

WILLITON WAR MEMORIAL RECREATION GROUND

Minutes of the Trustee Meeting held on 28th March 2011 at 7.30 pm at The Council Chambers, Williton

Attendees:

Trustees: Woods (Chairman), Vaughan, Chadwick, Peeks, Lapham, Hooper, James, Bigwood, and Richards
Other: Mrs J Johnson-Smith
Public: None
Press: None

Apologies:

Trustees: Lakin and Saunders

10/62 Apologies as noted above

10/63 Declarations of Interest

There were none

10/64 Approval of the Minutes of the Meeting held on 31st January 2011

It was **resolved** to approve the minutes after amending the date of 25th April to 29th April at item 10/59.1

10/65 Matters Arising from the Minutes

These were dealt with below.

10/66 Correspondence

10/66.1 It was **resolved** to note the letter from the District Council regarding the withdrawal of discretionary rate relief from 2012/2013. The Clerk was asked to check the level that would be set for budgeting purposes.

10/66.2 It was **resolved** to note the request for more information from the District Council for the Williton Parish Priorities and to add comments relating to the Memorial Ground and pass the form to the Environment and Planning Committee of the Parish Council to complete the remainder of the form.

10/66.3 It was **resolved** to note the grants available from the WPD Community Chest and to look at this when discussing the Changing Room project below.

10/67 Finance

10/67.1 It was **resolved** to pay the following accounts

Approved for payment by FAC in February 2011							
Date	Invoice No:	Creditor	Item		Amount	VAT	Cheque No:
31.01.11		Andrew Maclean	Work to Lime Trees	C	215.00		68
04.02.11		EDF	Electricity	C	126.22	6.01	69
12.02.11		Wessex Water	Water Rates	C	81.27		70
Approved for payment by Trustees 29 th March							
12.02.11	9661	WPC	Reimbursement of materials	C	28.45		74
22.02.11	31950	Gliddons	Consumables changing rooms	C	4.08	0.68	75
29.3.11		West Somerset Brass Band	Entertainment	C	170		76

10/67.2 It was **resolved** to note the bank balance as at 28/2/11 = £14,251.50.

10/67.3 It was **resolved** to note the bank reconciliation had been carried out.

10/67.4 It was **resolved** to note the current account analysis.

10/67.5 After some discussion it was agreed to increase the charges to the ground by 5% from 1st August and to write to the football clubs to advise them of the increase. The Clerk advised that she had received a booking request for the Changing Rooms from the Global Friends Network for 29th May.

10/68 Report from Groundsman

The Groundsman had reported the gate post in the play area needed repairing. The Clerk was asked to work with the Groundsman to draw up a schedule of work and a list of jobs that were carried out both in summer and winter to see where there may be some capacity. He would also be asked to draw up a list of shortfall of tools so that there should be no need to use his own tools to carry out work at home which was a concern as there would be no insurance cover and to report back to the Parish Council. It was also suggested asking him to be present at a regular time on the ground eg from 9 to 10am so that he could be contacted. Comment was made regarding the state of the entrances to the ground and the Clerk agreed to check what problems there were in maintaining this area.

10/69 Report from Officers of Working Groups

10/69.1 Ground Management Officers

There was nothing to report.

10/69.2 Budget Monitoring Officers

It was **resolved** to note that there was an underspend of £4-5000 at the end of the financial year.

10/69.3 Building Management Officers

This would be dealt with at item 10/71

10/69.4 Asset Management Officers

The Officers advised that they had checked the Asset Register and modified accordingly and agreed to send to the Clerk for the office records.

10/69.5 Legal Officers

There had been no further correspondence from the residents regarding access rights and no reply from the Bowling Club. The Clerk agreed to chase this and Trustee Lapham agreed to supply further contact details.

10/70 Arrangements for Royal Wedding

The Chairman had produced some posters for distribution. The band had been booked, a beer tent and hot dog stall organised and various stalls would be set up. The Clerk was asked to send in a press release and she suggested adding some words to the advertisement for the Parish Assembly. She was also asked to check with the Fire Officer that the beacon was safe and to suggest they bring their fire engine to the event. The working group agreed to meet again before the event to finalise the details. The Finance Clerk was asked to check if the insurance company had been informed.

10/71 Changing Rooms/Pavilion Project

Trustee Chadwick gave a detailed presentation on a project to improve the changing rooms by upgrading the walls both externally and internally, with insulation and wooden panels. There would also be a stage area that could be covered by a rolled up sail. The Trustees welcome the ideas put forward and thanked him for his work. He agreed to provide costs for the next meeting.

10/6` Matters for the next meeting to be held on Monday 23rd May 2011

Meeting closed 9.27pm