

Banwell Recreation Ground Trust
Charity No. 304472

**Minutes of the Annual Meeting of the Trustees held at 7pm on Monday, 19th June 2023
held at the Youth and Community Centre**

PRESENT: Paul Blatchford (Chairman), Simon Arlidge, Mike Bailey, Steve Davies, Paul Harding, Nick Manley & Maggie McCarthy.

01/23 Apologies for Absence (agenda item 1)

Apologies were received from Kevin Gibbons and Tara Wright

02/23 To appoint a Chairman for the Banwell Recreation Ground Trust for 2023/24 (agenda item 2)

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

The resolution was correctly proposed and seconded (unanimous).

03/23 To appoint a Vice - Chairman for the Banwell Recreation Ground Trust for 2023/24 (agenda item 3)

Resolved – That Paul Harding be elected as Vice-Chairman to the Recreation Ground Trust

The resolution was correctly proposed and seconded (unanimous).

04/23 To Receive any Declarations of Interest (agenda item 4)

None received.

05/23 Minutes of the Annual Meeting of the Trustees held on 17th of October 2022 (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 2 abstentions due to absence).

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

06/23 To note the following (agenda item 6).

i. Installation of the new play equipment, goals and bins.

The trustees were informed that the new equipment, funded from the Taylor Fields section 106 development contribution, had now been installed.

ii. Remedial work undertaken by Banwell Parish Council on the current play equipment fence.

The trustees were informed that maintenance work was due to be completed on the teenzone, springer and the bottom of the slide in the next few weeks.

07/23 To review and agree the Recreation Ground Trustees Standing Orders (agenda item 8)

Resolved – To agree the Recreation Ground Trustees Standing Orders

The resolution was correctly proposed and seconded (unanimous).

08/23 To note the plan for an all-weather path around the Recreation Ground and agree that the Parish Council may apply for funding on behalf of the Charity to contribute to its installation.

Resolved – To give permission for Banwell Parish Council to plan an all-weather path around the Recreation Ground and to apply for funding on behalf of the Charity to contribute to its installation.

The resolution was correctly proposed and seconded (unanimous).

09/23 To approve the end of Year Accounts for 2022/2023 (agenda item 9)

Resolved – To approve the end of Year Accounts for 2022/2023

The resolution was correctly proposed and seconded (unanimous).

10/23 To agree the new signatories on the bank mandate (agenda item 10)

Resolved – To agree that the present Parish Councillors would be added to the Lloyds bank mandate.

The resolution was correctly proposed and seconded (unanimous).

11/23 To note the Parish Councils Recreation Ground end of May's budget (agenda item 11)

The Parish Councils Recreation Ground end of May's budget was noted.

12/23 To Consider Any Other Urgent Other Issues Relating to the Recreation Ground (agenda item 13)

The Clerk informed the meeting that there had been a request for Year 6 parents to hold a leavers picnic on the 21st July from 3:30pm until 6pm and were seeking the Trustees permission. The Clerk to send them a letter with the following requirements.

1. Written agreement to put right any damage caused to the Recreation Ground and to leave the ground clear of any litter or other waste generated by your use of the ground.
2. Accept full responsibility for any damage to persons or property arising from use of the Recreation Ground.
3. Fully understand that the recreation ground is a public park and as such members of the public cannot be prevented from entering and using its equipment.
4. The amenities of nearby residents shall be respected and any music or noise will be kept to a minimum as far as is reasonably practicable'

13/23 Date of the next meeting (agenda item 14)

To be determined by the proposed all-weather path quotes obtained.

The Chairman closed the meeting at 7:20pm

.....Chair

.....Date

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

**Minutes of the Meeting of the Trustees held at 7pm on Monday, 16th October 2023 held
at the Youth and Community Centre**

PRESENT: Paul Blatchford (Chairman), Mike Bailey, Steve Davies, Kevin Gibbons, Nick Manley, Maggie McCarthy, Kelly Smith and Tara Wright.

13/23 Apologies for absence (agenda item 1)

Apologies were received from Paul Harding and Matthew Thomson

14/23 To receive any declarations of interest (agenda item 2)

None received.

15/23 To note the minutes of the Annual Meeting of the Trustees held on 19th of July 2023 (agenda item 3)

The Minutes were noted.

16/23 To agree the installation of an all-weather path by the Parish Council (agenda item 6).

Resolved – To agree the installation of an all-weather path made of Coni-pave or Tiger Trak by the Parish Council. The Parish Clerk to look at the most sustainable and most hardwearing options.

The resolution was correctly proposed and seconded (unanimous).

17/23 To note the Parish Councils Recreation Ground end of September's budget (agenda item 5)

The Parish Councils Recreation Ground end of September's budget was noted.

18/23 To Consider Any Other Urgent Other Issues Relating to the Recreation Ground (agenda item 6)

MUGA – The panels had arrived and would be fitted at the beginning of November.

Teenzone – The bearing on the binoculars and missing caps would be replaced at the beginning of November.

Trees – The Clerk to chase the purchase of the replacement trees for the Recreation Ground.

19/23 Date of the next meeting (agenda item 14)

To be determined by the all-weather path quotes obtained.

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~~ the Parish Council website.

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 2023	£11,665.65
<u>Expenditure 2023/24</u>	
Total expenditure	£00.00
<u>Income 2023/24</u>	
Total income	£00.00
Bank balance as at 31st March 2024	£11, 665.65

Please note that there was expenditure by the Parish Council of net £7,564.63 with an income of £0.

Banwell Parish Council
Summary of Receipts and Payments
 Cost Centre Group - Rec Trust

12 June 2024 (2023-2024)

Recreation Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Rec Grass Cutting				2,250.00	2,204.25	45.75	45.75 (2%)
602	Rec Maintenance				2,000.00	4,698.05	-2,698.05	-2,698.05 (-134%)
603	Rec Tree & Fence Work				300.00	358.33	-58.33	-58.33 (-19%)
604	Rec Inspections				400.00	304.00	96.00	96.00 (24%)
605	Rec Play Equipment & Benches				2,512.80		2,512.80	2,512.80 (100%)
SUB TOTAL					7,462.80	7,564.63	-101.83	-101.83 (-1%)

Summary

NET TOTAL				7,462.80	7,564.63	-101.83	-101.83 (-1%)
V.A.T.					1,047.34		
GROSS TOTAL					8,611.97		

Banwell Parish Council
Summary of Receipts and Payments
 Cost Centre Group - Rec Trust

12 June 2024 (2024-2025)

Recreation Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Rec Grass Cutting				2,250.00	375.00	1,875.00	1,875.00 (83%)
602	Rec Maintenance				8,600.00		8,600.00	8,600.00 (100%)
603	Rec Tree & Fence Work				300.00		300.00	300.00 (100%)
604	Rec Inspections				400.00	66.00	334.00	334.00 (83%)
605	Rec Play Equipment & Benches				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					16,550.00	441.00	16,109.00	16,109.00 (97%)

Summary

NET TOTAL		16,550.00	441.00	16,109.00	16,109.00 (97%)
V.A.T.			13.20		
GROSS TOTAL			454.20		