

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

December 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. Deadline updated	Joint Project Group/LH	31-Mar-23	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. Initial meeting requested with specialist accountant 20/09/22. Meeting held with accountant (25/10/22) clerk, Cllr Hillman and Peter Hewes (chair of trustees) and draft model discussed. The accountant advised the previous years accounts did not need opening up or submitting to the charity commission as full accounts are not required (as the charity is under the income threshold). He queried why the charity had requested three years historical accounts and the trustees need to weigh up the cost/benefit and the time would be better spent focussing on getting things right going forward. He noted the council had operated the land in-line with the charities objectives. It was agreed to finalise the apportioning model for public information to show costs and income on the field for 2021/22.	Joint Project Group/LH	28-Feb-22	In progress	
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 recieved 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. Meeting held (see item 6 above). Add to Dec full council as further data being assimilated to complete the model. Updated due date.	Full Council	28-Feb-22	In progress	

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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. Bring back draft figures to November FC. Pending further apportioning data. Add to December FC. Updated due date.	Joint Project Group	28-Feb-22	In progress	
9a		Previous years apportioning - YEAR 2 2020/2021	Due date updated from Dec to Mar	LH	31-Mar-23		
9b		Previous years apportioning YEAR 3 - 2019/2020		LH	31-Mar-23		
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. Quote received of £175+vat. Council to agreed to proceed with quote at 11-22 FC. Solicitor instructed following the meeting to add the charity restriction, which is in progress	LH	30-Apr-23	In progress	
11a		Contact Fields in Trust when Land Registry title has been updated			01-Apr-23		
13	4aiii	Audit and log documents held in the councils archive (document management system required)	Deadline updated from 30/09/22. Archiving scheduled to begin 10 November. First archiving session has been held and archive material identified and grouped together in stores. A second date has been set for 7 Dec to initiate the documentation of content. Deadline updated from 30-Nov to 31-Mar	LH	31-Mar-23	In progress	
15a	4c	Ensure insurance cover is in place by organisations(s) when handing over management of any areas and update asset list where appropriate for any assets handed over	Charity and organisations have some cover in place - discuss at forthcoming meetings	LH	31-Mar-23	In progress	
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. Paused until project completes and then add to FC agenda again	Full Council	31-Mar-23	ON HOLD	
19a		Request charity puts in place good governance practices and transparency of meetings and minutes	Put in place joint/partnership working protocol(s). More clarity required on specific policies and procedures required - charity handbook. 1st step in document what it means to be a custodian trustee and managing trustee (Charles Arnold Baker 12th edition 13.19 - Charity admin and appointment).	Charity	31-Mar-23		
PLAY AREAS & WHEELED PARK							

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
31a		Input into the draft play area lease	A Charity Commission Order will be also required - Action request charity apply for Order. Emailed 28/10/22 to request an order is applied for and information on process. Charity have confirmed lease in principle 24/11/22 by letter. Mid to late Jan valuation report due. Updated due date.	Joint Project Group	28-Feb-22	In progress	
31b		Input into the draft wheeled park lease	A Charity Commission Order will be also required - Action request charity apply for Order. Emailed 28/10/22 to request an order is applied for and information on process. Charity have confirmed lease in principle 24/11/22 by letter. Mid to late Jan valuation report due	Joint Project Group	28-Feb-22	In progress	
32a		Share draft play area lease with Full Council for sign off	Due date updated from 06/09/22. Deadline updated to 31 March	Full Council	31-Mar-23		
32b		Share draft wheeled park lease with Full Council for sign off	Due date updated from 06/09/22. Deadline updated to 31 March	Full Council	31-Mar-23		
33		Agree play area lease with charity	02/08/22 WGMTG Action - LH to write letter to charity to request a lease. Charity have contacted Banks Long and Co for a valuation 2x agri value. Charity to get quote for the provision of a lease - take to FC for council approval of legal cost for lease, when costings received from charity. Deadline updated to 31 March	Full Council	31-Mar-23		
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. Charity to get quote for the provision of a lease - Take to FC for council approval of legal cost for lease, when costings received from charity. Deadline updated to 31 March	Full Council	31-Mar-23		
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. Guidance/Quote from Anglian Water and Electric company - who will pay. Deadline extended. Quote to add water meters to bowls and tennis club feeds obtained. For Anglian Water to add in separate feeds and new meters for the bowls and tennis club, it would be a minimum of £2,400 (£1,200 for each 'new' supply/meter). Alternatively a meter can be fitted in-house on-site for each of the feeds. The meters cost around £30 plus any plumber costs. Council to agree next step for water meters. Council requested to consult with clubs prior to water meter changes - meetings arranged for bowls and tennis clubs on 29 Nov and this will be raised. Tennis club have external feed so no action required on this. Tennis club support internal meter being installed and invoiced for us by the council. Changing rooms council to charge for light useage. Deadline updated to 31 March	Full Council	31-Mar-23	In progress	

