

**Banwell Recreation Ground
Charity No. 304472**

**Minutes of a Meeting of the Trustees held at 7pm on Monday, 21st October 2019 at Banwell
Children's Centre**

PRESENT: Phil Adams, Paul Blatchford, Paul Harding, Nick Manley, Maggie McCarthy and Dawn Parry.

45/19 To appoint a Chairman for the Banwell Recreation Ground Trust for 2019/20 (agenda item 1)

Resolved – To defer the appointment Chairman until the next meeting.

The resolution was correctly proposed and seconded (unanimous).

Resolved: That Paul Harding continue to chair the meeting in the absence of a Chairman.

The resolution was correctly proposed and seconded (unanimous).

46/19 To appoint a Vice - Chairman for the Banwell Recreation Ground Trust for 2019/20 (agenda item 2)

Resolved – To defer the vice-chairmanship until the next meeting.

The resolution was correctly proposed and seconded (unanimous).

47/19 To appoint a Treasurer / Clerk for the Banwell Recreation Ground Trust for 2019/20 (agenda item 3)

Resolved – To appoint Liz Shayler as Treasurer / Clerk of the Banwell Recreation Ground Trust for 2019/20

The resolution was correctly proposed and seconded (unanimous).

48/19 Apologies for Absence (agenda item 4)

Apologies were received from Phil Baird

49/19 To Receive any Declarations of Interest (agenda item 5)

None received.

50/19 Minutes of the Meeting of the Trustees held on 17th June, 2019 (agenda item 6)

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 were signed by the Chairman of the meeting as a correct record.

51/19 To agree to the positioning of new equipment by Banwell Parish Council as specified in planning application 19/P/1610/FUL (agenda item 7)

Resolved – To agree the positioning of new equipment by Banwell Parish Council as specified in planning application 19/P/1610/FUL

The resolution was correctly proposed and seconded (unanimous).

Dawn Parry joined the meeting

52/19 To discuss the Recreation Ground tenders and make a recommendation to Banwell Parish Council (agenda item 8)

Resolved – To recommend to the Parish Council that Contractor 1 undertake scope 1 with the bee seesaw and with additional wet pour under the climber and scope 2 to be deferred for a future meeting due to budgeting constraints.

The resolution was correctly proposed and seconded (unanimous).

53/19 To finalise the arrangements for the memorial tree planting on the 2nd November 2019 (agenda item 9)

Maggie McCarthy gave a brief report on the final arrangements of the memorial tree planting on the 2nd November 2019 at 2pm.

54/19 To note the Parish Councils Recreation Ground end of Septembers budget (agenda item 10)

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

55/19 To Consider Any Other Urgent Other Issues Relating to the Recreation Ground (agenda item 11)

No matters were brought up for consideration

56/19 Date of the next meeting (agenda item 12)

To be determined

The Chairman closed the meeting at 7:25pm

.....Chair

.....Date

STANDING ORDERS FOR BANWELL RECREATION GROUND TRUSTEES

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 2019	£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 2020	£11, 665.65

Please note that there was expenditure by the Parish Council of £22868.12 and a receipt to the Parish Council from a Section 106 development for additional play equipment of £19892.14.

Banwell Parish Council
Summary of Receipts and Payments

11 August 2020 (2020-2021)

Cost Centre 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	567.00	1,133	1,133
602	Rec Maintenance				2,500.00		2,500	2,500
603	Rec Tree & Fence Work				150.00		150	150
604	Rec Inspections				400.00	67.00	333	333
605	Rec Play Equipment					12,102.25	-12,102	-12,102
SUB TOTAL					4,750.00	12,736.25	-7,986	-7,986

Summary

NET TOTAL	0.00	0.00	0	4,750.00	12,736.25	-7,986	-7,986
V.A.T.		0.00			2,433.85		
GROSS TOTAL		0.00			15,170.10		