

RECREATION GROUND, SAXILBY - MANAGEMENT

Appendix 2: Project List Document

February Full Council Meeting

No.	Task	Comments	Owner	Due Date	Status	Date complete
3	Comms - Monthly updates Foss Focus and social media		LH/JW	Ongoing	In progress	
4	Explore how financial transactions will operate when the charity takes back the day-to-day management.	Emailed Charity Commission 12/07/22. Response received 22/08/22 - Generic information supplied, with links to charity guidance. Further sources of guidance have been obtained¹.	JPG/LH	31-Mar-23	In progress	
5	Draft financial apportioning model for previous financial year, working with trustees	Specialist accounting/audit input commissioned. 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 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.	JPG/LH	28-Feb-23	In progress	
7	Agree apportioning model	Model to be mutually agreed between charity and council.	FC	28-Feb-23	In progress	
8	Apportion 2021/22 accounts and share with trustees - YEAR 1	Working with external accountant to action	LH/JPG	28-Feb-23	In progress	
9a	Previous years apportioning - YEAR 2 2020/2021	Due date updated from Dec to Mar. Accountant advice not to work back. Contacted charity trustees to see if item can be closed.	LH	31-Mar-23		
9b	Previous years apportioning YEAR 3 - 2019/2020	Accountant advice not to work back .Accountant advice not to work back. Contacted charity trustees to see if item can be closed.	LH	31-Mar-23		
11	Update Land Registry title deed to reflect custodian trustee status	Solicitor instructed to add the charity restriction and initial payment made. Chased for update 31/01/22	LH	30-Apr-23	In progress	
11a	Contact Fields in Trust when Land Registry title has been updated		LH	01-Apr-23		
13	Audit and log documents held in the councils archive (document management system required)		LH	31-Mar-23	In progress	
15a	Ensure insurance cover is in place by organisations(s) when handing over management of any areas and update asset list	Council agreed to cover insurance until renewal in Sep 2023. "The charity property should be listed in the council's assets register but with nil value" - NALC LTN28 - Update council asset register for year end "Responsibility for insurance of the charity property falls on the managing trustees" NALC LTN28	LH	01-Sep-23	In progress	
16	Hand back day-to-day management of the recreation ground to the charity		Full Council	31-Mar-23	In progress	
19	Nominate or elect two charity trustees as per indenture and legal requirement as a custodian trustee	Paused until project completed	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		
54	Contact WLDC as business rates may not be required with being a charity and update site manager details	Current position is council is required to pay rates on the building. Part relief may be possible - have to pay currently	LH	01-Apr-23	Complete	31/01/2023
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	FC	01-Apr-23	In progress	
PLAY AREA AND WHEELED PARK						
31a	Play Area Lease and Charity Commission Order	Valuation report due Jan	JPG	28-Feb-23	In progress	
31b	Wheeled Park Lease and Charity Commission Order	Valuation report due Jan	JPG	28-Feb-23	In progress	
32a	Share draft play area lease with Full Council for sign off		FC	31-Mar-23	Archived	Covered in 31a. 19/01/23
32b	Share draft wheeled park lease with Full Council for sign off		FC	31-Mar-23	Archived	Covered in 31b. 19/01/23
33	Agree play area lease with charity		FC	31-Mar-23	Archived	Covered in 31a. 19/01/23