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
37a	7x	Explore hand over <u>public tennis court</u> to trustees/tennis club	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. Council to consider their position with regards to the fourth court at November FC. Meeting arranged with tennis club on 29 Nov and this will be discussed. To be added to FC to agree a position	Full Council	31-Mar-23	In progress	
37b		Hand over of tennis pavilion	Write into lease who will maintain the building - tennis club have said they will. Tennis club will insure it from 31 March 2023 or September when insurance is due for renewal and what happens in terms of asset register. Tennis club support taking on the maintenance and management of the pavilion. Council to confirm when to cease insuring the asset. The hand over will need to be agreed in writing, between all parties.		31-Mar-23		
37c		Use of changing rooms	Implement light use annual charge		31-Mar-23		
BOWLS CLUB (INC. PAVILION AND BRICK STORE)							
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. Anglian Water quote received. Deadline updated. Handover of changing rooms dependent on outcome of discussions re community centre. Brick store also used by another group at the moment. Arrange joint meeting with the bowls club to discuss way forward . Meeting arranged for 29 Nov. Meeting held, bowls club support taking on asset management and to be re-charged for electric and water, using internal meters	Full Council	31-Mar-23	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. Council purchased asset - on asset register. Council to meet with bowls club to consider handing over assets. Meeting arranged for 29 Nov. Meeting held, bowls club support taking on asset management. This will need to be agreed in writing, between all parties.	LH	31-Mar-23	In progress	
37b		Hand over of bowls pavilion	Write into lease who will maintain the building - bowls club have said they will and who will insure it from 31 March 2023 and what happens in terms of asset register		31-Mar-23		
37c		Use of changing rooms	Implement light use annual charge		31-Mar-23		
FOOTBALL AND CRICKET CLUBS							
40	7vii & 7viii	Hand over facility management to trustees		Full Council	31-Mar-23	In progress	

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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. In progress - move to December meeting, deadline updated. Discuss at football club meeting. Meeting held- football goals to remain council owned - put in agreement who replaces nets	LH	31-Mar-23	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. Meeting held and score board to be repurposed to storage and used as a sight screen, upgrade - refurbishment grant. Football and cricket club both use. Hand over to who? - discuss at joint sports club meeting to be held in February. Insure and maintained by who? Following feedback the building is proposed to be repurposed as a general storage facility. Add to FC and JPWG agenda to consider what remedial work is required and agree who should take on maintenance	LH	31-Mar-23	In progress	
41c		Cricket grounds maintenance	Cricket club want council to cut and mark out - FC to agree charges. Clerk to liaise with cricket club to understand their requirements. Agreement to be put in place	Clerk and FC	31-Mar-23		
41b		Football club - grounds maintenance	Arrange meeting with charity and clubs to discuss way forward in October. Update for November. Move to December. Meeting to be held in December. Meeting held clubs want council to continue with cutting and line marking. Football clubs to feedback on draft agreement - to put agreement in place. Council to invoice for 2022	LH	31-Mar-23	In progress	
RECREATION GROUND							
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. Request information from charity on how it would like to proceed. Deadline updated. Does the charity want the council to continue cutting communal areas?	LH	28-Feb-22	In progress	

