

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

**October Full Council Meeting**

No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
1		Agree four councillors to work with officers on a recreation ground project working group (RGWG) to offer support where required	Four councillors agreed, all councillors can sit on group depending on availability	Full Council	06-Jul-22	Archived	06/07/2022
2		Go through asset register to flag items affected by the hand back and draft proposal to bring back to Full Council	Being brought to Oct FC meeting	LH	30-Sep-22	Complete	05/10/2022
3		Comms	Monthly updates in Foss Focus and on social media, and liaison with individual groups of service users	LH/JW	Ongoing	In progress	
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	Emailed Charity Commission 12/07/22. Response received 22/08/22 - Generic information supplied, with links to charity guidance	Joint Project Group/LH	02-Aug-22	In progress	
5		Draft financial apportioning model for previous financial year, working with trustees	Specialist accounting/audit input commissioned. Meeting held between clerk and chair of trustees (20/09/22). Draft shared with joint project group on 20/09/22. Draft shared with Oct FC. Intial meeting requested with specialist accountant 20/09/22	Joint Project Group/LH	28-Oct-22	In progress	
6		Share apportioning model with internal auditor	To be shared with internal auditor on 27/09/22 monthly meeting. Shared - any feedback to be given at October internal audit meeting	LH/Int Audit	28-Oct-22	In progress	

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7		Agree apportioning model	Model to be mutually agreed between charity and council. At the August joint meeting PH stated the charity wants four years accounts for historical apportioning. The charity minutes were requested where this was agreed the and response from the Charity Commission where they said it was for the trustees to determine the timeline. The charity minutes were shared - 15/08/22 minutes Ref 4 - "It was decided to write to SPC instructing them to pay income owed to the charity from the last three years and also to re-write the accounts for the last three years . Note this 21/22 back to 17/18" Council to clarify - as charity minute Ref 4 is contradictory as it states three years but 21/22 back to 17/18 is five years. Clarification has been received from the charity letter (dated 27/08/22) - instructing the last three years of accounts to be corrected 2019/20, 2020/21, 2021/22. 2021/22 draft apportioning model in progress. Meeting to be arranged with external accountant in October. Add to Nov FC.	Full Council	02-Nov-22	In progress	
8		Apportion 2021/22 accounts and share with trustees - YEAR 1	Accounting/audit resource to be brought in for this action. Initial meeting with accountant requested 20/09/22. Meeting being arranged with accountant for October. <b>ACTION: Bring back draft figures to November FC</b>	Joint Project Group	31-Dec-22	In progress	

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9		Contact Charity Commission to determine if previous years apportioning is required e.g. 2021/22 and 2020/21	LH Emailed Charity Commission 12/07/22. Reply received 22/08/22 - generic information supplied with links to two government webpages which did not answer the queries raised	LH	31-Jul-22	Archived	22/08/2022
9a		Previous years apportioning - YEAR 2 2020/2021		LH	31-Dec-22		
9b		Previous years apportioning YEAR 3 - 2019/2020		LH	31-Mar-23		
10	3d	Contact charity regarding tablet not being present in the community centre as per indenture	Emailed trustees 12/07/22 and they acknowledged this in their email dated 08/07/22. Went there in 1939 (LH to check council minutes - for when and why)	LH	31-Jul-22	Archived	08/07/2022
11	4ai	Update Land Registry title deed to reflect custodian trustee status	The council's solicitors have been emailed to initiate this process 02/09/22. Allocated to solicitor 09/09/22. Chased 20/09/22. Solicitor confirmed they will email a quote. ACTION: Add quote to next FC following receiving it	LH	30-Apr-23	In progress	
12	4aii	Check if the charity hold any documents which are required to be held by the council as custodian trustees	Emailed trustees 12/07/22. To the best of the charities knowledge they don't have any further documents - 02/08/22 meeting with trustees	LH	31-Jul-22	Archived	02/08/2022
13	4aiii	Audit and log documents held in the councils archive (document management system required)	Deadline updated from 30/09/22	LH	30-Nov-22		
14	4b	Update Asset Register so charity property value is listed as nil	Confirm with trustees to ensure their insurance is in place to protect the asset and seamless cover is provided, prior to actioning. LH to seek insurer clarification at renewal stage. Insurer notified as part of renewal process and cover remains in place. ACTION: Update asset register	LH	01-Nov-22		

