

RECREATION GROUND FOR CHILDREN

Registered Charity 304669

Sole Managing Trustee: West Coker Parish Council

DRAFT MINUTES

of the Meeting of the Sole Managing Trustee of the Recreation Ground for Children
 Tuesday the 13th of January 2026 at 7:30pm
 Jubilee Pavilion, West Coker Recreation Ground, Halves Lane, West Coker, Yeovil BA22 9BS

Present

Representing the Sole Managing Trustee: Ms A Perry (AP) - Chair, Mr D Neal (DN), Mrs B Hampshire (BH), Mr A McPhee (AM).

Jubilee Pavilion Booking Secretary: N/a

Scouts: Mr J Divall

Cricket: Mr K Pearse (KP) and Mr M Heath (MH).

Youth Club: Not represented.

Clerk: Ms K Fullerton (Clerk)

	ACTIONS
<p>1. Apologies for absence</p> <p>Apologies received from D Handy, P Divall, R Aitken, A Chubb, C Barker, A Blight.</p>	
<p>2. Minutes of the last meeting (9th of September 2025)</p> <p>RESOLVED: The Minutes were adopted as a true record of the meeting.</p>	
<p>3. To review actions arising from the Minutes of the last meeting</p> <p>Actions were reviewed. All actions progressed satisfactorily.</p>	
<p>4. Administrative business</p> <p>a) To request a copy of published accounts for the primary users. KP said the Cricket Club were due to hold their AGM and sign off the last year's accounts. Would forward last two years accounts shortly. JD said their accounts were available on the Charities Commission website, or to speak to PD. JD added that he felt it was the incorrect process to expect to see the Scouts accounts as part of the primary user fees review. The Clerk explained that as the parish council were granting the sum of around £12,000 a year towards the running of the pavilion, they were effectively subsidising primary users hire fees. The Trustee wished to see the primary users accounts for two reasons, firstly, as part of their due diligence into verifying the need for subsidised hire fees, and secondly, understanding</p>	<p>ACTION: KP/MH, JD/PD</p>

<p>the impact of a price increase on the Scout's income and membership structure.</p> <p>b) Budget setting 2026/27 In progress. JD said that income should not form part of the budget process. The Clerk maintained that, for the trustee's purposes, income should be included and would inform the trustee on affordability and likely grant requirement for 2026/27.</p> <p>c) To note the submission of the Charities Commission Annual Return for 31st March 2025. Noted and submitted ahead of the deadline of the 31st of January 2026.</p> <p>d) Review of the bank accounts. The bank accounts were reviewed as of the 13th of January 2026, showing a balance of £12,427.54 in the new pavilion bank account with £1075 of those funds earmarked for the Jubilee Pavilion Users Welfare Fund.</p> <p>e) Payment of invoices due (since the last meeting) as per payments list.</p> <ul style="list-style-type: none"> i. Somerset Playing Fields Association - £15.00 ii. Biffa Waste (September) - £24.55 iii. Biffa Waste (October) - £24.55 iv. Biffa Waste (November) - £24.55 v. Biffa Waste (December) - £24.55 vi. We Clean Windows (October) - £30.00 vii. We Clean Windows (November) - £30.00 viii. GWR refuse (August) - £59.08 ix. GWR refuse (September) - £38.64 x. GWR refuse (October) - £38.64 xi. GWR refuse (November) - £38.64 xii. GWR refuse (December) - £38.64 xiii. Jeremy Mees JP maint. sink tap - £48.00 xiv. Octopus Energy August - £66.74 xv. Claire Chaplin (September) JP Cleaning - £200.00 xvi. Claire Chaplin (October) JP Cleaning - £200.00 xvii. Claire Chaplin (November) JP Cleaning - £160.00 xviii. Claire Chaplin (December) JP Cleaning - £200.00 	
<p>5. Tennis courts</p> <p>a) To review current bookings income. Income on tennis court bookings to date stands at £739.55 .</p>	
<p>6. Children's play area</p> <p>a) To receive and review the weekly inspection sheets from the caretaker, and the quarterly inspection sheets from Somerset Council (if available). CB, DN and AC reviewing the inspection sheets.</p> <p>b) To note any works resulting from the inspection sheets. DN in the process of assessing any works required.</p> <p>c) To note any new projects/works. Members would like to remove and replace the toddler-multi equipment. Clerk to add to the next agenda - with suggestions for the new equipment.</p>	<p><u>ACTION:</u> DN</p> <p><u>ACTION:</u> Clerk</p>