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No.	Paper Ref.	Task	Comments	Owner	Due Date	Status	Date complete
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. Request clarification from charity and following this council to get legal advice on this if permissible and if so if any legal actions need to be carried out to permit this.	LH	28-Feb-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)	Develop costings working with grounds manager.	LH/Joint Project Group	31-Jan-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: Charity to agree. Arrange joint meeting. Check if Scouts lease is correct - council's solicitor has been contacted to check 23/11/22. LH to emailed charity to share bank details 23/12/22		31 Nov 22	In progress	
46	7xv	To re-locate the Salvation Army clothing bin off the recreation ground to elsewhere in the parish. Move to Mill Lane? Retain Salvation Army Clothing Bin at the Recreation Ground	Clarify with council and charity whether the preference is a lease and to retain in current position or to re-locate to Mill Lane. 22-11 FC decision was preferred location was the recreation ground. Charity trustees have been advised of the council preference 03/11/22. Pending confirmation from charity of what type of agreement would be needed for current location to remain	LH	31 Nov 22	In progress	CHARITY TO CONFIRM & ACTION

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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	<p>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. Response received from Chris Hewis - Sports Association Minutes which clarifies the responsibility for the maintenance of the gates - '4th March 1948. The Memorial Gates were now completed and the balance of the money raised. The responsibility and work of the Memorial Gates Committee were now accomplished and in making a report to the Annual Parish Meeting the secretary wished to suggest a practical scheme for the upkeep and maintenance of the gates. After discussion, the members present unanimously agreed to a suggestion that the Recreation Field and Sports Association Committee should be responsible for the general maintenance of the gates, the suggestion to be presented to the Annual Parish Meeting for consideration 1st April 1948. The secretary reported that the Annual Parish Meeting had agreed that the future maintenance of the memorial gates should be the responsibility of the Sports Association.' s 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. Council and charity to determine preferred position(s) and agree ownership of assets at Nov FC. Council's position is trustees take back management of the war memorial gates and pillars to insure and maintain them and for the council to update the asset register to reflect this. Charity notified 03/11/22. Charity to confirm the handback of management and insurance of these items from 01/04/22</p>	LH	01-Mar-23	In progress	CHARITY TO CONFIRM & ACTION
47b		Memorial Circle	<p>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. Council and charity to determine preferred position(s) and agree ownership of assets - Add to Nov FC. Council and charity to determine preferred position(s) and agree ownership of assets (actioned Nov 22 FC). As part of the memorial it is proposed the asset moves over to the charity and for the charity to insure and maintain it and the gardens, with support from current volunteers for the area. ACTION: Charity to confirm the handback of management and insurance of these items from 01/04/22. Volunteers to be contacted to discuss.</p>	LH	31-Mar-23	In progress	CHARITY TO CONFIRM & ACTION

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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? Contacted charity to request maintenance agreement 28/10/22. As the bench is part of the memorial propose the asset is handed over to the charity to insure and maintain. The ownership and maintenance of the bench was deferred, pending speaking to the Mystery Group who originally made a donation towards it, to obtain their views Nov FC. Mystery Group Contacted 23/11/22. Mystery group would like council to continue to maintain the asset - Clerk to notify charity and request to maintain. Council to insure. TBC whose asset register it will sit on and to what value	LH	31-Mar-23	In progress	
COMMUNITY CENTRE							
49a		Agree club use of changing rooms	Put in place agreements		31-Mar-23		
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. Discuss with charity whether the outsourcing can proceed and when and the process - complete. Dependent on who leases all/part of building therefore can not be progressed until this is determined. Council requested to lease building sub-lease may be an option following this and will be considered as part of lease discussions with charity. Charity have confirmed lease in principle 24/11/22 by letter. Outsourcing to be revisited following signing of lease	LH/Joint Project Group	31-Mar-23	ON HOLD	
Building(s)							
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 liaison with PH regarding correspondence. Action: LH to meet with PH to investigate. Local authority has been in touch in October and has sent a form to complete with the charity to assess the position. ACTION: LH to meet with PH to complete and submit form. LH met with PH to complete relief form. In the meantime WLDC has issued a part refund to the council for 2021-22- this is being clarified and the situation with the community centre	LH	31-Aug-22	In progress	
57a		Council to lease community centre	Charity to work with the council to agree and implement. Charity have confirmed lease in principle 24/11/22 by letter. Valuation to come back mid to late Jan to progress. A charity commission order will be required	RGWG	01-Apr-23	In progress	