

RECREATION GROUND, SAXILBY - MANAGEMENT

Appendix 2: Project List Document

No.	Task	Comments	Owner	Due Date	Status	Road Block
FINANCE						
4b	Draft Memorandum of Understanding regarding financial transactions and process e.g. for payments etc	Procedure to be drafted for agreement between managing and custodian trustees - to be picked up at the next project meeting scheduled for 19 December. Initial meeting held. Date pushed back due to other project tasks being progressed at the moment		31-May-24	In progress	
8a	Previous years apportioning - 2022/23 YEAR 3	Date pushed back due to other tasks being progressed at the moment	Clerk	31-May-24		
9a	Previous years apportioning 2020/2021 YEAR 1	Due date updated from Dec to Mar. Accountant advice not to work back. Contacted charity trustees to see if item can be closed. Contact charity trustees to close off when send 2022/23 draft apportioning to see if still want year 1. Date pushed back due to other project tasks being progressed at the moment	Clerk	31-May-24		
13	Audit and log documents held in the councils archive (document management system required)	In progress, currently pending further admin resource to progress. On new Admin's task list. Initial review undertaken and in progress working to current deadline. Currently being filed. Filed - list of documents compiled, to be shared with custodian trustee and charity. Date pushed back due to other project tasks being progressed at the moment	Clerk	31-May-24	In progress	
19c	Nominate or elect two more charity trustees to go back up to 4 in original indenture	On Oct Full Council - none came forward. Back on 23-12 and will go on the agenda quarterly if still spaces. Not filled back on FC on 3 April 2024	Council		In progress	
51	Rates - contact WLDC re tennis and bowls club as rates will need splitting - 31 March 22. Village hub. Can PC rates be further reduced? Charity to apply rate relief? Use link to get rateable values info	Info received back from Lincoln City - need to be send further information with the different areas marked out on a map, as has to go back to valuation office. Information sent to Lincoln City 18/08/23 - response pending. Have to apply to be re-evaluated - meeting arranged 3 Nov with chair of trustees to run through form and supporting information required. Valuation Office Account. Set-up and building linked to the council. Case review being drafted including supporting information to request a splitting of rates on the field . Case review submitted on Business Rates account online 03/01/23. Expected 12 week turnaround due by 03/04/23. Chased VOA on 31/01/24. Reply received 13/02/24 - application at stage two (has been 'received' and now ' assigned ' to a case worker). It is advised the assigned status can stay at this for several weeks before moving to stage three 'under review' which again can be several weeks before the final stage of 'decision sent'. Still at 'assigned' stage 28/02/24. Status updated to 'under review' when checked at 27/03/24	Clerk	03-Apr-24	In progress	
LEGAL - LEASES/AGREEMENTS/LICENSES						
OUTDOOR LEASE						
59b	Connected parties application to charity commission for 'outdoor lease' (e.g. MUGA, play area, wheeled park, cycle parking)	NEW ITEM - split out from 59[a] as two applications to be made instead of one overall application. Preparation has begun in February 2024 to pull together the required information in order for the charity to make the submission		31-May-24	In progress	
59c	Connected parties application approved			2024/25		COUNCIL DECISION REQUIRED - Map of lease area to be defined, terms of lease to be agreed
31d	Lease agreed	NEW ITEM (combined 31a - play area, 31b - wheeled park, and 31c - MUGA). Valuation report received. For Charity Commission application a general map of lease area(s) needs to be agreed, as do the overall terms of the lease - e.g length of lease etc		2024		
60a	Register Outdoor Lease with Land Registry	There will be a cost to various parties		2024/25		

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COMMUNITY CENTRE LEASE						
59a	Background actions to progress the lease - legal advice, consultant report, public consultation, condition survey/schedule of condition, lease negotiations	NEW ITEM - Legal advice is being sought. A quote for the consultancy work is being chased. Quotes have been obtained for the condition survey/schedule of condition - council to agree quote. Scope of public consultation to be developed. Meeting to discuss lease negotiations agreed	Clerk	16-Jul-05		COUNCIL DECISION REQUIRED - Surveyor Quote
57a	Connected parties application made to charity commission for community centre lease	Charity confirmed lease in principle 24/11/22 by letter. Valuation came back and now shared. An indication of the lease cost is £750-£1,500+VAT per lease. Areas to be included in the lease and terms of lease including length to be agreed	Charity	2024/25	In progress	
59d	Connected parties application approved	NEW ITEM	FIT	2024/25		
59e	Lease agreed	NEW ITEM	Council	2024/25		
60b	Register Community Centre Lease with Land Registry	There will be a cost to various parties	Clerk	2024/25		
CLOTHING BIN AGREEMENTS						
46	Council install a bin on the new burial ground car park, with license to be revoked for the recreation ground. Charity 'install' a bin on the recreation ground	Agreement between the Charity and Salvation Army, for a clothing bank on the recreation ground car park, signed and returned March 2024. Agreement between Council and Salvation Army for a clothing bank on the new burial ground car park, signed and returned March 2024	Clerk	31-May-24	In progress	
NULLIFICATION OF FIELDS IN TRUST AGREEMENT						
11a	Contact Fields in Trust when Land Registry title has been updated and set aside (null) FIT agreement	Null Agreement signed, returned and received by Fields in Trust 14/03/24. Pending return of signed null agreement with FIT signature	Clerk	30-Apr-24	In progress	
53	Remove FIT from Land Registry when FIT nulled		Clerk			
BAR OUTSOURCING						
50c	Bar outsourcing	Council previously agreed to no longer run the bar and to outsource. Work on this was in progress with a tender document being at draft stage in December 2021, to complete the outsource. This then had to be paused due to the legal issues raised by the charity. The council is not in a position to 'sub-let' the bar until it has a lease in place from the charity. The outsourcing of the bar will be re-started after the lease for community centre is received from the charity and signed by the council. In the meantime, the bar area continues to be available to hire out, for example by the sports clubs, or groups on an ad-hoc or regular basis. It is noted that work on separating areas of the building may be required to make long-term outsourcing feasible. Option to sub-lease to be included in the lease.	LH/JPG	2024/25		
ASSETS						
47c	Memorial Bench	Mystery group would like council to continue to maintain the asset. Council request to maintain asset. Charity to confirm what type of agreement is required. Emailed 16/08/23. Response received. Propose council maintain asset, with written permission to occupy to be sought from charity to satisfy council (JPAG) requirements and check if any further steps are required to meet charity law. Chased response 29/11/23 - if on land owned by charity own unless agreement in place - charity commission 28 - disposal of land. Go back to council as may have to hand over or license to be put in place. TBC	LH	30-Jun-24	In progress	

