

**RULES FOR THE MANAGEMENT AND CONTROL OF  
THE LONGHOPE RECREATION GROUND  
20<sup>th</sup> April 2020**

1. The charitable object of The Longhope Recreation Ground Charity (hereinafter called 'the Charity') is the provision of public recreation ground facilities for the benefit of the parish of Longhope. The Charity's principal activities are the management, maintenance and improvement of Longhope Recreation Ground including its pavilion, courts, pitches and playgrounds
2. As sole corporate trustee of the Charity, the management and control of the Charity, and all properties vested therein, shall rest with Longhope Parish Council (hereinafter referred to as 'the Trustee').
3. The general management and administration of the Charity's properties, and arrangements for their use, shall be delegated to a Parish Council Committee of Management (herein after called "the Committee") consisting of not more than seven members. Management functions will include
  - The care, maintenance and security of the Charity's properties
  - Hiring the facilities to user groups and for special occasions
  - Establishing and ensuring compliance with policies and practices for health and safety, and carrying out risk assessments
  - Ensuring compliance with all UK laws and regulations
  - Operating the Charity's bank account
4. The Committee will comprise three parish councillors, appointed at the Parish Council's own annual meeting in May, and four non-councillor members elected from amongst the residents of Longhope in attendance at the subsequent AGM of the Charity, to represent the interests of the community.
5. The Charity's AGM will be convened by the Trustee in May of each year for the purpose of receiving the reports and accounts of the Committee, appointing an auditor, and electing Committee members under clause 4 hereof. The AGM shall be advertised in accordance with Parish Council Standing Orders, and the AGM's agenda will invite the attendance of all eligible inhabitants of the parish to facilitate the said election.
6. All residents of the parish of Longhope, aged 18 and over, shall be eligible for appointment to the Committee unless they would otherwise be deemed ineligible by way of s104 of the Local Government Act 1972.
7. All members to be appointed to the Committee are to serve the best interests of said Committee and the Charity. All Committee members shall abide by the Parish Council policy on declarations of interest as published in its Code of Conduct.
8. Where an individual seeking appointment as a non-councillor member of the Committee is affiliated with any regular Recreation Ground user group, they shall not be eligible for election in their capacity as a representative of the said

group. Where a Committee member is affiliated to a Recreation Ground user group they shall not be entitled to participate in any part of the Committee's meetings where there is deemed to be a conflict of interest, such as the setting of hire fees etc.

9. All members of the Committee shall serve for a twelve-month term, or until such time of the next AGM. All members shall retire annually at the AGM following their appointment.
10. At the first Committee meeting after the AGM, the Committee will appoint a Chair and Treasurer from amongst the three councillor members and a Vice-Chair and Secretary from amongst the non-councillor members.
11. In the event of a vacancy arising through the death, resignation or removal of an unpaid officer, the Committee may appoint a successor at their next scheduled Committee meeting. If at any time during the year all of the unpaid officers are no longer in post, the Trustee may fill any vacant councillor seats on the Committee and then call an extraordinary general meeting of the Charity with the same powers and remit of the AGM to elect four new non-councillor members.
12. All members of the Committee shall conduct themselves in accordance with the Parish Council Code of Conduct.
13. The proceedings of the Committee shall not be invalidated by any vacancy among its members or by any defect in the appointment or qualification of any member. The Committee shall meet no less frequently than bi-monthly. An agenda, by way of notice of the time and place of Committee meetings and business to be discussed, shall be published five days in advance, and minutes of previous meetings shall be circulated to Committee members no less than seven days prior to said meeting.
14. General meetings of the Committee shall be open to the public and shall be conducted in accordance with Parish Council Standing Orders. Meetings shall include a public forum for the Committee to receive questions and suggestions from residents of the parish of Longhope.
15. No decisions or actions of the Committee shall serve to bind the Trustee.
16. The Committee shall, in so far as any relevant charity law allows, manage all monies held in accordance with Parish Council Financial Regulations.
17. The Committee shall have control of all donations and monies collected or paid over for the use of Charity property, and shall apply the same for the purposes of maintaining and improving all facilities for the recreational benefit of the Parish of Longhope as they shall from time to time deem necessary, as well as for the payment of all rates and taxes.

18. Two signatures shall be required for each cheque or bank transfer made by the Committee, one being the Treasurer, and the other from amongst three non-councillor members who are accredited to the Charity bank account.
19. The Committee shall provide regular copies of all minutes and details of its accounts to the Trustee. This shall be done at the Parish Council monthly meeting, and once accepted the minutes provided shall be published on the Parish Council website.
20. When determining the rate of hire fees, to be paid for the use of Charity property, the Committee should ensure that consideration is given to all expenses incurred by such use, along with all associated running costs of the property. The Committee shall, at the Parish Council annual meeting, propose for approval a hire fee schedule for the following year.
21. The Committee will obtain the Trustee's consent prior to the commencement of any structural work upon Charity property, other than routine maintenance work.
22. The Committee may, with the Trustee's permission, appoint a sub-committee to carry out special tasks in relation to the Recreation Ground, such as fundraising or improvements to the pavilion.
23. The Committee will work with the Trustee to establish a trading subsidiary which shall carry out any trading activities that do not fall within the primary purpose of the Charity, and may appoint its four non-councillor members to the trading board. The entire share capital of any such subsidiary shall be owned by the Charity, as such any liability shall be limited to that share capital which is already paid up, any net profits from the said subsidiary will be directed towards the Charity. Any donations or dividends received from this 'trading arm' shall be used in the furtherance of the Charity's core objectives.
24. The trading subsidiary shall be entirely independent of both the Trustee and Committee and may have wider membership than the Committee members. Whilst this organisation shall have a separate constitution from the Committee it must make clear that all monies raised, and work carried out, shall be for the furtherance of the Charity's objectives and their activities must be reported to bi-monthly meetings of the Committee.
25. The Committee may at any time, with the agreement of the Trustee, make and alter rules and regulations for the conduct of its business and for the summoning and conduct of its meetings and in particular with reference to:
  - A. The terms and conditions upon which the Recreation Ground may be used and the sum if any to be paid for such use, subject to the approval of the Trustee. These shall include proper provision to ensure that, as far as possible, all organisations making use of the said property shall themselves officially manage their own affairs and finances and provide for regular annual subscriptions from their members. Each organisation shall also be responsible for the proper upkeep of green, courts or pitches they

use to the full satisfaction of the Committee. Community groups that are raising money for the benefit of the Longhope Recreation Ground may, at the Committee's discretion, not be charged for the use of premises during fundraising activity.

- B. The engagement and dismissal of such paid servants for the Recreation Ground as it may consider necessary. In accordance with clause 4 and s80 of the Local Government Act 1972 such paid posts may not be filled by members of the Committee.
- C. The number of members who shall form a quorum at its meetings, provided that the number of members who shall form a quorum shall never be less than three members of the committee.
- D. Voting at meetings, where each member attending shall have only one vote. In the event of a tied vote, the chairman shall have a casting vote

Such rules and regulations may not conflict with any relevant charity legislation in force at the time.

- 26. As the Recreation Ground and its facilities remain assets of the Charity, the Trustee may, but shall not be obliged to, help defray any necessary capital or revenue costs required and carry out any work to maintain the Recreation Ground and its facilities in good working order, and may also contribute towards running costs. The Committee shall be responsible for maintaining a maintenance book and shall report any necessary works to the Trustee for attention, and also for preparing an annual budget as the basis for requesting any financial support from the Trustee.
- 27. All actions of the Committee shall be in accordance with Parish Council published procedures, unless explicitly prohibited by charity legislation.