10/45.3 Building Management Officers

Cllr Chadwick asked to be kept informed of any damage of vandalism to buildings on the ground.

10/45.4 Asset Management Officers

The Clerk was asked to check with the Health and Safety consultant when new equipment needed to be PAT tested.

10/45.5 Legal Officers

Trustee Peeks had examined copies of the deeds and plans relating to the rights of way of the owners of the properties at Long Street bordering the ground and felt there was no evidence to the rights of way shown on the documents but agreed to check with a Solicitor to see if these rights could have been acquired. She agreed to draft a letter to the residents when the situation had been clarified and to send to the Clerk for her action.

10/46 Skate Ramp on Ground

The police were keen to see a skate ramp on the ground. This matter would be included in item 10/49.

10/47 Parish Plan – Items relating to Memorial Ground

10/47.1 5biii Trustee Woods advised that the working group had still not met but she had carried out some research and there was no funding available. It was thought such an event could be self funding and it was suggested arranging this on 25 April (Easter Monday) at 2pm with the West Somerset Brass Band or Watchet Town Band and possibly a local jazz band. An entertainments licence would be required.

10/47.2 5biv This item is included in 10/49 below.

10/48 Trustee Management Structure – budget responsibilities

This item was dealt with at item 10/43.6 above.

10/49 Report from Working Party to discuss Action Plan

A report from the Working Party had been circulated and the priorities for next year was the changing room as it was felt this was underused and the showers were not required. The Clerk was asked to write to the football clubs to gauge their views about losing the shower facilities. It was also felt that a form of play area eg a skate ramp should be included and to ensure that any new facilities would be in a location that would not jeopardise any future plans.

10/50 Matters for the next meeting to be held on Monday 31st January 2011 Meeting closed 9.25pm