

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 at Beacon Hall, Peasedown St John on Tuesday 26th July 2022 at 7.00pm

Present:

Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Simon Kidd; Andrew Larcombe; Ray Love; Jonathan Rich (Chair); Les Sprake; Kathy Thomas (Vice-Chair).

In attendance:

Tanya West – Parish Clerk & RFO

Public

There were no members of the public present.

CT001 – 26/07/2022 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 Conor Ogilvie-Davidson due to work commitments.
Cllrs Adi Davis; Andrew Fraser; Gavin Heathcote were all absent with no apologies received.

CT002 – 26/07/2022 Minutes

- i. Having been circulated in advance of the meeting, it was **resolved** to accept the minutes of the Charity Trustee held on 15th February 2022 as a true and correct record of that meeting and they were signed by the Chair accordingly.
- ii. The Clerk to update the Actions Register on Planner of any actions agreed at this meeting.

CT003 – 26/07/2022 Updates from CISWO and SDMWT

Invitations to attend the meeting had been sent to 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.

A response had been received from Ryan Parry from CISWO who advised that due to prior commitments he was unfortunately unable to attend the meeting but advised that he had fairly recently started in post as the Regional Manager, replacing Andrew Morse, and that he looked forward to meeting interested relevant charities and/or trustees over the coming months.

The Clerk to email him a copy of the minutes and link to the relevant web page and keep him informed, as far in advance as possible, of any future meetings.

No response had been received from the Somerset District Miners' Welfare Trust.

CT004 – 26/07/2022 Review of Current Finances & Annual Return

A copy of the accounts for the 2021/22 financial year had been circulated as pre-reading and was reviewed at the meeting. It was noted that the total income for the year was £70.00, and the total expenditure was £610.00, the resulting bank balance at year end being £784.01. The Trustee was reminded that Peasedown Miners' Football Club had carried forward £360 from the 2020/21 season due to the restrictions in place under Covid-19 that meant the number of matches able to be played during 2020 was vastly reduced. This had some impact on the income for the 2021/22 financial year. Also, that the second phase payment from the 2021/22 football season had not been followed up and so had actually been received as income in the 2022/23 financial year. With this payment, the actual current bank balance was reported as being £1,614.01.

It was **resolved** to formally adopt the end of year return for the 2021/22 financial year as a true reflection of the accounts. The Clerk to submit online to the Charity Commission accordingly.

The Clerk to ensure that the payment dates, linked to the User Agreement for the football facilities, is included within the Parish Council's Annual Governance Planning Cycle so future payments are not delayed.

CT005 – 26/07/2022 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. New assets of the canteen and toilet; storage garage and associated concrete bases; pedestrian gate on Bath Road and new and upgraded pathways and grass matting were all noted. 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 for Peasedown St John Recreation & Children's Playground Charities. The Clerk is currently arranging a date with the insurance brokers to review the insurance policy requirements in order to make a recommendation on a new policy for the Parish Council to consider at the Full Council meeting in August 2022.
- iii. It was reported that those councillors who had volunteered to undertake the annual checks of assets would be issued a list of items to check during August. This would include the Recreation Ground assets.
The Clerk was requested to arrange for asset identification labels for the items on the Recreation Ground, stating they are an asset of the Trust but are managed and maintained by the Parish Council as the Trustee.
Several items were raised as requiring maintenance and it was noted the Parish Council should have a plan of action complete with a time frame for these items to be completed so as to reduce any associated risks.
It was **resolved** that the Trustee notes there was no Risk Register presented at the meeting and the Parish Council needs to establish an up-to-date Risk Register and make plans to rectify any issues at the earliest opportunity in order to mitigate any risk posed on the Recreation Ground.

CT006 – 26/07/2022 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 noted that due to Covid-19 and works on the Recreation Ground neither had been at the Recreation Ground for at least two years.
There followed a discussion regarding use of the Recreation Ground by the Circus and Fun Fair going forward. Concern was expressed that the heavy vehicles involved might cause damage to the new paths and grass matting, and the small areas of grass without any structures would not be large enough to accommodate these activities.
It was therefore **resolved** that due to the extensive enhancements made to the Recreation Ground in recent months, the Trustee no longer feel that it is appropriate for larger hirers such as the circus and funfair to hire the Recreation Ground, this decision to be reviewed again next year.

CT007 – 26/07/2022 Scout Group Storage

The storage garage (as approved under planning application reference 20/02240/FUL) was installed at the Recreation Ground in March 2022. In line with the charity regulations, any fixed asset installed on the Recreation Ground, becomes an asset of the Charity. Consequently, the garage structure is now included on the Asset Register and is covered by the insurance policy (please note the Scouts are still responsible for insuring the contents of the garage).
It is still yet to have any electrics installed – this is due to be actioned at the same time as the electrics to the canteen and toilet during August 2022. It is yet to be determined whether the Trustee, the Parish Council or the Scouts will cover the cost of this.

The Clerk had drafted a proposed access/user agreement for this facility, however, following discussions with the Scout Group, it was apparent they had been advised differently regarding what was required. They had been asked to obtain a Deed of Trust from the Trustee and advised they needed to register as a charity in their own right. The Clerk advised she had contacted the Charity Commission to obtain a statement clarifying the issue.