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15	4c	Notify charity of their legal requirement to insure the recreation ground land and property from 1 November and request copy of certificate. Action updated - council now seeking to provide cover until 31 March 2023	Emailed trustees 12/07/22. Pending copy of certificate. Response recieved that insurance cover is unlikely to cover contents from 1 Nov. Certificate received Trustees' liability (standard cover) cover included only. Trustees request confirmation insurance will remain in place until 31 October or until the end of the financial year. Council agreed at Sep FC to provide insurance cover for the ground and buildings until 31 March 2023. Council insurance renewed 01/10/22 including continuation in cover for the recreation ground and facilities during the hand over period	LH	30-Oct-22	Complete	01/10/2022
15a	4c	Ensure insurance cover is in place by organisations(s) when handing over management of any areas		LH	31-Mar-23		
16	4d	Hand back day-to-day management of the recreation ground to the charity	November deadline to move back to 31 December 2022 to allow handover process to continue. Council to affirm updated hand back date to Mar-23. Agreed at Sep FC	Full Council	31-Mar-23	In progress	
17	4hi	Advise charity of good practice to include trustee indemnity insurance	Emailed trustees 12/07/22. In place July 2022. Trustees have shared their current insurance policy 24/08/22 and the council have shared their current insurance policy 25/08/22 as agreed at August joint meeting	LH	31-Jul-22	Archived	31/07/2022
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	Insurers emailed w/c 04/07/22. Council insurance will not cover trustees and item 17 now covers all trustees	LH	03-Aug-22	Archived	31/07/2022

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
19	3f	Nominate or elect two charity trustees as per indenture and legal requirement as a custodian trustee	Council and councillors aware of this requirement. Added to August Full Council but no councillors came forward.	Full Council	03-Aug-22	In progress	
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	Paper approved at Full Council 07-22	Council	Ongoing	Archived	31/07/2022
<b>LIBRARY</b>							
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	Emailed trustees 12/07/22. In principle the charity agree to retaining the library - letter received from charity on 25/08/22, although they would prefer to lease the whole building. The library is strictly not recreation purposes under the recreation charities aims. However, it's in existence and legal advice from the charities legal advisor is that they would not seek to unwind this.	LH	27-Jul-22	Archived	20/09/2022
22	7a	Confirm above is acceptable with Charity Commission	Emailed Charity Commission 12/07/22. CC said managing trustees can make this decision. CC referred us to CC28 guidance <a href="https://www.gov.uk/government/publications/sales-leases-transfers-or-mortgages-what-trustees-need-to-know-about-disposing-of-charity-land-cc28">https://www.gov.uk/government/publications/sales-leases-transfers-or-mortgages-what-trustees-need-to-know-about-disposing-of-charity-land-cc28</a> - An order will be need to be granted from the Charity Commission, due to the council being termed a 'connected person'	LH	27-Jul-22	Archived	22/08/2022

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
23	7b	Share draft SLA with Full Council (Sep Full Council)	Deadline extended from 31-Aug. LCC have proposed an interim SLA agreement until 31 March 2023. FC to consider agreement at November FC	LH	31-Nov-22	Complete	01/10/2022
23a	7bi	Request - charity apply for an Order from the charity commission to permit the library lease	Will be dependent on whether all or part of the building is leased	Charity	31-Nov-22		
24	7c	Share draft lease with Full Council (Sep Full Council)	Deadline extended from 31-Aug	LH	31-Nov-22	Complete	01/10/2022
25	7d	Agree new SLA with LCC	ACTION: Contact LCC to update them on current progress. Contacted 20/09/22 and requested advice on most appropriate way forward in the interim period. Deadline updated to 22 October. LCC proposed interim SLA to 31 March - <b>on Nov FC to consider</b>	Full Council	22-Oct-22	In progress	
26	7e	Agree lease with charity	Deadline extended from 07-Sep. Banks, Long and Co have been contacted for a valuation. Deadline extended to 31 March	Full Council	31-Mar-23	In progress	
27	7f	Determine if staff will be present on-site under new SLA and consider implications	Also linked to final location of parish office. Deadline extended to 31 March	LH	31-Mar-23		
<b>PLAY AREAS &amp; WHEELED PARK</b>							
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	Emailed trustees 12/07/22. At the joint meeting it was shared that the charity agrees to a lease for the play areas and wheeled park including maintenance, asset, and grass and trees in principle- the charity has been asked to share minutes. Letter received from charity 25/08/22 confirming lease in principle. Charity have commissioned Banks, Long and Co for valuation.	LH	27-Jul-22	Archived	25/08/2022

