

RECREATION GROUND, SAXILBY - MANAGEMENT
Appendix 2: Project List Document

No.	Task	Comments	Owner	Due Date	Status	Road Block/timing
FINANCE						
4b	Draft Memorandum of Understanding	1st draft of MOU shared at internal meeting 07/05/25. Charity noted a MOU re handling of field and property matters to be developed. Query whether is a SOP or could be incorporated in overall draft MOU tbc 07/05/25. Updated MOU to be reviewed at meeting in June	Clerk	02/07/2025	In progress	July
19c	Nominate or elect two or more charity trustees to go back up to 4 in original indenture	On agenda six monthly - due on March 2025 agenda. Current issue with conflicts of interest and personal liability as a trustee for an unincorporated charity meaning no cllrs are forthcoming. Dependent on remaining council remaining CT long-term. Delayed adding to March 2025 agenda due to SPRGC advising Charity Commission have raised a query of conflict of interest, when considering the rental to connected party for the outdoor lease if cllrs were sitting on the charity during this process. Item to be delayed until after the Charity Commission have considered the Community Centre connected parties application.	Council		ON HOLD	
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. Contact WLDC when sports clubs leases signed. Clerk to action in when leases are signed	Clerk	30/04/2025	In progress	
LEGAL - LEASES/AGREEMENTS/LICENSES						
OUTDOOR LEASE (play area, wheeked (skate) park, and MUGA)						
31d	Lease agreed	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. Draft lease received from charity. Lease shared with 24-11 FC. 24-11 FC - Cllr comments to be collated and to be sent to solicitor along with the draft lease - cllr deadline Fri 15 Nov. Sent to solicitor. Heads of agreement updated. Meeting scheduled for March to go through HoA/draft lease with a view to bringing draft lease to April FC for approval. Pending solicitor reply - solicitor reply received. Take draft lease to June FC for approval.	Council/Charity	31/05/2025	In progress	June FC

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60a	Register Outdoor Lease with Land Registry	There will be a cost - Solicitors fee received and shared with council Feb FC - £1,150exc. VAT plus £45 Land Registry registration fee. There is sufficient legal budget to cover this. Currently 12-24 month wait for Land Registry to complete.	Clerk	2025		
COMMUNITY CENTRE LEASE						
59d	Connected parties application approved	Expected to take 6 months based on previous submission timeline of outdoor lease - Oct 2025.	C.Commissison	15/10/2525	In progress	
59e	Lease agreed		Council/Charity	03/09/2025	In progress	
60b	Register Community Centre Lease with Land Registry	There will be a cost to various parties. Currently 12-24 month wait for Land Registry to complete.	Clerk	30/09/2025		
64 NEW	Discuss 'interim agreement' based on heads of agreement and rent for 2025/26 for CC	Negotiation meeting held. Agreement of rental amount made at Extra-Ordinary Full Council, pending charity formal agreement. Heads of agreement to be determined. Meeting to discuss interim arrangements to be arranged. Annual rental for 2025/26 agreed. Current operations to be based on status quo and developing heads of agreement/draft lease? Pending solicitor reply. Solicitor reply received. Advised to focus on LT agreement	Council/Charity	07/05/2025	Closed	
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. Land Registry confirmation can take 12-24 months. "We estimate a completion date of 1 September 2025. This date is calculated based on the type of application, not on the individual application. It is calculated based on an estimate of when 90% of that application type will be completed" - Land Registry update 19/10/24 via email customersupport@landregistry.gov.uk. Expected completion date 01 Sep 2025	Clerk	01/09/2025	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 was paused due to the legal issues. The council not able to 'sub-let' the bar until lease in place. The outsourcing of the bar will be re-started after the lease for community centre is in place. In the meantime, the bar area continues to be available to hire out. Work on separating areas of the building may be required to make long-term outsourcing feasible. Saxilby Sports Hub now regularly hiring bar area. Meeting to be arranged with Sports Hub to start discussing Heads of Agreement. Sports Hub to sort legal status before progressing	LH	31-Dec-25	ON HOLD	
CUSTODIAN TRUSTEE UPDATES						
59	Council to consider re-charging of custodian trustee (officer) time on charity activities - take legal advice?	CT meeting held Jan. Legal advice sought 29/09/24 and received.			In progress	Add to next CT meeting

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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. CT meeting held Jan. It was agreed to wait until all the leases are all put in place and then re-visit.				ON HOLD
65	MOU SOP for financial payments as CT	Process drafted and reviewed at meeting on 07/05/25. Charity updating and will go to next CT meeting			In progress	Add to next CT meeting

3	Comms		LH/JW	Ongoing	In progress
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¹ 4- "The custodian trustee shall concur in and perform all acts necessary to enable the managing trustees to exercise their powers of management or any other power or discretion vested in them (including the power to pay money or securities into court), unless the matter in which he is requested to concur is a breach of trust, or involves a personal liability upon him in respect of calls or otherwise, but, unless he so concurs, the custodian trustee shall not be liable for any act or default on the part business of the managing trustees or any of them: All sums payable to or out of the income or capital of the trust property shall be paid to or by the custodian trustee: Provided that the custodian trustee may allow the dividends and other income derived from the trust property to be paid to the managing trustees or to such person as they direct, or into such bank to the credit of such person as they may direct, and in such case shall be exonerated from seeing to the application thereof and shall not be answerable for any loss or misapplication thereof" - Public Trustee Act 1906 s2 para. 4 (2d-e).

https://www.ndcs.org.uk/media/2083/bba_charity_banking_guide_ae250.pdf.

<https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities>

<https://www.ncvo.org.uk/help-and-guidance/running-a-charity/financial-management/banking-for-charities/#/>

<https://www.gov.uk/government/publications/charities-holding-moving-and-receiving-funds-safely>. - Where practicable bank mandates should require two signatures, one of which being that of a