



Kington Recreation Ground Trust

Charity No. 520963.

Old Police Station, Kington, Herefordshire HR5 3DP: Tel: 01544 239098

or mobile 07483914485

clerk@kingtontowncouncil.gov.uk

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**Members of Kington Town Council you are hereby summoned to a
meeting of the Kington Recreation Ground Trust
on Monday 7th November 2022 at 6.00 pm
at the Old Police Station, Market Hall Street, Kington**

AGENDA

1. To receive any Apologies, Declarations of Interest and requests for dispensation
2. Minutes: To agree minutes of the meeting of the Trust held on 5th September 2022
3. To consider that the press and public be excluded from the next agenda item on the grounds that the subject area is likely to include confidential or personal information
4. Recreation Ground Cottage
To review current status of refurbishment project
5. Clerk's Report
6. Community Asset Transfer
Update on transfer of Crooked Well to the Recreation Ground Trust from Herefordshire Council
7. Financial Matters
 - a) To consider financial report for the six month period to 30.9.2022
 - b) To consider first draft of budget for 2022-2023
8. Update from Management Group meeting
9. Use of the Recreation Ground by external groups
10. Items for the next agenda and date of next meeting

Issued by:
Liz Kelso
Trust Administrator
02.11.2022



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Minutes of a meeting of Kington Recreation Ground Trust held on Monday 5th September 2022 at the Old Police Station, Market Hall Street, Kington

Present: Cllr. D. Redmayne Chairman
Cllr. E. Banks
Cllr. J. Cooke
Cllr. J. Gardner (agenda item 4 onwards)
Cllr. F. Hawkins
Cllr. M. Fitton
Cllr. B. Macleod-Needs
Cllr. E. Rolls
Cllr. R. Widdowson

In attendance: Liz Kelso, Clerk

034/22 Apologies, Declarations of Interest and requests for dispensation

Apologies were noted from Cllrs. R. Banks, T. Bounds, R. MacCurrach, I. Spencer and R. Warne. There were no declarations of interest and no requests for dispensation.

035/22 **Minutes**

The Minutes of the meeting held on 6th June, which had been previously circulated, were accepted and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting.

036/22 **Clerk's Report**

The Clerk's report, as attached to these Minutes, was noted.

037/2022 **Community Asset Transfer of Crooked Well**

- (a) It was noted that the decision to accept the transfer of Crooked Well meadow from Herefordshire Council had been confirmed some three years ago, the delay by Herefordshire Council in concluding this transfer now requires confirmation of the agreement to proceed. After some discussion, it was resolved to proceed with the transfer of Crooked Well Meadow to Kington Recreation Ground Trust, subject to contract.
- (b) It was resolved to formally request that Kington Town Council appoint legal advisors to undertake the transfer of Crooked Well meadow as agreed above, the costs of which will be borne by the grant awarded by Kington Town Council to the Trust. Members expressed a preference for a local firm to be appointed, if possible. It was further agreed that solicitors be requested to ascertain from Herefordshire Council when the last tree safety survey has been conducted on the land to be transferred and for a copy of the latest play equipment safety survey in addition to the usual enquires before contract.

038/22 **Toilet block handwash units**

Noting that the contractor currently servicing the handwash units in the toilet block is no longer able to guarantee that the units can be repaired as the units are now considered obsolete, it was agreed not to replace those units at this stage pending refurbishment of the toilet block which it is hoped will take place shortly.

039/22 **Refurbishment of benches**

Members noted that several of the original metal benches in the Recreation Ground would benefit from a refurbishment and the Mayor reported that initial investigation into the possible cost of doing so suggested a budget price in the region of £8,000 - £9,000 in total for the refurbishment of all 13 benches. After some discussion, it was agreed that:

- (a) The management group would be requested to agree a specification for the refurbishment work so that alternative quotes can be obtained in accordance with financial regulations;

- (b) That consideration be given to possibly enabling the sponsorship of benches as memorial benches at a later date, noting that this will require a review of the recently agreed memorial bench policy.

