

Peasedown St John Recreation and Children's Playground Charities

Trustee: Peasedown St John Parish Council

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Minutes of a Meeting of the Charity Trustee for the Peasedown St John Recreation and Children's Playground Charities held at Beacon Hall, Peasedown St John on Tuesday 29th June 2021 at 7.00pm

Present:

Councillors:

Jo Davis; Audrey Gillard-Sprake; Simon Kidd; Andrew Larcombe; Conor Ogilvie-Davidson; Jonathan Rich (Chair); Kathy Thomas (Vice-Chair).

In attendance:

Tanya West – Parish Clerk & RFO

Public

There were no members of the public present.

CT001 – 30/06/2020	Attendance Roll Call and Apologies for Absence
The attendance roll call was undertaken (those present are detailed above). Apologies for absence had been received from Cllr Barbara Bailey. Cllrs John Bailey; Mandy Clarke; Richard Clarke; Adi Davis; Andrew Fraser; Gavin Heathcote; Samantha Heathcote; Ray Love; Les Sprake were all absent with no apologies received.	
CT002 – 29/06/2021	Minutes
i. Having been circulated in advance of the meeting, it was resolved to accept the minutes of the Charity Trustee held on 30 th June 2020 as a true and correct record of that meeting and they were signed by the Chair accordingly. ii. The Actions Register on Planner had not been updated. The Clerk confirmed this would be completed and any new actions from this meeting would be added by 9 th July 2021.	
CT003 – 29/06/2021	Updates from CISWO and SDMWT
There were not any updates from the Coal Industry Social Welfare Organisation (CISWO) and the Somerset District Miners' Welfare Trust (SDMWT), both organisations being linked to the Miners' Welfare Recreation Ground in Peasedown St John. It was therefore assumed that both organisations were happy with the transparency and information being published in relation to the Recreation Ground and associated charities via the Parish Council website.	
CT004 – 29/06/2021	Review of Current Finances & Annual Return
A copy of the accounts to date for the 2021/22 financial year had been circulated as pre-reading and was reviewed at the meeting. The only transactions to date were related to refunding the football team not due to return for the new season. A copy of the accounts for the 2020/21 financial year had also been circulated as pre-reading and too was reviewed at the meeting. The Trustee was reminded that due to the Coronavirus restrictions in place the number of matches able to be played during 2020 was vastly reduced, therefore £520 is being carried forward to the 2021/22 financial year, which will consequently result in the income for that year not being the same levels as usually expected. It was resolved to formally adopt the end of year return for the 2020/21 financial year as a true reflection of the accounts. The Clerk to submit online to the Charity Commission accordingly.	
CT005 – 29/06/2021	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. It was **resolved** to accept the Asset Register of the Peasedown St John Recreation and Children's Playground Charities subject to the addition of the coal mining cart planter and base located at the Recreation Ground entrance on Bath Road.

- ii. It was **resolved** to confirm the current arrangements for insurance cover in respect of all insured risks and assets for Peasedown St John Recreation & Children's Playground Charities.
- 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. It was reported there is an increasing amount of graffiti on the Skate Park and it is becoming uneconomical to keep trying to remove it. Suggestions made in relation to this matter included:
 - a. Contacting those responsible for Midsomer Norton skate park to find out how they deal with the issue.
 - b. Investigate into establishing a graffiti wall and whether they prove to be successful in stopping graffiti in other areas.
 - c. Speaking with the designated village youth worker about the matter so they could liaise with the youths involved. It was subsequently commented that the youth worker has resigned.

CT006 – 29/06/2021 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 considered the charges should be increased as they had not been for several years and needed to be a more realistic value.

It was **resolved** to make the following amendments:

Point 2 - To make a provisional booking please return the slip below, at least one month before arrival, together with a security deposit of £75. To increase the value of this deposit to £150.

Point 6 – A sum of £50 per day is payable on arrival (to increase this value to £100 per day). With one set-up day and one break-down day free of charge. With an overall minimum total of £100 (to increase this value to a minimum total of £200).

CT007 – 29/06/2021 Scout Group Storage

An update was provided on the progress relating to the proposed Scout Group storage garage on the Recreation Ground (planning application reference 20/02240/FUL).

The Scout Group had queried about connecting the electricity supply for their garage to the existing electricity supply at the changing rooms. They informed that they will only really need the supply for lighting so will have very minimal consumption.

It was **resolved** to grant permission for the Scouts to connect the electricity supply for their garage to the existing electricity supply at the Changing Rooms and for them not to be charged for the use of the electricity and for this agreement to be reviewed on an annual basis.

The Clerk was requested to liaise with the Scouts regarding this work in order to obtain the necessary paperwork and insurance cover from the contractors. Also, to request the Parish Council are provided with a key to access the garage in case of emergencies.

CT008 – 29/06/2021 Football Facilities on the Recreation Ground

An update was provided regarding the football facilities on the Recreation Ground. The Clerk advised she had recently attended a training session on legionella and reported there was more involved with the associated risk assessments and testing than originally realised. It was **resolved** that the Trustee asks the Parish Council to proceed with the legionella risk assessment and testing as a matter of urgency. The Clerk to arrange and provide an update once booked.

