

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

No.	Paper Ref.	Task	Comments	Owner	Due Date	Date complete
1		Agree four councillors to work with officers on a recreation ground project working group (RGWG) to offer support where required		Full Council	06-Jul-22	
2		Go through asset register to flag items affected by the hand back and draft proposal to bring back to Full Council		LH	29-Aug-22	
3		Comms	Monthly updates in Foss Focus and on social media, and liaison with individual groups of service users	LH/JW	29-Jul-2022 (next FF deadline)	
4	4e	Explore how financial transactions will operate when the charity takes back the day-to-day management. Obtain further guidance and discuss with the charity a way forward regarding the financial administration of the charity and bring back to Full Council for consideration and agreement		RGWG/LH	02-Aug-22	
5		Draft financial apportioning model for previous financial year, working with trustees	Specialist accounting/audit input to be commissioned	RGWG/LH	28-Oct-22	
6		Share apportioning model with internal auditor		LH	28-Oct-22	
7		Agree apportioning model		Full Council	02-Nov-22	
8		Apportion 2021/22 accounts and share with trustees	Accounting/audit resource to be brought in for this action	RGWG	31-Dec-22	
9		Contact Charity Commission to determine if previous years apportioning is required e.g. 2021/22 and 2020/21		LH	31-Jul-22	
10	3d	Contact trustees regarding tablet not being present in the community centre as per indenture		LH	31-Jul-22	
11	4ai	Update Land Registry title deed to reflect custodian trustee status		LH	30-Apr-23	
12	4aaii	Check if the charity hold any documents which are required to be held by the council as custodian trustees		LH	31-Jul-22	
13	4aiii	Audit and log documents held in the councils archive		LH	30-Sep-22	
14	4b	Update Asset Register so charity property value is listed as nil		LH	01-Nov-22	
15	4c	Notify charity of their legal requirement to insure the recreation ground land and property from 1 November and request copy of certificate		LH	30-Oct-22	
16	4d	Hand back day-to-day management of the recreation ground to the charity by November 2021		Full Council	01-Nov-22	
17	4hi	Advise charity of good practice to include trustee indemnity insurance		LH	31-Jul-22	
18	4hii	Add trustee indemnity insurance to council policy, for council trustees, if insurers reply advising the cover is not currently included and it is possible to include		LH	03-Aug-22	

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19	3f	Nominate or elect two charity trustees as per indenture and legal requirement as a custodian trustee	Full Council	03-Aug-22
20	4f	Council appointed trustees to note 4f - a councillor appointed trustee may not be able to participate and voting at a council meeting in respect of any decision about a charity they are a charity trustee of	Council appointed trustees	Ongoing
LIBRARY				
21	7i	Seek agreement in principle from charity to implement a lease for the library to remain in the community centre, with the council to retain a SLA with LCC	LH	27-Jul-22
22	7a	Confirm above is acceptable with Charity Commission	LH	27-Jul-22
23	7b	Share draft SLA with Full Council (Sep Full Council)	LH	31-Aug-22
24	7c	Share draft lease with Full Council (Sep Full Council)	LH	31-Aug-22
25	7d	Agree new SLA with LCC	Full Council	07-Sep-22
26	7e	Agree lease with charity	Full Council	07-Sep-22
27	7f	Determine if staff will be present on-site under new SLA and consider implications	LH	31-Aug-22
PLAY AREAS & WHEELED PARK				
28	7ii & 7iii	Seek agreement in principle from charity to implement a lease for the play areas and wheeled park to include the council maintenance and ownership of the assets	LH	27-Jul-22
29		Confirm above is acceptable with Charity Commission	LH	27-Jul-22
30		Clarify who will maintain the grassed areas within the play areas and wheeled parks (Clarify with Charity Commission)	LH	27-Jul-22
31		Input into the draft leases	RGWG	26-Aug-22
32		Share draft leases with Full Council (Sep Full Council) for sign off	LH	31-Aug-22
33		Agree play area lease with charity	Full Council	07-Sep-22
34		Agree wheeled area lease with charity	Full Council	07-Sep-22
TENNIS CLUB				
35	7iv	Hand over management to trustees	Full Council	01-Nov-22
36	7vi	Clarify asset value and previous council investment in assets to determine way forward	LH	31-Aug-22
37	7x	Explore hand over <u>public</u> tennis court to trustees based	Full Council	01-Nov-22
BOWLS CLUB (INC. PAVILION AND BRICK STORE)				
38	7v	Hand over management to trustees includes water and electric, use of changing rooms	Full Council	01-Nov-22
39	7vi	Clarify asset value and previous council investment in asset to determine way forward	LH	31-Aug-22
FOOTBALL AND CRICKET CLUBS				
40	7vii & 7viii	Hand over management to trustees	Full Council	01-Nov-22
41	7ix	Clarify asset values and previous council investment in assets to determine way forward - inc. ownership, maintenance, and inspection	LH	31-Aug-22
RECREATION GROUND				