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29		Confirm above is acceptable with Charity Commission	Emailed Charity Commission 12/07/22. Guidance provided <a href="https://www.gov.uk/government/publications/sales-leases-transfers-or-mortgages-what-trustees-need-to-know-about-disposing-of-charity-land-cc28">https://www.gov.uk/government/publications/sales-leases-transfers-or-mortgages-what-trustees-need-to-know-about-disposing-of-charity-land-cc28</a>	LH	27-Jul-22	Archived	26/08/2022
30		Clarify who will maintain the grassed areas within the play areas and wheeled parks (Clarify with Charity Commission)	Emailed Charity Commission 12/07/22. Clarify with charity 12/07/22. 02/08/22 WGMT - Grassed area would be maintained as part of the lease - confirmed by charity at meeting. Letter received from charity 25/08/22 confirming lease in principle. Charity have commissioned Banks, Long and Co for valuation.	LH	27-Jul-22	Archived	27/08/2022
31a		Input into the draft play area lease	A Charity Commission Order will be also required - <b>ACTION request charity apply for Order</b>	Joint Project Group	31-Oct-22		
31b		Input into the draft wheeled park lease	A Charity Commission Order will be also required - <b>ACTION request charity apply for Order</b>	Joint Project Group	31-Oct-22		
32a		Share draft play area lease with Full Council for sign off	Due date updated from 06/09/22. Deadline extended	Full Council	31-Dec-22		
32b		Share draft wheeled park lease with Full Council for sign off	Due date updated from 06/09/22. Deadline extended	Full Council	31-Dec-22		
33		Agree play area lease with charity	02/08/22 WGMT Action - LH to write letter to charity to request a lease. Charity have contacted Banks Long and Co for a valuation 2x agri value <b>ACTION:</b> Charity to get quote for the provision of a lease - <b>ACTION:</b> take to FC for council approval of legal cost for lease, when costings received from charity. Deadline extended	Full Council	31-Dec-22	In progress	

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
34		Agree wheeled park lease with charity	02/08/22 WGMTG Action - LH to write letter to charity to request a lease. Charity agreed in principle (see Ref28 above). 2x agri value Charity have contacted Banks Long and Co for a valuation. <b>ACTION:</b> Charity to get quote for the provision of a lease - <b>ACTION:</b> take to FC for council approval of legal cost for lease, when costings received from charity. Deadline extended	Full Council	31-Dec-22	In progress	
<b>TENNIS CLUB</b>							
35	7iv	Hand over management to trustees (includes water and electric, use of changing rooms)	Initial meeting held with tennis club representatives 30/08/22. Meeting to be held with tennis club and joint project group on 27/09/22 to agree next steps. May need separate meters. <b>ACTION: Guidance/Quote from Anglian Water and Electric company - who will pay.</b> Deadline extended	Full Council	31-Dec-22	In progress	
36	7vi	Clarify asset value and previous council investment in assets to determine way forward	Guidance from solicitor? Asset purchase value held in the asset register. Meetings being held with tennis club and trustees to determine way forward	LH	31-Aug-22	Complete	01/10/2022



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37a	7x	Explore hand over <u>public</u> tennis court to trustees	Emailed Charity Commission 12/07/22. Generic response received. Meeting to be held with tennis club and joint project group on 27/09/22 to agree next steps. Ray Scott said fourth court was provided by public donation for the public court, three courts weren't sufficient, so provided funding for fourth court. Meeting held with tennis club and second meeting with trustees and club. No decision has been made from the tennis club with regards to taking on the open public court. <b>ACTION: Council to consider their position with regards to the fourth court at November FC</b>	Full Council	01-Nov-22	In progress	
<b>BOWLS CLUB (INC. PAVILION AND BRICK STORE)</b>							
38	7v	Hand over management to trustees includes water and electric, use of changing rooms	may need separate meters. <b>ACTION: Guidance/Quote from Anglian Water and Electric company - who will pay.</b> Deadline updated. Handover of changing rooms dependent on outcome of discussions re community centre. Brick store is also used by another group at the moment. <b>ACTION: Arrange joint meeting with the bowls club to discuss way forward</b>	Full Council	01-Dec-22	In progress	
39	7vi	Clarify asset value and previous council investment in asset to determine way forward	Value of bowls pavilion and brick store in latest valuation report. <b>ACTION: Request information from charity regarding ownership of buildings on charity land</b>	LH	31-Dec-22	In progress	
<b>FOOTBALL AND CRICKET CLUBS</b>							
40	7vii & 7viii	Hand over management to trustees		Full Council	31-Mar-22		
41	7ix	Clarify asset values and previous council investment in assets to determine way forward - inc. ownership, maintenance, and inspection	E.g. football goals. Asset values in asset register	LH	01-Nov-22	In progress	