040/22 **Playground Inspection Report**

Receipt of the playground inspection report for 2022 was noted. It was agreed that this be referred to the Management Group to review and recommend action to deal with any issues raised therein.

041/22 **Next Meeting**

The next meeting will take place on Monday 7th November 2022. The following items were agreed for the next meeting:

- Report on progress of the Community Asset Transfer
- Report from the Management Group on actions required following the play equipment survey
- Proposals for the refurbishment of benches in the Recreation Ground
- Update on the progress with the Covid Memorial Bench
- Quotations for the engraving of a stone to be installed adjacent to the Covid Memorial Bench.

There being no further business, the meeting was declared closed.

Chair

Appendix 1
Kington Recreation Ground Trust
Meeting held on Monday 5th September 2022
Agenda item 3: Clerk's Report

This report covers items for information which are not addressed elsewhere on the agenda:

1. Traveller Encampment

Members will be aware that on 2nd August 9 traveller caravans/mobile homes entered the recreation ground by cutting through a padlock on one of the gates. This was the first such incident on the recreation ground and obtaining advice and guidance on how to deal with this proved difficult. However, on Friday 5th August, the Clerk and Mayor, accompanied by PCSO Felix Rawlinson served a notice on the travellers to leave the site within 48 hours and by Sunday 7th August they had left. Although there was some minor damage to the surfaces of the recreation ground as a result of the driving of quad bikes etc. around the site and a large quantity of rubbish left, albeit in bags, damage was relatively light.

A formal review of security of the site will need to take place.

2. Recreation Ground Shed

The storage shed in the Recreation Ground has been cleared by a group of councillors working with ground staff with all redundant Christmas lights and other items disposed of via a skip. Thanks to all involved in this.

3. Staff Review

There has been no progress on this item since the last meeting due to other commitments.

4. Memorial Bench

The installation of the memorial bench for the late Dick East was delayed due to the traveller encampment at the request of the family. Holidays have delayed the date for the installation being re-set but it is anticipated that work will take place in September or October.

Work on the Covid Memorial bench should now have started with an anticipated delivery date in October.

5. Recreation Ground Cottage

Also delayed due to other commitments and holidays, the replacement guttering for Rec Cottage is due to be completed later this month.

6. Kington Vintage

Kington Vintage returned to the Recreation Ground this year after an absence due to covid and went well. Ground staff have reported some minor damage to the toilets during that weekend with toilet seats now requiring replacement.

Kington Recreation Ground Trust
Meeting held on Monday 7th November 2022
Agenda item 5: Clerk's Report

This report covers items for information which are not addressed elsewhere on the agenda:

1. Staff Review

There has been no progress on this item since the last meeting due to other commitments. This will be an agenda item for a meeting of the personnel committee.

2. Memorial Bench

The installation of the memorial bench for the late Dick East was delayed due to a number of reasons but has now been completed by our groundsman.

The Covid memorial bench is also due for installation in the immediate future. Installation is to be overseen by the artist. There remains the matter of the commemorative stone to be placed alongside the bench. The wording and quotations for engraving are to be obtained.

3. Recreation Ground Bench Refurbishment

This project has not progressed due to other commitments. Comparative quotes will need to be obtained in accordance with financial regulations.

4. Anti Social Behaviour

Tins of baked beans were recently poured over the skate park by persons unknown. Cleaning up afterwards proved to be particularly difficult as ground staff have no access to a pressure washer. An urgent review of equipment is needed if ground staff are to function efficiently.

5. Cricket Club Lease

There has been no further progress on this item

6. Tree Survey

There has been no progress on the redrafting of the specification for the tree survey due to other commitments.

