

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 25th July 2023 at 6.30pm

Present:

Councillors:

Mandy Clarke; Richard Clarke; Jo Davis; Howard Hartley; Simon Kidd; Andrew Larcombe; John Ogilvie-Davidson; Jonathan Rich (Chair); Kathy Thomas; Daniel Walker.

In attendance:

Tanya West – Parish Clerk & RFO

Public

There were no members of the public present.

CT001 – 25/07/2023

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 Cllrs Gill Auld and Conor Ogilvie-Davidson due to work commitments and from Ray Love due to illness. These apologies were duly noted.
Cllrs Fiona Carr; Audrey Gillard-Sprake; Gavin Heathcote; Les Sprake were all absent without apology.

CT002 – 25/07/2023

Minutes

- i. Having been circulated in advance of the meeting, it was **resolved** to accept the minutes of the Charity Trustee held on 26th July 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 – 25/07/2023

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 being at Head Office in Yorkshire for the week he was unfortunately unable to attend the meeting.
No response had been received from the Somerset District Miners' Welfare Trust.

CT004 – 25/07/2023

Review of Current Finances & Annual Return

A copy of the accounts for the 2022/23 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 £1,810.00, and the total expenditure was £1,000.00, the resulting bank balance at year end being £1,594.01.
The Trustee was reminded that for the 2022/23 season the donations made were for exactly the number of matches played and so there are no refunds or carry forwards.
Also, that the 2022/23 season donation from one of the football teams was paid after the end of the financial year (31/03/2023) and so the income is recorded in the 2023/24 financial year.
It was **resolved** to formally adopt the end of year return for the 2022/23 financial year as a true reflection of the accounts. The Clerk to submit online to the Charity Commission accordingly.
Some concerns were raised about the finances and the fact some football team donations had been received late, which was not in accordance with the User Agreements. It was felt that the quarterly bank statements should be published to the Trustee and that the Trusts financial reconciliation systems are reviewed. The Clerk to make arrangements for this to happen.

It was **resolved** that, going forward, a financial statement of the Charity Trust is presented at the Parish Council's Finance & Amenities Committee meetings.

CT005 – 25/07/2023 Asset Register & Insurance

The Trustee reviewed and considered formally adopting the Asset Register of the Peasedown St John Recreation and Children's Playground Charities and considered the arrangements in place for insurance cover.

It was noted that the new metal fence around the play area and new canteen and toilet had been added to the asset register and insurance policy, and it was acknowledged that appropriate insurance cover was in place. Cllr Kathy Thomas volunteered to carry out the annual check of assets and to advise when she was going to do this. It was therefore suggested to defer the adoption of the asset register until after this had been done.

CT006 – 25/07/2023 Hire of Recreation Field

The Trustee reviewed the current charges and terms of hire for Circus and Fun Fair bookings on the Recreation Ground and considered whether to permit any hire of the ground for 2023/24.

It was **resolved** not to permit the funfair or the circus to visit this year, due to the reasons as specified previously by the Parish Council of concerns about lasting damage caused by their heavy machinery and equipment, considering the money spent on the Recreation Ground new pathways and parking area (Parish Council meeting minute C149 – 28/02/2023 refers).

However, it was further agreed that the hire should continued to be reviewed on a year-by-year basis. Also, to look at alternative sites within the village that may be suitable for hire.

CT007 – 25/07/2023 Scout Group Storage

Pre-reading provided a report on the storage garage at the Recreation Ground used by the local Scout Group. A summary of the current status is provided below along with associated decisions taken.

The storage garage was installed at the Recreation Ground in March 2022 and in August 2022, power and electrics were installed to the garage at the same time as they were installed to the canteen and toilet.

In line with the charity regulations, any asset permanently installed at 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 (the Scouts are still responsible for insuring the contents of the garage). It is the responsibility of the Trustee to provide external maintenance and upkeep of the building, along with electrical power to the building. These details are laid out in the User Agreement, which was circulated as pre-reading.

Two signed copies of the Scout Garage User Agreement were issued to 1st Peasedown Scout Group on 29th March 2023. However, the District Scout Group had specified the User Agreement has to be signed off by a solicitor appointed by the Scouts. Peasedown Scout Group had struggled to find a solicitor who was willing to undertake this work, but in June, confirmed, they had appointed one, who had confirmed it would likely take up to 10 weeks to check the document due to their current work volumes.

