

RECREATION GROUND, SAXILBY - MANAGEMENT

Appendix 2: Project List Document

No.	Task	Comments	Owner	Due Date	Status	Date complete
FINANCE						
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. Bank account to be opened - custodian trustee being held on Fri 16 June to progress - Bank account in progress application completed, pending final signatures to send off by end of Aug-23. Application submitted and being assessed Oct-23.	JPG/LH	31-Dec-23	In progress	
5	Draft financial apportioning model for previous financial year (2021/22) 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 meeting held in August. Draft model shared with internal auditor and accountant. Meeting with accountant scheduled for September. Shared with full council to sign off draft. Then share with charity 23-11	JPG/LH	01-Nov-23	In progress	
7	Agree apportioning model	Model to be mutually agreed between charity and council.	FC	01-Dec-23	In progress	
8a	Previous years apportioning 2022/23 YEAR 3			01-Dec-23		
8	Apportion 2021/22 accounts and share with trustees - YEAR 1 YEAR 2	Working with external accountant to action. Due date updated. Scheduled for sign off 01/11/23 by FC and then will be shared with the charity	LH/JPG	01-Dec-23	In progress	
9a	Previous years apportioning - YEAR 2 YEAR 1 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-Dec-23		
13	Audit and log documents held in the councils archive (document management system required)	In progress, currently pending further admin resource to progress. On new Admin's task list. Initial review undertaken and in progress working to current deadline. Currently being filed. Filed - list of documents now being compiled.	LH	30-Nov-23	In progress	
19c	Nominate or elect two more charity trustees to go back up to 4 in original indenture	On Oct Full Council - none came forward. Will go back on December			In progress	
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. Assistant Clerk to chase. Info received back from Lincoln City - need to be send further information with the different areas marked out on a map, as has to go back to valuation office. Information sent to Lincoln City 18/08/23 - response pending. Have to apply to be re-evaluated - meeting arranged 3 Nov with chair of trustees to run through form and supporting information required		31-Dec-23	In progress	
LEGAL - LEASES/AGREEMENTS/LICENSES						
58	Valuation received back from surveyor to charity	Surveyor working on this currently. No expected date been advised		??		
59	Connected parties application made to charity commission			??		
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. Pending rental valuation, an indication of the lease cost alone is £750-£1,500 per lease - council to budget for this	FC	31-Dec-23	In progress	

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50c	Bar outsourcing	Council previously agreed to no longer run the bar and to outsource. Work on this was in progress with a tender document being at draft stage in December 2021, to complete the outsource. However, this then had to be paused due to the legal issues raised by the charity; the council is not in a position to 'sub-let' the bar long-term until it has a lease in place from the charity. The outsourcing of the bar will be re-started after the lease for community centre is received from the charity and signed by the council. In the meantime, the bar area continues to be available to hire out, for example by the sports clubs, or groups on an ad-hoc or regular basis. It is also noted that work on separating areas of the building may be required to make long-term outsourcing feasible.	LH/JPG	2024/25		
60	Leases registered with Land Registry			2024/25		
31a	Play Area Lease and Charity Commission Order	Valuation report due Jan. Still pending valuation	JPG	31-Dec-23	In progress	
31b	Wheeled Park Lease and Charity Commission Order	Valuation report due Jan. Still pending valuation	JPG	31-Dec-23	In progress	
46	Retain Salvation Army Clothing Bin at the Recreation Ground	Type of agreement required TBC Emailed 16/08/23. Response received. Propose council maintain asset, with written permission to occupy to be sought from charity to satisfy council (JPAG) requirements and check if any further steps are required to meet charity law. Emailed charity 01/11/23	LH	31-Dec-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. Emailed 16/08/23. Response received. Propose council maintain asset, with written permission to occupy to be sought from charity to satisfy council (JPAG) requirements and check if any further steps are required to meet charity law	LH	31-Dec-23	In progress	
61	Tennis club lease/agreement	Charity/Council as custodian trustee to progress		??		
62	Bowls club lease/agreement	Charity/Council as custodian trustee to progress		??		
63	Football club(s) agreement(s)	Charity/Council as custodian trustee to progress		??		
64	Cricket club(s) agreement(s)	Charity/Council as custodian trustee to progress		??		
65	Tennis club fourth court - who to manage?	Arrange meeting with tennis club and charity for further discussion. Council to consider position and view				
55	Moveable assets such as picnic tables and goals.	Licenses to be put in place TBC. Emailed 16/08/23. JPAG guidance says assets sited on non-council land remain council property and a formal lease or permission to occupy is required JPAG, 2023, para.5.175. Council request permission to occupy - play area equipment, bins, youth shelter, picnic tables, flag pole and hold on-file as documentary evidence - as required by JPAG. Any charity requirements to be confirmed at next JWG meeting. Request to occupy sent to charity 01/11/23		30-Sep-23	In progress	
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. Solicitor chased Land Registry 10 May no response received. Chased solicitor for another update 08/06/23. Updated title paperwork received for the small parcel of land. Chased again 30/06/23 for an update on the main parcel of land. Both parcels of land now updated at Land Registry	LH	30-Sep-23	Completed	05/07/2023

