

**Banwell Recreation Ground Trust**  
**Charity No. 304472**

**Minutes of a Meeting of the Trustees held at 7pm on Monday, 19<sup>th</sup> July 2021 held at the Youth and Community Centre**

PRESENT: Phil Baird (Virtually), Paul Blatchford (Chairman), Steve Davies, Paul Harding, Nick Manley & Maggie McCarthy.

**09/21 Apologies for Absence (agenda item 1)**

Apologies were received from Phil Adams & Dawn Parry

**10/21 To Receive any Declarations of Interest (agenda item 2)**

None received.

**11/21 To appoint a Chairman for the Banwell Recreation Ground Trust for 2021/22 (agenda item 3)**

**Resolved** – That Cllr Blatchford be elected as Chairman to the Recreation Ground Trust

**The resolution was correctly proposed and seconded (unanimous).**

**12/21 To appoint a Vice - Chairman for the Banwell Recreation Ground Trust for 2021/22 (agenda item 4)**

**Resolved** – That Cllr Baird be elected as Vice-Chairman to the Recreation Ground Trust

**The resolution was correctly proposed and seconded (unanimous).**

**13/21 Minutes of the Meeting of the Trustees held on 15<sup>th</sup> February 2021 (agenda item 5)**

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

**The resolution was correctly proposed and seconded (unanimous with 1 abstention due to absence).**

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

**14/21 To note the burning of the recreation ground picnic bench and the subsequent insurance claim. (agenda item 6)**

The burning of the bench and subsequent insurance claim were noted.

**15/21 To agree the movement of the picnic bench adjacent to Emmerson Terrace further into the recreation ground (agenda item 7).**

**Resolved** – To agree to move the picnic bench adjacent to Emmerson Terrace further into the Recreation ground.

**The resolution was correctly proposed and seconded (unanimous).**

**16/21 To note the possible replacement of the toddler play area fence and repairs to play equipment matting at the Recreation Ground (agenda item 8).**

The replacement toddler play area fence and repairs to the play equipment matting were noted.

**17/21 To review and agree the Recreation Ground Trustees Standing Orders (agenda item 9)**

**Resolved** – To agree the Recreation Ground Trustees Standing Orders

**The resolution was correctly proposed and seconded (unanimous).**

**18/21 To approve the end of Year Accounts for 2020/2021 (agenda item 10)**

**Resolved** – To approve the end of Year Accounts for 2020/2021

**The resolution was correctly proposed and seconded (unanimous).**

**19/21 To note the Parish Councils Recreation Ground end of August budget (agenda item 11)**

The Clerk informed the Council that the Recreation Ground Trust monies in the Account had already been allocated to the redevelopment project and would be transferred to the Parish Council. A query was raised in relation to a minimum amount of £5000 being required in the bank account by the Charity Commission. It was suggested that this was not the case and would be unique to individual charities and would be in the Charities Standing Orders or Trust Deed. The Clerk confirmed this was not the case. The Parish Councils Recreation Ground end of August budget was noted.

**20/21 To review membership of a working party to consider Phase 3 of the Recreation Ground Re-development (agenda item 12)**

**Resolved** – It was agreed that the working party membership would remain the same as the February 2021 Trustees meeting: Maggie McCarthy, Phil Adams, Nick Manley & Paul Harding.

**The resolution was correctly proposed and seconded (unanimous).**

**21/21 To Consider Any Other Urgent Other Issues Relating to the Recreation Ground (agenda item 13)**

**i. Recreation Ground Goal Posts**

The Clerk advised the Committee that due to the movement of the bench that the goal posts would be moved 10m back from the Westfield Road. This would be completed at the same time the bench was repositioned.

**22/21 Date of the next meeting (agenda item 14)**

To be determined by working party.

**The Chairman closed the meeting at 7:20pm**

.....Chair

.....Date

# **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 1<sup>st</sup> April 2022** **£11,665.65**

**Expenditure 2021/22**

**Total expenditure** **£00.00**

**Income 2021/22**

**Total income** **£00.00**

**Bank balance as at 31<sup>st</sup> March 2022** **£11, 665.65**

Please note that there was expenditure by the Parish Council of net £13,448.70 with an income of £752 (insurance payment for bench).

**Banwell Parish Council**  
**Summary of Receipts and Payments**

14 July 2022 (2022-2023)

Cost Center 20

**Recreation Ground**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Rec Grass Cutting				1,700.00	283.50	1,416.50	1,416.50 (83%)
602	Rec Maintenance				2,000.00	40.30	1,959.70	1,959.70 (97%)
603	Rec Tree & Fence Work				300.00	90.00	210.00	210.00 (70%)
604	Rec Inspections				350.00		350.00	350.00 (100%)
605	Rec Play Equipment & Benches	20,000.00		-20,000.00	20,000.00		20,000.00	(0%)
<b>SUB TOTAL</b>		<b>20,000.00</b>		<b>-20,000.00</b>	<b>24,350.00</b>	<b>413.80</b>	<b>23,936.20</b>	<b>3,936.20 (8%)</b>

**Summary**

<b>NET TOTAL</b>	<b>20,000.00</b>		<b>-20,000.00</b>	<b>24,350.00</b>	<b>413.80</b>	<b>23,936.20</b>	<b>3,936.20 (8%)</b>
<b>V.A.T.</b>					26.06		
<b>GROSS TOTAL</b>					<b>439.86</b>		