<p>7. BMX track</p> <p>The Ranger is maintaining this area regularly.</p>	
<p>8. Youth Club – to receive a report from the Youth Club on their activities.</p> <p>To note that Youth Club fees remain overdue due to some internal signatory issues.</p>	
<p>9. Scouts – to receive a report from the Scouts on their activities.</p> <p>JD reported that some groups are down in their numbers. A high increase in special educational needs members. Numbers are steady in general. Beavers have a waiting list and could potentially set up another group to accommodate, Explorers have forty members, very popular group. Summer camp will be in Switzerland this year. They have one member selected to attend the World Jamboree in 2027.</p>	
<p>10. West Coker and Hardington Cricket Club</p> <p>a) To receive a report from the cricket club. AGM on the 28th of January 6.30pm. All welcome. KP asked if the trustee would accommodate an additional team, being the under 14s on a Thursday evening. Despite previous requests by the Scouts to limit Thursday night use as it clashes with their activities, JD confirmed he was happy for the Under 14s to go ahead (from Scouts perspective) as long as KP ensured they would alternate Thursday night field use, so it was 50/50. The trustee will refer to the Booking Secretary to ensure no other clashes and will seek to confirm (or deny) permission for the extra use shortly.</p> <p>b) To discuss funding options for a safety protection net installation. KP said he would confirm the cricket club's contribution towards the net installation (and additional storage provision) shortly.</p> <p>c) To note an insurance claim against the cricket club regarding the visibility of the cricket square rope installation. Noted and in hand.</p> <p>d) Installation of unauthorised appliance – American style fridge. DN said the fridge was blocking the exit in its current location and should be moved urgently. The accommodation of any new (large) appliance or equipment requires pre-approval from the trustee. Equipment should not be moved into the JP without this permission from the trustee. KP apologised for this oversight. KP asked if they could move the fridge freezer to their store room. The trustee wasn't sure there was enough room in the store room but agreed KP could test it out. DN asked KP to move the appliance into the store room asap and DN agreed to assess the suitability of the new location once moved. KP said he would remove entirely the other two fridge/freezers that belonged to them.</p>	<p>ACTION: Clerk</p> <p>ACTION: KP/MH</p>
<p>11. Grounds</p> <p>a) To consider entering the Somerset Playing Field Association (SPFA) 'Field of the Year' competition 2026/27. Clerk to add to the next agenda.</p> <p>b) To note any outside maintenance issues requiring action.</p> <p><i>i. Outside social area (behind pavilion) – to receive information from the Scouts group.</i></p>	<p>ACTION: Clerk</p>