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No.	Task	Comments	Owner	Due Date	Status	Date complete
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. Chased on 08/06/23 as not yet changed. Contact details now updated on FIT website. Write to FIT to set-aside error and Land Registry. Contact fields in trust - to do when updated Land Registry title documents received. FIT contacted and quote received to null the agreement. To go to FC in September for allocation of funds to progress. Deed nullification on 23-11 FC	LH	30-Sep-23	In progress	
53	Remove FIT from Land Registry when FIT sorted		LH		In progress	
CLUB AGREEMENTS WITH COUNCIL						
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. Response from charity received - YES - "The charity want the council to carry out basic cutting in line with the objects to provide open grounds for rest and recreation etc etc. Pitch cutting and maintenance of pitch standards and line marking etc is to the clubs." email dated 30/06/23. Council to consider request. Agreed for 2023/24. To be considered as part of budget setting going forwards	LH	31-Aug-23	Complete	01-Nov-23
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. Charges agreed by council. Agreement and invoices to be issued to cricket club - scheduled for 25 August. Agreement and invoice issued Aug-23	Clerk	31-Jul-23	Complete	31-Aug-23
49a	Agree club use of changing rooms	Put in place agreements. Council to agree charge. Charge agreed at 23-06. Clerk to invoice - scheduled for 25 August. Agreement and invoice issued Aug-23	Clerk	31-Jul-23	Complete	31-Aug-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 - completed. Draft agreement agreed and to be issued with 2023 invoice - scheduled for 25 August	LH	31-Jul-23	Complete	31-Aug-23
ASSETS						
52	Flagpole	Who to maintain TBC. Updated to £0 in asset register. Emailed charity 16/08/23. Response received. Propose council maintain asset, with written permission to occupy to be sought from charity to satisfy council (JPAG) requirements and check if any further steps are required to meet charity law. Written request for permission to occupy sent 01/11/23		31-Dec-23	In progress	
53	Street lighting x 4	Who to maintain TBC. Updated to £0 in asset register - who to pay the bill? Apparently WLDC also pay the bill so need to contact electricity company - WLDC may also need a license for the street lights. Clerks to contact WLDC and electricty company to see if both been paying - WLDC could also therefore be paying the tennis club meter?? WLDC contacted to investigate and pending a reply. Chased 31/08/23. Chased 01/11/23. Bill to be moved over to the charity - may be in the custodian trustees name - emailed charity 01/11/23		31-Dec-23	In progress	

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54	Old play area - swings	Who to maintain TBC. Asset register position TBC. Suggest council asset - in-line with other play equipment, therefore will remain on asset register at purchase value - propose contact charity to confirm this suggestion. Emailed charity 16/08/23. Response received. Propose council maintain asset, with written permission to occupy to be sought from charity to satisfy council (JPAG) requirements and check if any further steps are required to meet charity law. Written request for permission to occupy sent 01/11/23		31-Dec-23	In progress	
56	Hand over of keys to charity for assets	Field bollard keys signed over to charity. Which property keys required? Emailed charity 16/08/23. Response received: The Tennis keys are to the Tennis Club, the Bowls Keys to the Bowls Club. The Pavilion keys are to the Council. Old toilet keys are to the Bowls, waterfront and charity. The score box keys are to the football and cricket club and the charity. The bollard keys to the scouts and charity. The gate to the field are to the football and cricket club and scouts. The Memorial Gate Keys are to the charity. The grounds team has keys to all, as does the clerk's office (CT has a set of keys).		31-Aug-23	Complete	01/11/2023
3	Comms - Monthly updates Foss Focus and social media		LH/JW	Ongoing	In progress	

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 business

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