

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

**Minutes of the Annual Meeting of the Trustees held at 7pm on Monday, 17<sup>th</sup> June 2024**  
**held at the Youth and Community Centre**

PRESENT: Paul Harding (Chairman), Simon Arlidge, Mike Bailey, Steve Davies, Nick Manley, Maggie McCarthy, Matthew Thompson, Steve Voller (Vice Chairman) and Tara Wright.

**01/24 Apologies for Absence (agenda item 1)**

No apologies were received.

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

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

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

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

**Resolved** – That Steve Voller be elected as Vice-Chairman to the Recreation Ground Trust

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

**04/24 To Receive any Declarations of Interest (agenda item 4)**

None received.

**05/24 To agree as a correct record the Minutes of the Annual Meeting of the Trustees held on the 19<sup>th</sup> of June 2023 (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.

**06/24 To agree as a correct record the Minutes of a Meeting of the Trustees held on 16<sup>th</sup> of October 2023 (agenda item 6)**

**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.

**07/24 To review and agree the Recreation Ground Trustees Standing Orders (agenda item 7)**

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

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

**08/24 To approve the use of the Recreation Ground for the Community Picnic on Sunday 14<sup>th</sup> July (agenda item 8).**

**Resolved** – To approve the use of the Recreation Ground for the Community Picnic on Sunday 14th July.

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

**09/24 To approve the end of Year Accounts for 2023/2024 (agenda item 9)**

**Resolved** – To approve the end of Year Accounts for 2023/2024

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

**10/24 To note the Parish Councils Recreation Ground end of May’s budget (agenda item 10)**

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

**11/24 To Consider Any Other Urgent Other Issues Relating to the Recreation Ground (agenda item 11)**

The meeting was informed that a resident requested the removal of vegetation between the recreation boundary and their property. However, after an assessment by the Village Orderly, it was determined that this property is one of those that have encroached upon the maintenance strip. As a result, the Clerk will write back to the resident to explain the situation and their ongoing maintenance responsibilities. Failing this then will approach a solicitor for advice.

**13/24 Date of the next meeting (agenda item 14)**

TBD

**The Chairman closed the meeting at 7:15pm**

.....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.

The Trustees act collectively as the managing body of the Banwell Recreation Ground Trust, a registered charity (No. 304472), with Banwell Parish Council as its sole corporate trustee. In this capacity, the Trustees are responsible for ensuring the charity is managed in accordance with its charitable objectives and applicable legislation.

## 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 the Parish Council website.

Agendas and supporting documents shall be delivered electronically, such as by email, provided that all Trustees have consented to receive communications in this manner

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. Any declarations of interest shall be recorded in the minutes of the meeting. 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 casting vote.

### **Press and Public**

While the Trustees aim to operate transparently, they may exclude the press and public from any part of a meeting where confidential or sensitive matters are to be discussed, in accordance with good governance practices for charities~~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~~  
This shall be 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)**

<b>Bank balance as at 1<sup>st</sup> April 2025</b>	<b>£11,665.65</b>
<b><u>Expenditure 2024/25</u></b>	
<b>Total expenditure</b>	<b>£00.00</b>
<b><u>Income 2024/25</u></b>	
<b>Total income</b>	<b>£00.00</b>
<b>Bank balance as of 31<sup>st</sup> March 2025</b>	<b>£11, 665.65</b>

Please note that there was expenditure by the Parish Council of net £3447.00 with an income of £0.

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

6 June 2025 (2025-2026)

**Recreation Ground**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Rec Grass Cutting				2,300.00	375.00	1,925.00	1,925.00 (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	110.00	290.00	290.00 (72%)
605	Rec Play Equipment & Benches				6,000.00		6,000.00	6,000.00 (100%)
<b>SUB TOTAL</b>					<b>17,600.00</b>	<b>485.00</b>	<b>17,115.00</b>	<b>17,115.00 (97%)</b>

**Summary**

<b>NET TOTAL</b>				<b>17,600.00</b>	<b>485.00</b>	<b>17,115.00</b>	<b>17,115.00 (97%)</b>
<b>V.A.T.</b>					22.00		
<b>GROSS TOTAL</b>					<b>507.00</b>		