It was **resolved** to formally approve the User Agreement for the storage garage on the Recreation Ground.

It was **resolved** to formally delegate to the Parish Council, the arrangements regarding the storage garage facility on the Recreation Ground for 2023-24, including liaising with 1st Peasedown Scout Group regarding the signing of the User Agreement for this facility.

CT008 – 25/07/2023 Football Facilities on the Recreation Ground

The Trustee received an update from the Football Club Liaison Advisory Panel regarding the football facilities on the Recreation Ground and reviewed the Football Team User Agreement for these facilities. It was **resolved** to accept the Football Team User Agreement.

The Trustee also formally **resolved** to delegate to the Parish Council the arrangements regarding the Football Facilities on the Recreation Ground for the 2023-24 season, including the Football Team User Agreements (should any further amendments be deemed necessary).

It was noted that one of the changing room toilets was currently blocked – the Clerk to make arrangements for this to be cleared, and to put up signage to try to prevent similar incidents.

CT009 – 25/07/2023 Canteen Unit and Accessible Toilet

The Trustee received an update on the canteen and accessible toilet unit installed on the Recreation Ground and reviewed the Terms & Conditions of Hire for these facilities together with any suggested amendments. It was **resolved** to adopt the Terms & Conditions of Hire as they stand.

It was noted that the Administration Officer always offers the canteen as an alternative when Beacon Hall is not available, but it was thought that more marketing was required to ensure that the facility is better used.

It was **resolved** to delegate to the Parish Council, the arrangements regarding these facilities on the Recreation Ground for 2023-24.

CT010 – 25/07/2023 Pathways and Access Gates

Now that the project was complete, the Trustee received a final update regarding the improvement works to the pathways, pedestrian access points and designated parking area at the Recreation Ground.

Cllr Kathy Thomas reported that no further cracks in the tarmac had been noticed, so it was hoped that the initial problems (due to exceptionally hot weather during and shortly after the tarmac was laid) had now been resolved.

It would be necessary to ensure that the path edges are kept clear throughout the year to avoid grass and weeds growing over the edge. The clerk to add this to the Caretaker duties.

It was suggested that a comment is made as follows: *the Trustee is concerned about weeds overgrowing the edge of the paths on the Recreation Ground and ask the Parish Council to monitor and action this.*

CT011 – 25/07/2023 Play Equipment

The Trustee received an update regarding the play equipment located on the Recreation Ground and considered any associated works required.

It was noted that an independent report on the play equipment had previously been circulated and a new metal bow top fence had recently been installed around the play area, as the old wooden fence had started to rot.

There had been some recent damage to the BMX track which would be repaired as soon as possible.

CT012 – 25/07/2023 Signage Project

The Trustee received an update regarding Peasedown St John Heritage Trail Project and considered a request from the Parish Council Map and Signage Project Advisory Panel for an alternative site for the heritage interpretation board to be located at the Recreation Ground.

It had originally been agreed that the board would be located at the main entrance, next to the coal mining cart. The Advisory Panel would instead like it to be located next to the Bath Road pedestrian entrance.

It was **resolved** that the board could be installed in the suggested revised location, 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.

The proposed wording of the board had been circulated as pre-reading. It was noted that paragraph No. 36 needed re-wording as there were some typos and it did not flow very well.

CT013 – 25/07/2023 Information on Recreation Ground & Charity Trustee

The Trustee received an update on the information regarding the Recreation Ground and the associated charities publicly available via the Parish Council website.

Anyone with suggestions to add to this information was asked to let the Clerk know.

CT014 – 25/07/2023 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.

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.

Due to the concerns as mentioned under minute CT004 – 25/07/2023, it was **resolved** to defer the decision on whether to make a donation to the Parish Council until the next meeting when an accurate up-to-date financial report is available.

CT015 – 25/07/2023 Date & Time of Next Meeting & Future Agenda Items

The next Trustees meeting for the Peasedown St John Recreation and Children's Playground Charities will be held on Tuesday 8th August 2023 prior to the Full Council meeting. Any items for future discussion should be raised to the Clerk.

The meeting closed at 7.31pm

Signed.....

Date.....

DRAFT