

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. Next meeting arranged for 10 Sep to discuss and finalise draft for agreement	Clerk	October	In progress	
19c	Nominate or elect two or more charity trustees to go back up to 4 in original indenture	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 SPRGC advised 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	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. Agreed for clerk to arrange meeting with bowls and tennis clubs and contact WLDC - Cllr Waller and E Bowden agreed to attend mtg. Two/three more councillors required for meeting on 10 Sep due to cllr availability to enable action to be progressed. Check Case submitted 26/08/25. VOA have 12 months to complete check.	Clerk		In progress	Agree further cllrs to attend mtgs
LEGAL - LEASES/AGREEMENTS/LICENSES						
COMMUNITY CENTRE LEASE						
59d	Connected parties application approved	Order approved - Reference Number: 0673/2526. Case Number: C-165538	C.Commissison	14/08/2025	Complete	
59e	Lease agreed		Council/Charity	2025	In progress	
59f		Ensure service charge arrangement clause included in lease (May Ex-O FC action FC25/121 28. and FC25/122 29.)		2025		

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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 is not able to 'sub-let' the bar until a prent lease is in place. The Pavilion bar venue remains available to hire. Work on separating areas of the building may be required to make long-term outsourcing feasible. Saxilby Sports Hub 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	2026/27	ON HOLD	

CUSTODIAN TRUSTEE UPDATES						
LEASES						
60a	Register Outdoor (and other SPRG leases) with Land Registry MOVED	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. Moved to CT action - Form AP1 being drafted	Clerk	2025/26	In progress	Add to next CT meeting
60b	Register Community Centre Lease with Land Registry MOVED	Moved to CT action - Form AP1 being drafted.	Clerk	2025/26		
66	NEW Register sports clubs leases with Land Registry	Moved to CT action - Form AP1 being drafted.				
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
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	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	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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