

# Peasedown St John Recreation and Children's Playground Charities

## Trustee: Peasedown St John Parish Council

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### **Minutes of a Meeting of the Charity Trustee for the Peasedown St John Recreation and Children's Playground Charities held Remotely via MS Teams on Tuesday 30<sup>th</sup> June 2020 at 7.00pm**

#### **Present:**

#### **Councillors:**

Barbara Bailey; John Bailey; Jo Davis; Audrey Gillard-Sprake; Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich (Vice-Chair); Les Sprake; Kathy Thomas (Chair).

#### **In attendance:**

Tanya West – Parish Clerk & RFO

#### **Important Note:**

Due to Coronavirus Covid-19 pandemic and the measures the Government has implemented in response to this, the Charity Trustee meeting was held remotely via an online platform (in this instance via MS Teams).

#### **Public**

There were no members of the public present.

<b>CT001 – 30/06/2020</b>	<b>Attendance Roll Call and Apologies for Absence</b>
The attendance roll call was undertaken (those present are detailed above). No apologies for absence had been received. Cllrs Mandy Clarke; Richard Clarke; Gavin Heathcote; Samantha Heathcote; Ray Love were all absent with no apologies received.	
<b>CT002 – 30/06/2020</b>	<b>Minutes</b>
i. Having been circulated in advance of the meeting, it was <b>resolved</b> to accept the minutes of the Charity Trustee held on 2 <sup>nd</sup> July 2019 as a true and correct record of that meeting and they were signed by the Chair accordingly. ii. The Actions Register was reviewed on Planner; there were no outstanding actions from the last meeting, but the Clerk had added items that were due to be undertaken as part of the Annual Governance Planning Cycle.	
<b>CT003 – 30/06/2020</b>	<b>Update from CISWO</b>
It was planned for Andrew Morse, representing the Coal Industry Social Welfare Organisation (CISWO), to address the Trustee on the role CISWO has in relation to the Miners' Welfare Recreation Ground in Peasedown St John. Unfortunately, due to technical difficulties they were unable to access the MS Teams meeting and had therefore sent a written report as an alternative which was circulated to the Trustee.	
<b>CT004 – 30/06/2020</b>	<b>Update from SDMWT</b>
It was planned for Tony Salvidge, representing the Somerset District Miners' Welfare Trust (SDMWT), to address the Trustee on the role SDMWT has in relation to the Miners' Welfare Recreation Ground in Peasedown St John. Unfortunately, due to technical difficulties they were unable to access the MS Teams meeting and had therefore sent a written report as an alternative which was circulated to the Trustee. There were a few items from these reports that the Trustee has queries and concerns about. It was felt that they needed to be addressed but due to having insufficient time at the meeting to do so, it was	

**resolved** that the Parish Council Finance & Amenities Committee be instructed to respond to the reports and request clarification on the issues in order to take matters further if necessary.

**CT005 – 30/06/2020                      Review of Current Finances & Annual Return**

The Trustee was provided with a copy of the accounts for the 2019/20 financial year which was reviewed at the meeting. It was **resolved** to formally adopt the end of year return for the 2019/20 financial year as a true reflection of the accounts. The Clerk to submit online to the Charity Commission accordingly.

**CT006 – 30/06/2020                      Asset Register & Insurance**

- i. The inventory of land and assets including buildings and play equipment etc. had been published as pre-reading and was reviewed at the meeting. It was noted that although most of the assets had been funded by the Parish Council they actually belong to the charity. Also, as the Sole Trustee the Parish Council is able to remove any assets without prior approval from CISWO, and that it is only if something is to be done with the land or any associated lease that CISWO has to be consulted or involved with. It was **resolved** to accept the Asset Register of the Peasedown St John Recreation and Children's Playground Charities.
- ii. It was **resolved** to confirm the current arrangements for insurance cover in respect of all insured risks and assets.
- iii. An update on play equipment maintenance and annual checks of assets was provided. The annual independent play inspection is due to take place in August, although the equipment is not currently in use due to Coronavirus restrictions. It was suggested the play inspection reports should be provided as pre-reading for future Trustee meetings.

**CT007 – 30/06/2020                      Hire of Recreation Field**

The Trustee reviewed the current charges and terms of hire for Circus and Fun Fair bookings on the Recreation Ground; it was determined that no amendments were required.

**CT008 – 30/06/2020                      Football Club House and Scout Group Storage**

It was formally noted that the proposed Football Club House building for which planning permission was granted under application reference 18/04788/FUL is no longer proceeding at the decision of the Football Club.

An update was provided on the planning application (reference 20/02240/FUL) from Peasedown Scout Group regarding their proposals for a garage storage building on the Recreation Ground. B&NES Council advised the application cannot proceed until they have some additional scale plans and documents. The Scout Group is currently obtaining the necessary documents and they will be sent to B&NES Council Planning Department by the Clerk in due course.