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52	Flagpole	Who to maintain TBC. Updated to £0 in asset register. Emailed charity 16/08/23. Response received. Propose council maintain asset, with written permission to occupy to be sought from charity to satisfy council (JPAG) requirements and check if any further steps are required to meet charity law. Written request for permission to occupy sent 01/11/23. Chased 29/11/23. if on land owned by charity unless agreement in place - charity commission 28 - disposal of land. Go back to council as may have to hand over or license to be put in place. Possible TBC? Flagpole could be within leased area. Is planning permission required? There is also the bike racks		30-Jun-24	In progress	
53	Street lighting x 4	Bill to be moved over to the charity - may be in the custodian trustees name - emailed charity 01/11/23. Who put them there and who agreed to maintain them is unknown. Supplier contacted to move over to the charity January 2024. The history of this continues to be unpicked. A certificate of unmetered supply has now been shared from national grid with the 'date effective from' being 31 March 2011, for two supplies/street lights? It is in the council's name. It also refers to a K Roberts?		31-May-24	In progress	
54	Old play area - swings	Who to maintain TBC. Asset register position TBC. Suggest council asset - in-line with other play equipment, therefore will remain on asset register at purchase value - propose contact charity to confirm this suggestion. Emailed charity 16/08/23. Response received. Propose council maintain asset, with written permission to occupy to be sought from charity to satisfy council (JPAG) requirements and check if any further steps are required to meet charity law. Written request for permission to occupy sent 01/11/23. Chased 29/11/23. The swings are reaching the end of their life - does it make sense for the council to add this to the outdoor lease? Current position is that charity agreed for the council to maintain them, however it now appears that its inclusion in the outdoor lease would be required, which extends the council's area to manage and maintain		30-Jun-24	In progress	COUNCIL AGREEMENT REQUIRED
54b	Youth shelter	NEW ITEM Who to maintain TBC. Would need to be included in the lease				COUNCIL AGREEMENT REQUIRED
55	Moveable assets such as picnic tables and goals.	Licenses to be put in place. Possible? Emailed 16/08/23. JPAG guidance says assets sited on non-council land remain council property and a formal lease or permission to occupy is required JPAG, 2023, para.5.175. Council request permission to occupy - play area equipment, bins, youth shelter, picnic tables, flag pole and hold on-file as documentary evidence - as required by JPAG. Any charity requirements to be confirmed at next JWG meeting. Request permission to occupy sent to charity 01/11/23. Chased 29/11/23. Offer picnic benches to charity. Offered. Chased 27/03/24. Offer football club goals. Pending football club reply. Chased 26/03/24		30-Jun-24	In progress	COUNCIL AGREEMENT REQUIRED
58	Record officer time on charity activities, including after full handover				In progress	
59	Council to consider re-charging of custodian trustee (officer) time on charity activities - take legal advice?					
62	Standard Operating Procedures (SOP) to be developed	Exact ones TBC e.g. process for financial payments. Links into custodian trustee tasks.				
57	Moving money across from 2023/24 for charity, from the council bank account into new charity account when opened	Income to be moved over to be agreed by council and charity. £25 scouts lease income paid into new charity bank account 03/01/2024		27-Mar-24	Complete	

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31a	Play Area Lease and Charity Commission Order	Valuation report due Jan 2023. Pending valuation by charity. Charity received valuation 18/12/23 by charity. Discuss lease areas to go on 'title map'. Meeting scheduled with charity early February to discuss lease. Meeting held, where valuation was shared and no major barriers were identified. Propose to continue proceeding with the lease and to work with charity to expediate the the sports and recreation leases including connected parties application. Item closed as overall outdoor area lease to be applied for.	JPG	2024/25	Closed	
31b	Wheeled Park Lease and Charity Commission Order	Valuation report due Jan 2023. Pending valuation by charity. Charity received valuation 18/12/23 by charity. Discuss lease areas to go on 'title map'. Meeting scheduled with charity early February to discuss lease. Propose to continue proceeding with the lease and to work with charity to expediate the the sports and recreation leases including connected parties application. Item closed as overall outdoor area lease to be applied for.	JPG	2024/25	Closed	
31c	MUGA Lease and Charity Commission Order	Valuation report due Jan 2023. Pending valuation by charity. Charity received valuation 18/12/23 by charity. Discuss lease areas to go on 'title map'. Meeting scheduled with charity early February to discuss lease. Meeting held, where valuation was shared and no major barriers were identified. Propose to continue proceeding with the lease, to enable MUGA re-furbishment to progress and remove this risk to the MUGA project and to work with charity to expediate the the sports and recreation leases including connected parties application. Item closed as overall outdoor area lease to be applied for.	JPG	2024/25	Closed	
3	Comms - Monthly updates Foss Focus and social media		LH/JW	Ongoing	In progress	