

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 agenda quarterly to seek to fill. Issues with conflicts of interest mean no cllrs are forthcoming	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 remains 'under review' when checked at 01/05/24	Clerk	30-Jun-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)	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. Draft heads of agreement on 24-05 for council agreement and then will go back to the charity for consideration. Map of lease area needs to be agreed by council still		31-May-24	In progress	ADD TO JUNE FULL COUNCIL - MAP OF LEASE AREA
59c	Connected parties application approved			2024/25		
31d	Lease agreed	(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		
COMMUNITY CENTRE LEASE						

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59a	Background actions to progress the lease - legal advice, consultant report, public consultation, condition survey/schedule of condition, lease negotiations	Legal advice is being sought. A quote for the consultancy work has been received. Condition survey/schedule of condition has been received. Scope of public consultation to be developed. Meeting to discuss lease negotiations arranged for May	Clerk	16-Jul-05	In progress	COUNCIL DECISION REQUIRED - Consultant 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. Bin due to be installed May/June	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. Return of signed null agreement with FIT signature received.	Clerk	30-Apr-24	Complete	01-May-24
53	Remove FIT from Land Registry when FIT nulled	FIT submitted forms to Land Registry to remove restrictions: e-AP1 electronic application to change the register; RX4 - Withdraw a restriction; CN1 - Cancellation of Notice Form	Clerk	2024/25	In progress	
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 if council leases building	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	DISCUSS AT NEXT JOINT PROJECT MEETING

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52	Flagpole	<p>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, it's 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? No if flying certain flags, otherwise considered advertising and planning would be required. A flag pole does not require planning permission if flying flags not requiring consent:</p> <ol style="list-style-type: none"> 1. Any country's national flag, civil ensign or civil air ensign. This includes any of the Channel Islands, the Isle of Man and any British Overseas Territory as well as the flag of St. George and St. Andrew 2. The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member 3. A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom 4. The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom 5. The flag of Saint David 6. The flag of Saint Patrick 7. The flag of any administrative area within any country outside the United Kingdom. This includes any of the Channel Islands, the Isle of Man and any British Overseas Territory 8. Any flag of His Majesty's forces 9. The Armed Forces Day flag. Discuss at next project meeting 		30-Jun-24	In progress	DISCUSS AT NEXT JOINT PROJECT MEETING
53	Street lighting x 4	<p>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. A FOI to WLDC shows they manage 4 lights on-site. Shared with National Grid for them to investigate if these are the same lights (e.g. being doubled billed). Ownership and permissions to be progressed following outcome of National Grid investigation</p>		31-May-24	In progress	

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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. Consensus at the meeting to discuss the lease was that it does not make sense for the council to lease the small area of land where the old swings are as they are reaching the end of their life. Council to confirm they do not intend to include this area in the lease and clerk to write to the charity to inform them and discuss interim arrangements.		30-Jun-24	In progress	ADD TO JUNE FC AGENDA
54b	Youth shelter	Who to maintain TBC. Would need to be included in the lease - currently within draft boundary of land to be leased			In progress	
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 football club goals. Pending football club reply. Chased 26/03/24. Offer picnic benches to charity. Offered. Chased 27/03/24. Charity to make a decision - one option is to put within planned outdoor lease boundaries to resolve the technicality. Football club and charity accepted offer - clerk to arrange sign over pending FC24-05 sign off		30-Jun-24	In progress	FINAL COUNCIL AGREEMENT REQUIRED TO SIGN OVER
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.				
63	NEW ITEM Bike racks - outside building and play area	Suggest offer to charity - Add to full council agenda for June 2024 for decision				DISCUSS AT NEXT JOINT PROJECT MEETING. ADD TO JUNE FC AGENDA

3	Comms - Monthly updates Foss Focus and social media		LH/JW	Ongoing	In progress	
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