**CT009 – 30/06/2020                      Football Facilities on the Recreation Ground**

An update was provided from the Football Club Liaison Advisory Panel regarding the football facilities on the Recreation Ground following their meeting held on 24<sup>th</sup> March 2020. The User Agreement was reviewed at this meeting. The original document had been amalgamated with a template document as supplied by the Football Association. The revised draft document suggested for use for the 2020-21 season was circulated and the following major changes were noted:

- Adult matches to be charged at £60 per game (charged for per season paid by two instalments (end of July and end of January).
- Youth matches to be charged at £15 per game (charged for per season paid by two instalments (end of July and end of January).
- No Pay as You Play matches/teams will be permitted.
- Friendly matches to be charged at a 50% discounted rate for up to 2 matches. Any more than 2 friendly matches to be charged at full rate.
- Matches to be limited to no more than 1 on a Saturday and 1 on a Sunday. No more than 2 matches to be played per weekend. The Sunday matches will include the youth team. The teams must inform their fixtures secretary of this rule so they can book the team's matches accordingly.

This document was reviewed at the meeting and several amendments were suggested – the Clerk to make the associated changes.

It was **resolved** to accept the draft User Agreement for the Football Facilities on the Recreation Ground for the 2020-21 season with the amendments as agreed at this meeting.

It was **resolved** to formally delegate to the Parish Council, the arrangements regarding the Football Facilities on the Recreation Ground for the 2020-21 season, including the Football Team User Agreements with the amendments included in the previous resolution.

**CT010 – 30/06/2020 Tree Planting**

A request had been received from the local PCSOs for a tree planting project with the Parish Council (in their capacity as a Tree Charter Branch) and the Mini Police.

Tree Charter Day is on 28<sup>th</sup> November 2020 and the application deadline for free tree packs is the end of July 2020. The Parish Council can apply for some tree packs but must confirm they have the authority of the landowner prior to making the application; hence the reason for inclusion on the Trustee agenda.

The matter was discussed, and the available tree pack varieties were reviewed.

It was **resolved** that the Trustee authorises the tree planting project to proceed on the Recreation Ground, in conjunction with the Mini Police, and that an order is placed with the Woodland Trust for a 'copse' pack (30 trees) and 'year-round colour' pack (420 saplings) to be managed by the Parish Council with the intention of including as many members of the community as we can.

**CT011 – 30/06/2020 Pathways and Access Gates**

An update on the Parish Council's proposed projects on the Recreation Ground for this year and beyond was provided.

It was **resolved** to support the Parish Council's plans for the following proposed projects on the Recreation Ground (all in compliance with the Charity Commission Scheme Document):

- i. To continue the path from the play area to the Whitebrook Lane entrance, and possibly to the entrance from Church Road/Bath Road.
- ii. To formalise an additional pedestrian entrance from Bath Road.
- iii. To instal an Equality Act compliant gate on Church Road.
- iv. To investigate into the feasibility around a designated car parking area.

**CT012 – 30/06/2020 Information on Recreation Ground & Charity Trustee**

An update on the information regarding the Recreation Ground and the associated charities was provided.

The Parish Council has previously been asked for information relating to the Recreation Ground and the Trustee/Charity documents. In response to such queries and for transparency purposes the information has been made available on the Parish Council website, with a dedicated page for the Trust.

It was reported that as Trustee meetings are generally not open to the public (without invitation) however, by displaying the agendas, minutes, accounts etc. this information is now available to residents. They can now have a better understanding of the Parish Council's role as the Trustee and raise any questions they may have through the usual channels.

There are some files and links still to be added over the next few weeks. If there are any suggestions for further information to include on this page, please advise the Clerk.

**CT013 – 30/06/2020 Maintenance**

In order for the Parish Council staff to undertake day to day operational duties at the Recreation Ground it is annually delegated that this should happen. Any non-standard decisions are brought back to a Trustee meeting.

The Recreation Ground Charities have their own separate bank account into which the income generated from the Recreation Ground is paid. The maintenance costs relating to the Recreation Ground are generally paid from the Parish Council current account. In previous years, it has been decided to donate some of the income to the Parish Council. A report on the Parish Council's expenditure on the Recreation Ground during the 2019-20 financial year was provided as follows:

General Works	£130.00
Mowing (including of the football pitch)	£2,660.00
Play Equipment (repairs, checks etc.)	£1,077.56
Football Facilities (maintenance, pitch improvement works, safety checks etc.)	£7,277.57
Football Facilities (utility charges)	£1,158.62

Total **£12,303.75**

It was **resolved** to formally delegate that the day-to-day operations of the Recreation Ground for the forthcoming year are taken by the Parish Council/Parish Clerk (within the parameters of the Standing Orders and Financial Regulations) and for such matters that require additional sign-off/determination to be discussed/decided at Parish Council meetings.

It was **resolved** to donate £1,500 of the income, from the 2019-20 financial year to the Parish Council.

**CT014 – 30/06/2020**

**Date & Time of Next Meeting & Future Agenda Items**

The date of the next Trustee meeting for the Peasedown St John Recreation and Children’s Playground Charities is to be determined.

The meeting closed at 9.14pm

Signed.....

Date.....

DRAFT