

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

March 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 obtained ¹ . Memorandum of understanding required - JPAG P46 5.112	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. Due date updated.	JPG/LH	31-Mar-22	In progress	
7	Agree apportioning model	Model to be mutually agreed between charity and council. Due date updated.	FC	31-Mar-22	In progress	
8	Apportion 2021/22 accounts and share with trustees - YEAR 1	Working with external accountant to action. Due date updated.	LH/JPG	31-Mar-22	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	ccountant 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. Due to be updated by 13 February. Chased 17/02/23. Update received 20/02/23 - still pending from Land Registry	LH	30-Apr-23	In progress	
11a	Contact Fields in Trust when Land Registry title has been updated	Contacted for rec ground contact details to be updated to charity from April. Check completed for 1 April at https://bit.ly/3EzEGeM.	LH	01-Apr-23	In progress	
13	Audit and log documents held in the councils archive (document management system required)	Started in February	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 with values	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. "Responsibility for insurance of the charity property falls on the managing trustees" NALC LTN28. Asset register updated for land - JPAG - 5.115: "The value of trust property must not be shown in the authority's books of account and on the AGAR as authority property. Trust assets held by the authority as custodian or managing trustee should, however, be recorded in the authority's asset register and identified there as 'charity assets held by the authority as trustee' with their value excluded from the total. Further assets to be bottomed out - See end for updates to date²	LH	01-Sep-23	In progress	
16	Hand back day-to-day management of the recreation ground to the charity	To be handed back 31 March - some hangover works may still be taking place such as agreed works on the tennis pavilion	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	

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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		
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. Still pending rental valuation	FC	01-Apr-23	In progress	
PLAY AREA AND WHEELED PARK						
31a	Play Area Lease and Charity Commission Order	Valuation report due Jan. Now due Feb	JPG	28-Feb-23	In progress	
31b	Wheeled Park Lease and Charity Commission Order	Valuation report due Jan. Now due Feb	JPG	28-Feb-23	In progress	
TENNIS FACILITIES						
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. On charity land so currently management will revert back to charity on 1 April 2023. Water meter for tennis being installed in March	FC	31-Mar-23	In progress	
BOWLS FACILITIES						
38	Hand over management to trustees	Water meter being installed in March. Hand over keys to hut to who?	FC	31-Mar-23	In progress	
FOOTBALL FACILITIES						
40	Hand over facility management to trustees	Football goals to remain council owned - put in agreement inc. who replaces nets	FC	31-Mar-23	In progress	
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 storage 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. Insure and maintained by who? - guidance says charity . Ascertain what remedial work is required and agree who should take on works. Hand over keys to who?	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						
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? - Yes. Costs and invoicing TBA	LH	31-Mar-23	In progress	

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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		LH	31-Mar-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-Mar-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 Chased solicitor response 06/02/23. Advised solicitor is now looking into this 23/02/23		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. Asset register updated to £0 as per guidance	LH	01-Mar-23	Complete	24/02/2023
47b	Memorial Circle	On charity land, therefore charity possession. Volunteers maintain garden. Hand back on 1 April. Update asset register to £0	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	
NEW ITEMS						
51	Rates - contact WLDC re tennis and bowls club as rates will need splitting - 31 March 22. Village hub. Can PC rates be further reduced? Charity to apply rate relief? Use link to get rateable values info	Nick - investigate rate relief - LH to look in history		31-Mar-23		
52	Flagpole	Who to maintain TBC. Updated to £0 in asset register		31-Mar-23		
53	Street lighting x 4	Who to maintain TBC. Updated to £0 in asset register - who to pay the bill?		31-Mar-23		
54	Old play area - swings	Who to maintain TBC. Asset register position TBC		31-Mar-23		
55	Moveable assets such as picnic tables and goals	Licenses to be put in place? TBC		31-Mar-23		

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¹4- "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

² Council asset register updates as of 24/02/23

BUIL0004 Tennis Pavilion, Memorial Field "Charity assets held by the authority" £0

BUIL0005 Brick Store Building (Car Park), Memorial Field "Charity assets held by the authority" £0

BUIL0006 Bowls Pavilion, Memorial Field "Charity assets held by the authority" £0

BUIL0007 Cricket Score Box, Memorial Field, "Charity assets held by the authority" £0

LAND0007 Rec ground & path. "Charity assets held by the authority as trustee" £0

LIGH0002 Street Lights x 4 - "Charity assets held by the authority as trustee" £0

MEMO0001 War Memorial - Pillars & Gates. "Charity assets held by the authority as trustee" £0

MEMO0002 War Memorial - Free Standing "Charity assets held by the authority as trustee" £0

SPOR0001 Tennis Courts - Plastic Coated Chain Link "Charity assets held by the authority as trustee" £0

SPOR0002 Tennis Courts - Other Surfaces "Charity assets held by the authority as trustee" £0

STRE0045 Flagpole - Ground mounted £0

BUIL0003 St Andrews Community Centre LN1 2LP "Charity assets held by the authority" £0