

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 recommended agreement and council as Custodian Trustee (CT) - going to custodian trustee mtg	Clerk	05/11/2025	CT meeting arranged for 16/11/25	
51	Rates - contact WLDC re tennis and bowls club as rates will need splitting - 31 March 22.	Have to apply to have business rates re-assessed with the valuation office. VOA - Check Case submitted 26/08/25. VOA have 12 months to complete check."Assigned -Your check case has been passed to a caseworker. Your case status may not change for several weeks." 26/09/25. Expected by 26/01/26	Clerk	2026	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. Hold until community centre lease approved due to conflict of interest.	Council		ON HOLD	
LEGAL - LEASES/AGREEMENTS/LICENSES						
COMMUNITY CENTRE LEASE						
59e/f	Lease agreed	Ensure service charge arrangement clause included in lease (May Ex-O FC action FC25/121 28. and FC25/122 29.)	Council/Charity	2025/26	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 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	
RECREATION GROUND						
66	VOS Submission	Valuation Office submission - plan of field and who is liable for rates to formalise and correct position. To progress when item no.51 complete		2026/27		
CUSTODIAN TRUSTEE UPDATES						
LEASES						

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60a	Register Outdoor (and other SPRG leases) 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. Moved to CT action - Form AP1 being drafted. To be submitted when all leases singed inc. CC lease	Clerk/SPRGC	2026	In progress	
60b	Register Community Centre Lease with Land Registry	Moved to CT action - Form AP1 being drafted. Lease to be agreed 1st	Clerk/SPRGC	2026	In progress	
66	Register sports clubs leases with Land Registry	Moved to CT action - Form AP1 being drafted. To be submitted when all leases singed inc. CC lease	Clerk/SPRGC	2026	In progress	
59	Council to consider re-charging of custodian trustee (officer) time on charity activities - take legal advice?	CT meeting held Jan 2025. Legal advice sought 29/09/24 and received.			In progress	Meeting scheduled 16/11/26
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	Meeting scheduled 16/11/26
4bi	Memorandum of Understanding	Agree MOU	Clerk	05/11/2025	In progress	Meeting scheduled 16/11/26
3	Comms		LH/JW	Ongoing	In progress	