

Banwell Recreation Ground Trust

Charity No. 304472

Minutes of a Meeting of the Trustees held virtually at 7pm on Monday, 15th February 2021

PRESENT: Phil Harding (Chairman), Phil Adams, Paul Blatchford, Steve Davies, Nick Manley, and Maggie McCarthy.

01/21 Apologies for Absence (agenda item 1)

Apologies were received from Phil Baird

02/21 To Receive any Declarations of Interest (agenda item 2)

None received.

03/21 Minutes of the Annual General Meeting of the Trustees held on 17th August, 2020 (agenda item 3)

Resolved – That the minutes be approved as a correct record of the meeting

The resolution was correctly proposed and seconded (unanimous).

The minutes of the meeting will be signed by the Chairman as a correct record.

Steve Davies joined the meeting

04/21 To discuss membership of the working group and agree any additional members (agenda item 4)

Resolved – That Paul Harding and Nick Manley join the working group.

The resolution was correctly proposed and seconded (unanimous).

05/21 To discuss an additional themed litter bin in the toddler area of the Recreation Ground (agenda item 5)

The Clerk updated the meeting that a former member of the working group had approached the Kathleen Jones Trust to pay for a themed litter bin in the toddler area. Given this was over 6 months ago it was suggested that the Kathleen Jones Trust should be updated on the current situation.

Resolved – To write to the Kathleen Jones Trust explaining the current situation.

The resolution was correctly proposed and seconded (unanimous).

06/21 To note the Parish Councils Recreation Ground end of Januarys budget (agenda item 6)

The Parish Councils Recreation Ground end of Januarys budget was noted

07/21 To Consider Any Other Urgent Other Issues Relating to the Recreation Ground (agenda item 7)

- (i) Concern was raised about the wooden slats at the recreation ground. The Clerk was asked to get quotes to replace all the slats.

08/21 Date of the next meeting (agenda item 8)

To be agreed.

The Chairman closed the meeting at 7:20pm

.....Chair

.....Date

DRAFT

STANDING ORDERS FOR BANWELL RECREATION GROUND TRUSTEES Charity No. 304472

General

No decision shall be taken by the Trustees except at a properly convened and constituted meeting in accordance with these standing orders.

All Trustees shall be governed by Banwell Parish Council's code of conduct in their role as Trustees.

Procedure for calling meetings

Except for the annual general meeting, meetings shall be held as and when required.

All meetings shall be called by the issuing of a formal agenda including details of the date, time and venue of the meeting, and listing the items to be considered, which will be sent by the Clerk to all Trustees. The agenda shall be issued at least three clear days before the date of the meeting and shall be posted on at least one public notice board in the village.

No decisions shall be taken by the Trustees unless proper notice of the item has been given on the agenda.

In addition to ordinary meetings, an annual general meeting of the Trustees shall be held in May, June or July to appoint a Chairman and Vice-Chairman for the coming year and to approve the accounts for the previous financial year.

Quorum

The quorum for meetings of the Trustees shall be one third of the total membership (i.e. four). However, where there are nine or less Trustees appointed, the quorum shall be three.

If a quorum is not present at the start of the meeting or at any time during the course of the meeting, the meeting shall be adjourned.

Clerk and Treasurer to the Trustees

The Clerk to Banwell Parish Council shall act as Clerk and Treasurer to the Trustees.

Chairman

The Chairman shall preside at all meetings at which he or she is present. In the absence of the Chairman the Vice-Chairman shall preside. In the absence of both, the Trustees present shall appoint a trustee to chair that meeting.

The Chairman may adjourn the meeting -

- if the meeting becomes inquorate.
- if the meeting becomes so unruly either as to make the situation dangerous to those attending or so that to continue the business of the meeting becomes impossible.
- if the meeting resolves to adjourn.

Conflicts of interest

At the start of every meeting, Trustees must declare any private interest which he or she has in an item to be discussed. Trustees shall be guided by the Code of Conduct applying to membership of the Parish Council and shall remove themselves from a meeting in appropriate circumstances.

Minutes

The Clerk shall prepare formal minutes of every meeting which will be submitted to the next meeting for approval.

Voting at Meetings

All proposals for action or expenditure put to a meeting must be formally moved and seconded.

All decisions taken shall be by a show of hands and on the basis of a simple majority.

In the case of a tied vote, the Chairman has a second or casting vote.

Press and Public

The public and press shall be admitted to all meetings of the Trustees. However, the Trustees may at any time temporarily exclude the press and public by means of the following resolution which shall be put to the meeting: -

“That in view of the confidential nature of the business about to be transacted, namely (reason to be stated), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.”

BANWELL RECREATION GROUND TRUST
(Charity No. 304472)

Bank balance as at 1st April 2020	£11,665.65
<u>Expenditure 2019/20</u>	
Total expenditure	£00.00
<u>Income 2019/20</u>	
Total income	£00.00
Bank balance as at 31st March 2021	£11, 665.65

Please note that there was expenditure by the Parish Council of £14,295.58.

Banwell Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 14-07-2021)

Cost Centre Recreation Ground**Code Number 601 Rec Grass Cutting**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	21/04/2021		Unity Trust Bank (2	BACs	Grass cutting	J K Gardening	X	141.75	0.00	141.75
33	07/05/2021		Unity Trust Bank (2	BACs	Grass cutting	J K Gardening	X	141.75	0.00	141.75
70	22/06/2021	075/21	Unity Trust Bank (2	BACs	Grass cutting	J K Gardening	X	141.75	0.00	141.75
Subtotal for Code: Rec Grass Cutting								£425.25	£0.00	£425.25

Code Number 603 Rec Tree & Fence Work

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
43	07/05/2021		Unity Trust Bank (2	BACs	Tree work	Ward Tree Surgeons	S	120.00	24.00	144.00
Subtotal for Code: Rec Tree & Fence Work								£120.00	£24.00	£144.00

Code Number 604 Rec Inspections

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
13	21/04/2021	035/20(ii)	Unity Trust Bank (2	BACs	Play Equipment	G.B. Sport & Leisure	S	70.00	14.00	84.00
57	24/05/2021	075/21	Unity Trust Bank (2	BACs	Annual Play Equipment Inspection	G.B. Sport & Leisure	S	70.00	14.00	84.00
Subtotal for Code: Rec Inspections								£140.00	£28.00	£168.00
Subtotal for Cost Centre: Recreation Ground								685.25	52.00	737.25

TOTALS £685.25 £52.00 £737.25