

**Minutes of the Trustee meeting of
LONGHOPE RECREATION GROUND
held online on Tuesday 14th April 2020**

PRESENT: Cllrs. M Phelps (Chair), S Collins, R Noblett, A Toomey, G Nicholas, L Isko and C Griffiths

IN ATTENDANCE: Mr A Maliphant (Parish Clerk)

1. On 12th March 2020 the previous trustees of Longhope Recreation Ground charity had relinquished their trusteeship to Longhope Parish Council as sole corporate trustee. It was agreed unanimously to formally accept the trusteeship of Longhope Recreation Ground on behalf of Longhope Parish Council
2. As sole corporate trustee, the Parish Council is in a position to approve standing orders for the management of the Longhope Recreation Ground charity. It was agreed unanimously to employ the standing orders of Longhope Parish Council as the default guidance, and MP took the chair of the meeting accordingly.
3. There were no apologies for absence
4. There were no declarations of interest
- 5. Rules for the management of the charity**

Councillors were desirous of having a committee to manage the Recreation Ground rather than carry out all the tasks themselves. Guidance from Action with Communities in Rural England (ACRE, Information Sheet 36) indicated two options:

- A sub-committee of Longhope Parish Council
- An independent committee, as in previous years

GN pointed out that the original land conveyance document of 1947 that had vested the Recreation Ground in Longhope Parish Council had made no provision for an independent committee, so a sub-committee of the Parish Council would be more appropriate. This also ensured that all business would be run under the Parish Council's own standing orders. He felt lawful permission for an independent committee would need to be sought not only from the Charity Commission but also the Secretary of State for Education, whose department had originally funded the pavilion, all of which would take time.

SC asked about the views of the previous trustees, and RN commented that the briefing paper prepared for the meeting on March 12th had suggested that the Parish Council would not take control but would work with any group that could manage the site. GN replied that the previous trustees had seemed keen to carry on what they were doing, but without the legal liabilities, and could also be in charge of the separate trading arm.

There followed a long discussion of the previously circulated draft management rules for a sub-committee of the Parish Council. These were approved in principle, with a final version with agreed changes to be approved at the next Trustee meeting. Two particular points required further confirmation:

- Whether the Parish Council's standing orders allowed for sub-committee members to be elected rather than appointed
- The exact process for setting up the proposed trading arm of the charity

6. Compliance and insurance implications

RN advised he had already circulated copies of the health & safety checklist and risk assessments for the Recreation Ground, and it was agreed to include in the sub-committee rules a clear list of the duties that should be carried out to ensure compliance with UK laws and regulations, including charity law.

The clerk confirmed that there had been no insurance cover for the previous management committee, but that the Parish Council's own insurers had approved their insurance being held in the names of the council and the charity, at no extra premium, so there was no doubt about cover being in place. A portion of the premium could legitimately be charged to the charity's account, but it was felt unlikely that enough funds would be available for that.

7. Finance

It was noted that the ideal financial outcome would be that the management of the Recreation Ground would become cost-neutral to the Parish Council, but that could take time. It was agreed to accept the offer from the current treasurer of having the year's accounts by the end of April, at which point the Parish Council as Trustee could consider an annual budget for the Recreation Ground. Applying to the District Council for rates relief would be one of the first actions.

In terms of managing the charity's bank account, it was agreed that there should be two signatures for every cheque or bank transfer, one from the treasurer who would be a councillor member of the sub-committee, and one from among three of the non-councillor members who would be the other registered signatories.

8. Next steps

It was agreed that the immediate steps were:

- Approving the final version of the sub-committee rules
- Sharing them firstly with the past trustees, offering them the non-councillor posts in advance of the next charity AGM
- Setting up the trading arm of the charity with its own constitution, board and bank account

9. The date of the next meeting was agreed as Monday 20th April, following directly on from the Parish Council meeting starting at 7pm.

Signed:.....Chairman. Date:.....