Expenditure		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year to Date	Forecast for year	Budget 2022-23
Groundsman	858.03	864.35	858.22	904.01	924.14	910.92								£5,319.67	£12,500.00	£ 11,750.00
HMR&C														£0.00		
Temporary contractor														£0.00		
Misc			18.00				18.00							£36.00	£ 72.00	£ 72.00
														£0.00		
														£0.00		
Sub Total	858.03	864.35	876.22	904.01	924.14	928.92								£5,355.67	£ 12,572.00	£ 11,822.00

Income		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year to Date	Forecast for year	Budget 2022-23
Cottage income	400.00	400.00	500.00	£400.00	500.00	400.00								£2,600.00	£ 5,200.00	£ 5,200.00
Hire of Rec.														£0.00	£ 800.00	£ 800.00
Cricknet Club														£0.00	£ 400.00	£ 400.00
Misc.														£0.00	£4,046.00	£ 4,046.00
Interest														£0.00		
														£0.00		
Sub Total:	400.00	400.00	500.00	400.00	500.00	400.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	£2,600.00	£ 10,446.00	£ 10,446.00

TOTALS	-458.03	-464.35	-376.22	-504.01	-424.14	-528.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-£2,755.67	-£ 2,126.00	-£ 1,376.00
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Summary

Opening Balance 6,811.60
 Add: Receipts 2,600.00
 Less: Expenditure 5,374.98

Balance 4,036.62

30/09/2022

Account 90024732
 Account 61336371
 Unity Account 2043135£ 4,036.62

Less payments since statement date

4,036.62

KINGTON RECREATION GROUND TRUST

Summary payments & receipts account

	Year to 31.3.2022	Budget 2022-3	Forecast 2022-2023	Proposed budget 2023-4	Comments/notes
Income					
Cottage rental	£ 5,200	£ 5,200	£ 5,200	£ 5,200	
Bank Interest	£ -	£ -	£ -	£ -	
Other income (see below)	£ 4,980	£ 5,246	£ 5,246	£ 6,246	Note 1
Total income	£ 10,180	£ 10,446	£ 10,446	£ 11,446	
Expenditure					
Salaries	£ 10,018	£ 11,750	£ 12,500	£ 14,000	
Other	£ 72	£ 72	£ 72	£ 72	Bank charges
Total expenditure	£ 10,090	£ 11,822	£ 12,572	£ 14,072	
Income less expenditure	£ 90	-£ 1,376	-£ 2,126	-£ 2,626	
Movement on reserves					
Opening balance	£ 6,722	£ 6,812	£ 6,812	£ 4,686	
Add: net expenditure	£ 90	-£ 1,376	-£ 2,126	-£ 2,626	
Closing balance	£ 6,812	£ 5,436	£ 4,686	£ 2,060	

Notes:

1 Other income:

	Year to 31.3.2022	Budget 2022-3	Forecast 2022-2023	Proposed budget 2023-4
Vintage		£ 450	£ 450	£ 450
Cricket Club	£ 900	£ 400	£ 400	£ 400
Western Power	£ -	£ 46	£ 46	£ 46
Danters		£ 350	£ 350	£ 350
Donation		£ -		
Cash grant from KTC	£ 4,000	£ 4,000	£ 4,000	£ 5,000
Other	£ 80			
Totals	£ 4,980	£ 5,246	£ 5,246	£ 6,246

FOR INFORMATION:

Town Council Grant Payment - Direct

2 payments

					Funded from Town Council Reserves Includes Crooked Well
Cottage Maintenance	£ 175	£ -	£ 1,500	£ 45,000	
Grass Cutting - Recreation Ground	£ 1,623	£ 1,394	£ 2,000	£ 6,000	
Rec maintenance	£ 2,292	£ 1,649	£ 2,000	£ 3,000	
Rec Running Costs	£ 2,068	£ 821	£ 1,200	£ 3,000	
Equipment purchase	£ 671	£ 175	£ 500	£ 5,000	
Salary support	£ 5,322	£ -	£ 4,000	£ 5,000	
	£ 12,151	£ 4,039	£ 11,200	£ 67,000	

7. **Anti Social Behaviour**

The Clerk has received a report of a moped/scooter being driven around the recreation ground on at least one occasion. The individual reporting the incident has identified the person responsible and this will be passed to the police. The vehicle is believed to have been brought onto the recreation ground via the pedestrian gate.

8. **Cricket Club Lease**

There has been no further progress on this item

9. **Tree Survey**

There has been no progress on the redrafting of the specification for the tree survey due to other commitments.