

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

October Full Council Meeting

No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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. ACTION: Bring back draft figures to November FC	Joint Project Group	31-Dec-22	In progress	
9a		Previous years apportioning - YEAR 2 2020/2021		LH	31-Dec-22		
9b		Previous years apportioning YEAR 3 - 2019/2020		LH	31-Mar-23		

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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	
13	4aiii	Audit and log documents held in the councils archive (document management system required)	<i>Deadline updated from 30/09/22</i>	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		
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	
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	
LIBRARY							
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		

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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 - on Nov FC to consider	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		
PLAY AREAS & WHEELED PARK							
31a		Input into the draft play area lease	A Charity Commission Order will be also required - ACTION request charity apply for Order	Joint Project Group	31-Oct-22		
31b		Input into the draft wheeled park lease	A Charity Commission Order will be also required - ACTION request charity apply for Order	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 WGMING Action - LH to write letter to charity to request a lease. Charity have contacted Banks Long and Co for a valuation 2x agri value ACTION: Charity to get quote for the provision of a lease - ACTION: 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. ACTION: Charity to get quote for the provision of a lease - ACTION: 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	
TENNIS CLUB							
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. ACTION: Guidance/Quote from Anglian Water and Electric company - who will pay. Deadline extended	Full Council	31-Dec-22	In progress	
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. ACTION: Council to consider their position with regards to the fourth court at November FC	Full Council	01-Nov-22	In progress	
BOWLS CLUB (INC. PAVILION AND BRICK STORE)							

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
38	7v	Hand over management to trustees includes water and electric, use of changing rooms	may need separate meters. ACTION: Guidance/Quote from Anglian Water and Electric company - who will pay. 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. ACTION: Arrange joint meeting with the bowls club to discuss way forward	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. ACTION: Request information from charity regarding ownership of buildings on charity land	LH	31-Dec-22	In progress	
FOOTBALL AND CRICKET CLUBS							
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	
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. 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-repurpose move/build elsewhere as in wrong place now for how cricket pitch needs to be laid out. ACTION: Arrange meeting with cricket club in November	LH	31-Mar-23	In progress	
41b		Football club - grounds maintenance	ACTION: Arrange meeting with charity and clubs to discuss way forward in October	LH	31-Mar-23	In progress	
RECREATION GROUND							

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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. ACTION: Request information from charity on how it would like to proceed	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. ACTION: Request clarification from charity	LH	01-Nov-22	In progress	
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)	ACTION: Develop costings working with grounds manager	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 - ACTION: Charity to agree. Arrange joint meeting. Check if Scouts lease is correct		31 Nov 22		

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
46	7xv	To re-locate the Salvation Army clothing bin off the recreation ground to elsewhere in the parish - propose move to Mill Lane	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	LH	31 Nov 22		
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 ACTION: council and charity to determine preferred position(s) and agree ownership of assets - Add to Nov FC	LH	01-Nov-22	In progress	
47b		Memorial Circle	It is understood the council funded and installed this (TBC). ACTION: council and charity to determine preferred position(s) - maintenance agreement?- Add to Nov FC 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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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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. ACTION: council and charity to determine preferred position(s) - maintenance agreement?	LH	30-Sep-22	In progress	
		COMMUNITY CENTRE					
		Room Hire					
48	7xviii	Contact regular hirer to update them and obtain permission to share details with trustees and share with trustees	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	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	
		Pavilion Bar					
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. ACTION: Discuss with charity whether the outsourcing can proceed and when and the process.	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		

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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		
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 correspondance. ACTION: LH to meet with PH to investigate	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. ACTION: Consider as part of budget setting process	LH/ZB	31-Mar-23	In progress	
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' - charity requested to share legislation	LH/RGWG	31-Mar-23		
58b		Employment of staff					
Parish office and admin							

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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.</i> ACTION: Council to consider options paper and agree preferred location of parish offices and associated storage - 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		
61		Storage of council archive material will need to be determined	<i>Deadline moved back from 01/11/22 to 31/03/23</i> 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. ACTION: On Oct FC to consider	LH/RGWG	31-Mar-23		