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42	7xi	To obtain charity's preferred position regarding maintenance of the field - grass cutting, pitch maintenance, line marking, general maintenance and Charity Commission guidance on options (with being custodian trustee) and bring back to Full Council if charity would like grounds team involvement going forwards	LH	31-Aug-22
43	7xii	To clarify with the Charity Commission if the council as a local authority (and custodian trustee) could maintain these areas if the trustees so requested this, and if so, what the process would be in order to do this in-line with charity law, including any expenditure allocation	LH	31-Aug-22
44	7xiii	If yes to the above, to determine a costing for undertaking the maintenance of the field (including breaking down into difference areas of work such as football/cricket pitch maintenance, preparation for use by the school – e.g. athletics track maintenance and grass cutting of the other areas) Scouts lease and Fields in Trust Documents to be checked as may need updating.	LH/RGWG	30-Sep-22
45	7xiv	To re-locate the Salvation Army clothing bin off the recreation ground to elsewhere in the parish - propose move to Mill Lane Memorial circle - To consider implications for memorial assets including gates and pillar, memorial circle, memorial bench and planting and make proposals to Full Council	LH	31-Aug-22
46	7xv		LH	30-Oct-22
47	7xiv		LH	31-Aug-22
COMMUNITY CENTRE				
Room Hire				
48	7xviii	Contact regular hirer to update them and obtain permission to share details with trustees and share with trustees	LH	30-Sep-22
49	7n	Remove hire information from council website	LH/ZB	01-Nov-22
Pavilion Bar				
50	7xix	Premises license currently in council name. Contact WLDC for guidance and propose not to renew in September Agreement in relation to the assets within the bar area will need to be determined as part of the hand back, inc bar lines which are the breweries and will need to go back Proposal to Oct Full Council	LH/RGWG	31-Aug-22 30-Sep-22
Building(s)				
51	7xx	Removal/hand-over of contracts – gas, electricity, water, inc final readings, phone/broadband, mail re-direction if office moves, alarm fire/building - inc monitoring, CCTV	LH/ZB	31-Jul-22

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52	7xxi	Cancel or hand over service contracts – cleaning, hygiene, and nappy waste, Fire Regulatory Reform annual inspection	LH/ZB	31-Jul-22
53	7xxii	Trustees will need to obtain insurance for the building including specialist lift insurance (and annual inspection) Contact WLDC as business rates may not be required with being a charity and	External Owner	30-Oct-22
54	7xxiii	update site manager details The council has a number of assets in the building which will need consideration and agreement	LH	31-Aug-22
55	7xxiv		Full Council	31-Aug-22
56	7xxv	The council will need to look at hiring a venue for any meetings going forwards and budget accordingly PWLB loan - implications to be considered and discussed with charity and brought back to council	LH/ZB	31-Aug-22
57			LH/RGWG	31-Aug-22
Staff				
58	7xxvi	Liaise with staff and charity to progress TUPE for hand over	LH/RGWG	30-Oct-22
Parish office and admin				
59	7xxvii	Draft an options paper to bring to the next Full Council meeting regarding the location of the parish office from November onwards	LH	29-Jul-22
60		Field and building access codes and keys hand over	LH/RGWG	01-Nov-22
61		Storage of council archive material will need to be determined	LH/RGWG	01-Nov-22