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
41a		Cricket score board	Emailed Charity Commission 12/07/22 to see if council purchased the asset, does a lease need to be put in place e.g. cricket score board (who purchased/installed originally?) - Yes it would. <b>ACTION: Council to consider hand over of cricket score board to cricket club or does it need taking down? Need to agree what happens to the building - Add to Nov FC-</b> repurpose move/build elsewhere as in wrong place now for how cricket pitch needs to be laid out. <b>ACTION: Arrange meeting with cricket club in November</b>	LH	31-Mar-23	In progress	
41b		Football club - grounds maintenance	<b>ACTION: Arrange meeting with charity and clubs to discuss way forward in October</b>	LH	31-Mar-23	In progress	
<b>RECREATION GROUND</b>							
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	Emailed trustees 12/07/22. : Request update from charity. 1. General overall cutting for whole field and then 2. higher level for sports club and marking out - clubs to do marking out? External bookings would be for charity to sort. <b>ACTION: Request information from charity on how it would like to proceed</b>	LH	01-Nov-22	In progress	
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	Emailed Charity Commission 12/07/22. Request update from charity. 1. General overall cutting for whole field and then 2. higher level for sports club and marking out - clubs to do marking out? External bookings for charity to sort. <b>ACTION: Request clarification from charity</b>	LH	01-Nov-22	In progress	

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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)	<b>ACTION: Develop costings working with grounds manager</b>	LH/Joint Project Group	01-Nov-22	In progress	
45	7xiv	Scouts lease and Fields in Trust Documents to be checked as may need updating.	Scouts to pay lease into charity bank account next year - <b>ACTION: Charity to agree. Arrange joint meeting.</b> Check if Scouts lease is correct		31 Nov 22		
46	7xv	To re-locate the Salvation Army clothing bin off the recreation ground to elsewhere in the parish - propose move to Mill Lane	<b>ACTION: Clarify with Council and Charity whether the preference is a lease and to retain in current position or to re-locate to Mill Lane</b>	LH	31 Nov 22		

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
47a	7xiv	Memorial Gates and Pillars. Memorial circle - To consider implications for memorial assets including gates and pillar, memorial circle, memorial bench and planting and make proposals to Full Council	Charity noted the memorial gates were held under trust and was suggested to transfer ownership of them to the council, so they could be insured (Saxilby Sports Association, Management Committee for the Memorial Field 21 Dec 2010 minutes). No legal process appears to have taken place to action this. It is understood the village, rather than council may have paid for the gates. Contacted Chris Hewis, History Group to confirm 20/09/22. As the gates are related to the recreation ground as a memorial it seems sensible for the charity to retain these going forwards. Deadline extended from 30/09/22 <b>ACTION: council and charity to determine preferred position(s) and agree ownership of assets - Add to Nov FC</b>	LH	01-Nov-22	In progress	
47b		Memorial Circle	It is understood the council funded and installed this (TBC). <b>ACTION: council and charity to determine preferred position(s) - maintenance agreement?- Add to Nov FC</b> Insurance of volunteers? Who will be the point of contact - charity proposed as on their land. 01/04/23	LH	01-Nov-22	In progress	

