

# WILLITON WAR MEMORIAL RECREATION GROUND

## Minutes of the Trustee Meeting held on 23<sup>rd</sup> May 2011 at 7.30 pm at The Council Chambers, Williton

### Attendees:

**Trustees:** Woods (Chairman), Koch, Peeks, Hall, Gower and Bigwood  
**Other:** Mrs J Johnson-Smith  
**Public:** None  
**Press:** None

### Apologies:

**Trustees:** Vaughan, James and Bryant

#### 11/01 Apologies as noted above

#### 11/02 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Peeks	11/08	Personal	None

#### 11/03 Approval of the Minutes of the Meeting held on 28<sup>th</sup> March 2011

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

#### 11/04 Matters Arising from the Minutes

11/04.1 (Item 10/66.1) Discretionary Rate Relief Level It was **resolved** to note that the amount of rates for the financial year 2012-2013 would be in the region of £500 when the discretionary rate relief would no longer apply. It was suggested using this figure for budgetary purposes and to ask for an assessment when the new charges come into force.

11/04.2 (Item 10/70) Royal Wedding Picnic It was reported that the event went well and more people came than was expected. It was suggested making this a regular event and it was proposed to run a lunchtime picnic on 3<sup>rd</sup> September from 12-3pm. It was thought that better advertising was needed. Trustees Bigwood, Woods and Koch agreed to form a working group and arrange to book a band and report back to the next meeting.

11/04.3 (Item 10/71) Changing Rooms/Pavilion Project The Clerk advised that she was still awaiting details of costs of the project from David Chadwick. It was **resolved** to defer a decision pending these details.

#### 11/05 Correspondence

11/05.1 It was **resolved** to note the contents of the correspondence log.

11/05.2 It was **resolved** to note the Charity Commission News.

11/05.3 It was **resolved** to note the Playing Fields Association Newsletter.

#### 11/06 Finance

11/06.1 It was **resolved** to pay the accounts on the attached list

11/06.2 It was **resolved** to note the bank balance as at 30/4/11 = £14,796.17.

11/06.3 It was **resolved** to note the bank reconciliation would be carried out by Trustee Vaughan.

11/06.4 It was **resolved** to note the Current Account Expenditure Analysis and Financial Reserve Estimated Provisions.

11/06.5 It was **resolved** to appoint Trustees Gower, Peeks, Woods and James as signatories to the account.

#### 11/07 Report from Groundsman

The Groundsman had reported the gate post in the play area had been repaired but he was concerned about the shrinkage of the safety surface around the roundabout and agreed to keep an eye on it. It was reported that there had been a burst water pipe outside the changing rooms which had now been repaired. It was **resolved** to pass on the compilation of the Groundsman's Schedule of Work to the Personnel Committee of the Parish Council.

#### 11/08 Report from Officers of Working Groups

- 11/08.1 Ground Management Officers  
The hedge at the Robert Street entrance on the opposite side to the surgery was in need of cutting and the Groundsman would be asked to do this.
- 11/08.2 Budget Monitoring Officers  
As the Officer was not present there was nothing to report.
- 11/08.3 Building Management Officers  
The damp in the Changing Rooms had been noted and it was suggested asking the Groundsman to open all doors and windows whilst working on the ground to give air to the building and to ask him to clean the walls with bleach. It was also noted that the beacon was in need of repair and it was **resolved** to ask the Groundsman to see if it could be repaired.
- 11/08.4 Asset Management Officers  
A copy of the amended Asset Register was circulated. It was **resolved** to check and itemise the crockery and to add the beacon to the list.
- 11/08.5 Legal Officers  
The Clerk advised that she had still not received a reply from the Bowling Club despite chasing them and was asked to ring them and if they were unable to find the documents to write to the Land Registry requesting a copy of the conveyance and plan.

**11/09 Appointment of Officers of Working Groups 2011-2012**

The following officers were appointed

Ground Management Officers	Trustees Bigwood and Gower
Budget Monitoring Officers	Trustees Vaughan and Koch
Building Management Officers	Trustees Woods and Hall
Asset Management Officers	Trustees James and Bryant
Legal Officers	Trustees Peeks and James
10 Year Action Plan Working Group	Trustees Vaughan, Peeks, Bigwood and James

Trustee Gower proposed that an Entertainment/Sports Working Group should be set up and it was **resolved** to put this matter on the next agenda.

**11/10 Matters for the next meeting to be held on Monday 25<sup>th</sup> July 2011**

Entertainment/Sports Working Group  
Lunchtime Picnic on 3<sup>rd</sup> September

Meeting closed 8.57pm