

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		2024	In progress	
8a	Previous years apportioning - 2022/23 YEAR 2	Date pushed back due to other tasks being progressed at the moment. Draft complete. Income £2,771.29. Expenditure £ 11,946.37. Net income over expenditure by council -£ 9,175.08. Meeting held with project group 23/07/24 to progress draft. Meeting organised for September.	Clerk	2024	In progress	
8b	Previous years apportioning - 2023/24 Year 3	More recent year added - three previous financial years requested by charity	Clerk	04/09/2024		
8c	Current year's apportioning 2024/25 Pres	Current year requested by charity	Clerk	04/09/2024		
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. One Cllr elected June 2024. One vacancy to be added back on Sep agenda	Council	2024	In progress	Sep FC
51	Rates - contact WLDC re tennis and bowls club as rates will need splitting - 31 March 22.	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. Decision Notice 02/05/24 - Unable to effect the split until the lease is completed, signed, and dated.	Clerk	30-Jun-24	ON HOLD	
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 and indicative plan to be agreed at Jul meeting. Council agreed draft heads of agreement 03/07/24. These shared with charity 16/07/24. Response received back from charity - on council agenda	Charity	31-Jul-24	In progress	Sep FC
59c	Connected parties application approved	See item 64 for alternative way to progress	Charity Commission	2024/25		Custodian Trustee Meeting Required
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. Heads of agreement on agenda 24-07 to enable lease to be drafted by charity. Council agreed draft heads of agreement 03/07/24. These shared with charity 16/07/24	Council/Charity	2024		
60a	Register Outdoor Lease with Land Registry	There will be a cost to various parties	Clerk	2025		
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 - complete. Scope of public consultation to be developed - complete. 1st meeting to discuss lease negotiations held in May. Consultant commissioned June. Final report due in September.	Clerk	16-Jul-05	In progress	Sep FC - Council to review and agree public consultation document
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 for solicitor to draft 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	See item 64 for alternative way to progress	Charity/Commission	2024/25		Custodian Trustee Meeting Required
59e	Lease agreed		Council/Charity	2024/25		
60b	Register Community Centre Lease with Land Registry	There will be a cost to various parties	Clerk	2024/25		
NULLIFICATION OF FIELDS IN TRUST AGREEMENT						
53	Remove FIT from Land Registry when FIT nulled	FIT submitted forms to Land Registry to remove restrictions 26/04/24: e-AP1 electronic application to change the register; RX4 - Withdraw a restriction; CN1 - Cancellation of Notice Form. Pending Land Registry confirmation can take 12-24 months currently.	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. Saxilby Sports Hub now regularly hiring bar area. Unable to progress outsourcing until a lease is in place. Council to consider moving the Designated Premises Supervisor from a council officer to the Sports Hub Management Committee	LH/JPG	2024/25	In progress	Sep FC
ASSETS						
54c	Sign maintenance agreement for swings and fencing on old play park	Contacted charity to request an agreement to sign. Due to the value of items and level of risk, it may be sensible to sign a letter of agreement rather than the drafting an expensive agreement. I have asked the charity for their thoughts on this as a possible way forward if council are agreeable		2024	In progress	
54b	Youth shelter	Who to maintain TBC. Would need to be included in the lease - currently within draft boundary of land to be leased, maintenance agreement to be put in place, or notify charity of intention not to seek a lease or maintenance agreement. Until MUGA progresses the most appropriate course of action is uncertain.		2024/25	In progress	
58	Record officer time on charity activities, including after full handover	On-going recording on-time sheets occurs		29-Aug-24	Complete	
59	Council to consider re-charging of custodian trustee (officer) time on charity activities - take legal advice?				In progress	
62	Standard Operating Procedures (SOP) to be developed	Exact ones TBC e.g. process for financial payments. Links into custodian trustee tasks.			In progress	

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64	To consider whether to request the charity to remove the council as custodian trustee and vest the land in the Official Custodian for Charities, as referred to in the essential trustee NEW	Council does not hold any deeds and it could potentially remove road blocks and confusion over roles and responsibilities which have been present for decades				Custodian Trustee Meeting to be organised in September
66	Recreation Ground outdoor 'street lighting'	MPANS have now been logically disconnected from the council (as covered by WLDC and LCC) and backdated as far as the National Grid allows which was 26/06/2023. Credit received.		06-Aug-24	Complete	
3	Comms - Monthly updates Foss Focus and social media		LH/JW	Ongoing	In progress	