RECREATION GROUND, SAXILBY - MANAGEMENT

Appendix 2: Project List Document

No.	Task	Comments	Owner	Due Date	Status	Date complete
34	Agree wheeled park lease with charity		FC	31-Mar-23	Archived	Covered in 31b. 19/01/23
TENNIS FACILITIES						
35	Hand over management of tennis facilities (includes water and electric, use of changing rooms)	Water meter being installed. Council insurance cover runs to Sep 23	FC	31-Mar-23	In progress	Council to write to tennis club/charity to confirm hand back
37a	Explore hand over <u>public</u> tennis court to trustees/tennis club	Emailed Charity Commission 12/07/22. Generic response received. 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. 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	FC	31-Mar-23	In progress	
37b	Hand over of tennis pavilion	Tennis club support taking on the maintenance and management of the pavilion. Insurance runs out September.		31-Mar-23	Archived	Archive (covered in no. 35). 19/01/23
37c	Use of changing rooms	Implement light use annual charge		31-Mar-23		Archive covered in no.49a
BOWLS FACILITIES						
38	Hand over management to trustees		FC	31-Mar-23	In progress	
39	Clarify asset value and previous council investment in asset to determine way forward	As asset on charity land it's N/A.	LH	31-Mar-23	Archived	19/01/2023
37b	Hand over of bowls pavilion			31-Mar-23	Archived	Archive (covered in no. 38). 19/01/23
37c	Use of changing rooms	Implement light use annual charge		31-Mar-23	Archived	Archive covered in no.49a
FOOTBALL FACILITIES						
40	Hand over facility management to trustees	Football goals to remain council owned - put in agreement and who replaces nets	FC	31-Mar-23	In progress	
41	Clarify asset values and previous council investment in assets to determine way forward - inc. ownership, maintenance, and inspection		LH	31-Mar-23	Archived	Archive (covered in no. 40). 19/01/23
41b	Football club - grounds maintenance	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	
CRICKET FACILITIES						
41a	Cricket score board	Scoreboard to be re-purposed to stroage and used as a sight screen, upgrade - refurbishment grant. Football and cricket club both use. Disuss at joint sports club meeting to be held in February. Insure and maintained by who? Ascertain what remedial work is required and agree who should take on works	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 liase with cricket club to understand their requirements. Agreement to be put in place	Clerk and FC	31-Mar-23		
GROUNDS						

RECREATION GROUND, SAXILBY - MANAGEMENT

Appendix 2: Project List Document

No.	Task	Comments	Owner	Due Date	Status	Date complete
42	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-23	In progress	
43	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-23	In progress	
44	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-23	In progress	
45	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-Mar-23	In progress	
46	Retain Salvation Army Clothing Bin at the Recreation Ground	Type of agreement required TBC	LH	31-Mar-23	In progress	
47a	Memorial Gates and Pillars	Charity own - to keep in good order, maintain from 01/04/22. Update asset register to £0 or £1	LH	01-Mar-23	In progress	
47b	Memorial Circle	On charity land, therefore charity possession. Volunteers maintain garden. Hand back on 1 April.	LH	31-Mar-23	In progress	
47c	Memorial Bench	Mystery group would like council to continue to maintain the asset. Council request to maintain asset. Charity to confirm what type of agreement is required	LH	31-Mar-23	In progress	
CHANGING ROOM						
49a	Agree club use of changing rooms	Put in place agreements. Council to agree charge		31-Mar-23		
BAR						
50c	Bar outsourcing	Council previously agreed to no longer run the bar and outsource, 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. Outsourcing project to be re-started after lease for community centre with council is implemented	LH/JPG	TBC	ON HOLD	

¹ 4- "The custodian trustee shall concur in and perform all acts necessary to enable the managing trustees to exercise their powers of management or any other power or discretion vested in them (including the power to pay money or securities into court), unless the matter in which he is requested to concur is a breach of trust, or involves a personal liability upon him in respect of calls or otherwise, but, unless he so concurs, the custodian trustee shall not be liable for any act or default on the part of the managing trustees or any of them: **All sums payable to or out of the income or capital of the trust property shall be paid to or by the custodian trustee:** Provided that the custodian trustee may allow the dividends and other income derived from the trust property to be paid to the managing trustees or to such person as they direct, or into such bank to the credit of such person as they may direct, and in such case shall be exonerated from seeing to the application thereof and shall not be answerable for any loss or misapplication thereof" - Public Trustee Act 1906 s2 para. 4 (2d-e).

https://www.ndcs.org.uk/media/2083/bba_charity_banking_guide_ae250.pdf.

<https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities>

<https://www.ncvo.org.uk/help-and-guidance/running-a-charity/financial-management/banking-for-charities/#/>

<https://www.gov.uk/government/publications/charities-holding-moving-and-receiving-funds-safely>. - Where practicable bank mandates should require two signatures, one of which being that of a trustee, dual signatories on electronic banking