The Football Foundation had confirmed that the charity can apply directly for their grants. The charity may qualify for some pitch improvements grant funding, but it depends on exactly what the works are for. The Clerk to continue to investigate and report back.

So far, only Peasedown Miners Football Club had expressed an interest to return to the facilities for the coming season.

The draft User Agreement for the 2021-22 season was circulated as pre-reading and was reviewed at the meeting. As the document was changed significantly last year, it was considered that it did not require much amendment although it was felt the fees were less than other pitches in the area and so should be increased. The following points were raised and agreed:

- Adult matches to be charged at £70 per game (charged for per season paid by two instalments (end of July and end of January).
- Youth matches to be charged at £17.50 per game (charged for per season paid by two instalments (end of July and end of January).
- An addendum regarding any legionella requirements to be added to the document once the testing and risk assessment is complete in accordance with advice from the contractor.
- If other teams advise they wish to use the facilities on the Recreation Ground, then delegation is provided to the Parish Council to make any such agreements and add them to the 'partner agencies' list on the User Agreement accordingly.

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 listed above. The Clerk to update the document accordingly.

When the football clubs are advised of the increase in the charges, the Clerk was requested to inform them of the Parish Council community grant scheme and to encourage them to apply for equipment, kit, etc.

It was **resolved** to formally delegate to the Parish Council, the arrangements regarding the Football Facilities on the Recreation Ground for the 2021-22 season, including the Football Team User Agreements with the amendments included in the previous resolution.

CT009 – 29/06/2021 Tree Planting

The Trustee received an update on the tree planting programme for the Recreation Ground. It was noted, that following the decision at the annual meeting in June 2020, a tree planting exercise was carried out on the Recreation Ground in February 2021 planting the trees donated by the Woodland Trust. Unfortunately, since then, the whips that were planted have been vandalised and very few, if any have survived.

The Mini Police were unable to join in with this planting due to the Coronavirus restrictions in place at the time. It was considered, that due to the vandalism incurred, whether it was prudent to reattempt some tree planting on the Recreation Ground.

The Tree Charter Day usually takes place in November and applications for free tree packs from the Woodland Trust are likely to close at the end of July 2021. The Parish Council can apply for some trees but must confirm they have the authority of the landowner prior to making the application.

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 accordingly. The trees to be planted initially in a 'holding' area at Ashgrove Cemetery and then moved to the Recreation Ground in 2- or 3-years time, once they are larger and more established in the hope that they are less likely to be vandalised.

CT010 – 29/06/2021 Pathways and Access Gates

An update on the Parish Council's proposed projects on the Recreation Ground for this year and beyond was provided which included the new pathways and access and car parking area.

The associated invitation to tender and scope of works document as was uploaded to the Government procurement website, Contracts Finder, was circulated as pre-reading. It was noted that the 9th July 2021 is the deadline for the submission of tenders. It was reported that a site visit had been undertaken by one local company who wished to quote for the works. If any other companies express an interest to visit the site, then a suitable date will be established with the members of the Advisory Panel and the contractor.

It was **resolved** to formally 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 extend existing pathways and add additional pathways to allow the Recreation Ground to be navigated via a pathway from all entrances and around the football pitch.
- ii. To formalise an additional pedestrian entrance from Bath Road.
- iii. To create an area suitable for parking vehicles for use during events held on the Recreation Ground.
- iv. To instal an Equality Act compliant gate on Church Road.

It was noted that the football teams using the Recreation Ground will have to be managed/updated as part of the roll out of this project.

CT011 – 29/06/2021 Information on Recreation Ground & Charity Trustee

An update was provided on the information regarding the Recreation Ground and the associated charities publicly available via the Parish Council website.

The Clerk was requested to upload the document detailing the Trustee income and the Parish Council’s expenditure relating to the Recreation Ground. It was also suggested to include some more photographs and pictures of the site, both recent and historic.

CT012 – 29/06/2021 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 2020-21 financial year was provided. It was noted that prior to publishing these figures, it should be updated to include all expenditure related to the Recreation Ground and not only the football facilities. The updated figures are as follows:

General Works	£192.00
Mowing (including of the football pitch)	£3,135.00
Play Equipment (repairs, checks etc.)	£205.26
Football Facilities (buildings maintenance, safety checks etc.)	£1,326.56
Football Facilities (pitch improvement works)	£284.25
Football Facilities (utility charges)	£460.36

Total **£5,603.43**

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 £500 of the income, from the 2020-21 financial year to the Parish Council.

CT013 – 29/06/2021 Date & Time of Next Meeting & Future Agenda Items

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

It was noted that in the future this annual Trustee meeting should be held in May shortly after the annual meeting of the Full Council.

It was also noted that once the tenders are received for the Recreation Ground pathway improvements etc. then there may be a requirement to call another Trustee meeting.

The meeting closed at 8.22pm

Signed.....

Date.....