Cllr Thomas advised that the Clerk had already spent a significant number of hours on this project and recommended that the Clerk should only undertake the bare minimum amount of work required in order to resolve this issue and to push back to the Scouts to obtain the necessary information where possible.

It was **resolved** to formally delegate to the Parish Council, the arrangements for establishing a User Agreement for the storage garage on the Recreation Ground for 2022-23 and that the final document will be adopted by the Trustee at a later meeting.

CT008 – 26/07/2022 Football Facilities on the Recreation Ground

An update was provided regarding the football facilities on the Recreation Ground. The Parish Council Football Club Liaison Advisory Panel had met earlier in the month and spent time reviewing and amending the User Agreement and discussing how the new canteen and toilet unit should be incorporated into the document when being used by the Football Clubs. The draft User Agreement for the 2022/23 season was circulated as pre-reading, the cost for the football facilities had remained the same as the previous year, however, an additional charge was incurred if the canteen was required. The accessible toilet unit is to be made available as part of the changing rooms facility. The only query raised was in relation to the heating costs for the new units and changing rooms, with particular reference to the increase in energy costs. It was stated that the clubs are limited to using the canteen for a maximum of four hours on match days and as it is the first year of using the canteen the situation will have to be monitored and any necessary steps taken if required. It was also suggested that the electric radiators in the changing rooms be set on a plug-in timer to help prevent them from being left on.

So far, only Peasedown Miners Football Club had confirmed they will be using the facilities as their home ground for the coming season. A Sunday team who had expressed an interest is yet to confirm.

It was **resolved** to formally delegate to the Parish Council, the arrangements regarding the Football Facilities on the Recreation Ground for the 2022-23 season, including the Football Team User Agreements.

CT009 – 26/07/2022 Canteen Unit and Accessible Toilet

An update was received on the new canteen and accessible toilet unit recently installed on the Recreation Ground.

A user agreement for these facilities had been drafted based on the hire agreement for Beacon Hall. However, further amendments were required, and some points still needed clarification. Consequently, it was **resolved** to formally delegate to the Parish Council, the arrangements for use and hire of these facilities on the Recreation Ground, to include the grass matting parking area, the canteen and the accessible toilet, during 2022-23.

It was further suggested that the Clerk should check the necessary paperwork to ensure that the use/hire of the canteen and parking are in line with the covenant with CISWO and meets the requirements of the Charity Commission. Any user agreement should state that it is within the rules of the Charity Commission/Trust.

The final document will be adopted by the Trustee at a later meeting.

CT010 – 26/07/2022 Pathways and Access Gates

An update was provided on the progress on the improvement works to the pathways, pedestrian access points and designated parking area at the Recreation Ground. It was noted that the project is almost complete, with a few minor areas of tarmacking and seeding to be actioned.

The Parish Council Recreation Ground Improvements Advisory Panel will do a final site inspection in September, prior to signing off the final payment to the contractors.

CT011 – 26/07/2022 Play Equipment

An update on play equipment maintenance was provided and a copy of the annual independent play inspection report undertaken in November 2021 was circulated as pre-reading. All items raised on this report were either low or very low risk. The Clerk to ensure that an update on the progress of resolving the issues raised in this report is included on the agenda of the next Trustee meeting.

CT012 – 26/07/2022 Hot Air Balloons

Councillors considered a request from a local company to use the Recreation Ground as a launch site for hot air balloons.

During the discussion, although some councillors liked the idea of balloons taking off from the Recreation Ground, there were some concerns expressed such as potential damage to structures if there is insufficient space, and inconvenience for regular users such as dog walkers. It was also thought that was likely that there would be some administration involved for the Parish Office (in order to check qualifications/licences) which might not be worthwhile for the few times that balloons would be launched.

It was therefore **resolved** not to allow hot air balloons to take off from the Recreation Ground.

CT013 – 26/07/2022 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. There were not any further suggestions for items to be included on the website.

The Trustee was asked by the Parish Council's Map and Signage Project Advisory Panel to grant permission to install an interpretation board on the Recreation Ground near to the Church Road/Bath Road entrance.

The board is to include historical information about the immediate area which should be of interest to local residents. It will also include specific information regarding the Recreation Ground. The exact content, design and size of the board is still to be finalised.

This was discussed and it was **resolved** to grant the request to install an interpretation board on the Recreation Ground near to the Church Road/Bath Road entrance, and to formally delegate to the Parish Council the task of agreeing the wording and final design and undertaking the necessary arrangements for the sign to be made and installed.

CT014 – 26/07/2022 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 and it was reported that the Parish Council's operational expenditure on the Recreation Ground for the 2021/22 financial year was £10,818.38. In previous years, it has been decided to donate some of the income to the Parish Council.

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 £1,000 from the current balance of the bank account to the Parish Council.

CT015 – 26/07/2022 Date & Time of Next Meeting & Future Agenda Items

The date of the next Trustees meeting for the Peasedown St John Recreation and Children's Playground Charities is to be determined. Any items for future discussion should be raised to the Clerk.

The meeting closed at 8.18pm

Signed.....

Date.....