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47c		Memorial Bench	Council purchased the bench (including funding from Mystery Group donations). Request to progress a maintenance agreement and council ownership - October 2022 - contact WLDC to see if they have a template agreement. <b>ACTION: council and charity to determine preferred position(s) - maintenance agreement?</b>	LH	30-Sep-22	In progress	
		<b>COMMUNITY CENTRE</b>					
		<b>Room Hire</b>					
48	7xviii	Contact regular hirer to update them and obtain permission to share details with trustees and share with trustees	<b>ACTION: FC to agree to write to regular room hirers to update them on progress and that the hand over has been extended to 31 March</b>	LH	31-Mar-22		
49	7n	Remove hire information from council website	Deadline updated from Nov-22. On hold until handover of community centre determined	LH/ZB	31-Mar-23	ON HOLD	
		<b>Pavilion Bar</b>					
50a		Premises license currently in council name. Contact WLDC for guidance and propose not to renew in September	Council agreed to renew license Sep FC, keeping license 'live'. LH to action.	LH	31/09/2022	Complete	01/10/2022
50b	7xix	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	Charity advised they have never been involved in the operation of the bar. Assets belong to the council. <i>Deadline updated from 30/09/22</i> . If bar outsourced to be considered as part of an outsourcing project	LH/Joint Project Group	31-Dec-22	Complete	01/10/2022

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
50c		Bar outsourcing/hand back?	Council previously agreed to no longer run the bar and to outsource the bar, which was paused due to the legal issues raised by the charity. Work on separating areas of the building is likely to be required to make outsourcing feasible. <b>ACTION: Discuss with charity whether the outsourcing can proceed and when and the process.</b>	LH/Joint Project Group	31-Mar-23		
	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	Dependent on how community centre is managed/leased	LH/ZB	31-Mar-23		
52	7xxi	Cancel or hand over service contracts – cleaning, hygiene, and nappy waste, Fire Regulatory Reform annual inspection	Dependent on how community centre is managed/leased	LH/ZB	31-Mar-23		
53	7xxii	Trustees will need to obtain insurance for the building including specialist lift insurance (and annual inspection)	Emailed trustees 12/07/22. See item 15 for updates. Council have agreed to provide continued cover until 31 March 2022	External Owner	30-Oct-22	Archived	06/09/2022
54	7xxiii	Contact WLDC as business rates may not be required with being a charity and update site manager details	Contacted pending confirmation. Authority contacted and further information supplied 06/09/22. LH share liaise with PH regarding correspondence. <b>ACTION: LH to meet with PH to investigate</b>	LH	31-Aug-22	In progress	
55	7xxiv	The council has a number of assets in the building which will need consideration and agreement	Asset register on Oct FC	Full Council	31-Mar-23	In progress	
56	7xxv	The council will need to look at hiring a venue for any meetings going forwards and budget accordingly	Dependent on how community centre is managed/leased. <b>ACTION: Consider as part of budget setting process</b>	LH/ZB	31-Mar-23	In progress	

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57		PWLB loan - implications to be considered and discussed with charity and brought back to council (will finish 12 Sep 2023)	If SLA and lease are agreed for council to continue library no significant action will be required on this item. <i>Deadline updated from August</i>	LH/RGWG	31-Mar-23	In progress	
	Staff						
58	7xxvi	Liaise with staff and charity to progress TUPE for hand over	02/08/22 WGMTG - The charity has never employed anyone and said can't TUPE staff as no income. At August joint meeting the trustees said an Unincorporated charity 'can't employ people' - <b>charity requested to share legislation</b>	LH/RGWG	31-Mar-23		
58b		Employment of staff					
	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 (handover extended to 31 March)	Emailed Charity Commission and trustees regarding permission to have parish office in the building 12/07/22. To have the council in the building is not in the charitable aims, but is in place and Charity Commission would not seek to unwind. Charity would prefer to lease the whole building. An Order would be required from the Charity Commission if the offices remained. Charity have confirmed their preferred position is that the council offices and storage are retained in their current position. <i>Deadline updated from 29/07/22. ACTION: Council to consider options paper and agree preferred location of parish offices and associated storage</i> - on Oct FC	LH	31-Mar-22	In progress	
60		Field and building access codes and keys hand over	<i>Deadline moved back from 01/11/22 to 31/03/23. Dependent on management of community centre/leasing</i>	LH/RGWG	31-Mar-23		

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61		Storage of council archive material will need to be determined	Deadline moved back from 01/11/22 to 31/03/23 See action 59 above. Dependent on management of community centre/leasing. Charity have confirmed their preference is parish office and storage to remain in the building. <b>ACTION: On Oct FC to consider</b>	LH/RGWG	31-Mar-23		
62		Querying if Business Rates are due on the building. Duplicate see action 54	Authority contacted and further information supplied 06/09/22. LH share liaise with PH regarding correspondance			Archived	Duplicate