<p>JD said they were still exploring costs - work in progress.</p> <p>ii. To note the carpark drain looks to be blocked with leaves. DN and the Ranger have cleared the drain of leaves.</p> <p>iii. To note there should be no driving on the field whilst it is so waterlogged. MH said the cricket club have arranged weed and feed for April/May and will erect a sign to advise the public. Noted.</p>	
<p>12. Jubilee Pavilion</p> <p>a) To note any internal Maintenance issues.</p> <p>i. Recycling container - dry waste only (no food or glass). The Clerk confirmed the 660L recycling container was for dry waste only - plastic and cardboard (no food or glass). Cans to be crushed. JD asked if the recycling container was accessible with the same keys as the general waste container. The Clerk will make some enquiries and advise.</p> <p>ii. Kitchen cleanliness. All users reminded to keep the kitchen clean and tidy, including clean cloths etc.</p> <p>iii. Hall cleanliness after Scouts session (Monday night). Booking Secretary reported an issue with the hall being dirty - reported by a private hirer using the facilities the following day. JD said he would speak to the section leads and all other volunteers to remind them about the need to clean up at the end of their sessions, including the floor.</p> <p>iv. Hall acoustics Work in progress.</p> <p>v. Waste containers - please lock after every use. All primary users asked to lock the containers after each use.</p> <p>vi. Kitchen shutters - rattling during Scouts sessions and affecting other users. The shutters rattle each time the door is opened closed. Ask CB if he has any ideas to reduce the shutter noise.</p> <p>vii. Internal decoration. Clerk to arrange quote. JD said they were considering sand and varnish as an alternative to carpet on the stairs to the storage area. Would require step grips so not slippery.</p> <p>viii. Water leak on internal windowsill Water noted in the main hall r/h/s window at back of the hall. Is it condensation? Report to Hardwill.</p> <p>ix. Fire alarm procedure during private hire events. DN confirmed there is a written procedure and alarm keys are above the main box with instructions. Hirers cannot use smoke machines in future.</p> <p>x. 'Danger!' sticker for the fuse box and policy of no access by hirers. Noted.</p> <p>b) Booking Secretary</p> <p>i. Booking secretary report</p>	<p>ACTION: Clerk</p> <p>ACTION: JD, KP, DH</p> <p>ACTION: JD</p> <p>ACTION: Clerk</p> <p>ACTION: All Primary Users</p> <p>ACTION: CB</p> <p>ACTION: JD</p> <p>ACTION: Clerk</p>

<p>Genevieve is finding it hard chasing up outstanding monies due. Clerk to draft a letter to be sent, explaining payment terms when fees overdue.</p> <p>Summer fete Monday 31st August. BH will call a separate meeting (on behalf of WC Social Committee) to engage volunteers. Won't go ahead without volunteers.</p> <p>ii. Hire of cricket kitchen end and showers during off-season. The trustee agreed the cricket end kitchen and showers should be available to other users/hirers during the cricket off-season. The Cricket club agreed to move equipment into the store room during the off-season and empty and turn off the fridge and freezer etc.</p> <p>c) H&S checks and outstanding actions. Weekly fire check - caretaker. Requires training. DN to speak to the caretaker regarding training requirements. Fire extinguishers, First Aid box and emergency lighting all managed. Clerk to arrange the legionella checks and policy with the cleaner.</p> <p>d) To review the management of the field bookings for 2026/27 - potential clashes with Scouts on Mondays, Wednesdays and Thursdays. JD and KP have resolved all issues with field bookings this year, using the field alternative weeks where there are clashes. Any additional cricket games that cause clashes will need to be played elsewhere. JD will make all 2026 bookings on Hallmaster first and then cricket will make theirs - the booking secretary will pick up any clashes and resolve or remove.</p>	<p><u>ACTION:</u> Clerk</p> <p><u>ACTION:</u> Clerk</p> <p><u>ACTION:</u> KP, JD</p>
<p>13. To receive any urgent Operations Committee issues An Ops Committee meeting is required to go over the detail of H&S and responsibilities.</p>	<p><u>ACTION:</u> Clerk</p>
<p>14. To note upcoming agenda items</p> <ul style="list-style-type: none"> • PAT Testing trustee items • Legionella Policy • Scout equipment in the hedge - needs to be removed. DN will get a quote from the Ranger for JD. • Review of primary user fees. • Review of general hire fees. 	<p><u>ACTIONS:</u> Clerk</p>
<p>15. To set a date for the next Recreation Ground for Children Meeting 17th February 2026, 7.30pm - just for primary user fee review. No other items to keep meeting short.</p>	<p><u>ACTIONS:</u> Clerk</p>
<p>16. To set a date for the next Operations Committee Meeting. TBA.</p>	<p><u>ACTION:</u> Clerk</p>
<p>Meeting closed at 9.15pm</p>	

Chairman..... Secretary.....

Date.....