



# Kington Recreation Ground Trust

Charity No. 520963.

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**Minutes of a meeting of  
Kington Recreation Ground Trust  
held on Monday 6<sup>th</sup> June 2022 at the Old Police Station,  
Market Hall Street, Kington**

**Present:** Cllr. D. Redmayne Chairman  
Cllr. E. Banks  
Cllr. R. Banks  
Cllr. J. Cooke  
Cllr. F. Hawkins  
Cllr. M. Fitton  
Cllr. E. Rolls  
Cllr. R. Warne  
Cllr. R. Widdowson

**In attendance:** Liz Kelso, Clerk

022/22 **Apologies, Declarations of Interest and requests for  
dispensation**

Apologies were noted from Cllrs. T. Bounds, J. Gardner, R. MacCurrach, B. Macleod-Needs, and I. Spencer. There were no declarations of interest and no requests for dispensation.

023/22

## **Minutes**

### **a) Minutes of the meeting held on 28<sup>th</sup> March 2022**

The Minutes of the meeting held on 28<sup>th</sup> March, 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.

### **b) Minutes of the meeting held on 25<sup>th</sup> April 2022**

The Minutes of the meeting held on 25<sup>th</sup> April, 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.

024/22

## **Recreation Ground Management Group Terms of Reference**

Members noted that the Recreation Ground Management Group meet to discuss day to day management of the Recreation Ground. The terms of reference of the group, as attached to these Minutes, were considered and no amendments made. However, it was agreed that the quorum for Management Group meetings be reduced to 3 members. It was further noted that the full group would meet immediately after a Recreation Ground walk around session so that issues raised during that session can be discussed by the whole group.

025/22

## **Clerk's Report**

The Clerk's report, as attached to these Minutes, was noted. It was agreed that the policy on memorial benches be reviewed at the next meeting in the light of requests received since the policy has been agreed.

026/2022

## **Outdoor Gym Equipment – Update**

Members noted that the equipment is now installed and appears to be well received by Recreation Ground users. Some of the rubber handles on the equipment have been removed and replacements are being sought.

027/2022

## **Tree Safety Survey**

It was agreed that a tree safety survey to update the previous survey is now due. The draft specification was reviewed and following amendments identified, will be presented to the next meeting for approval prior to seeing quotations for this work.

028/2022

## **Review of Recreation Ground Tools and Equipment**

It was agreed that the Management Group would review the Recreation Ground Tools and Equipment used by the ground staff with a view to making recommendations for additional items if required for the work required. The group will report to a later Trust meeting.

029/2022      **Toilet Block Refurbishment**

It was agreed that the Management Group be tasked with establishing the parameters for the toilet block refurbishment so that a specification can be drafted for agreement by the Trust at a later date.

030/2022      **Compost Bins**

The current compost bins in the Recreation Ground require reviewing, clearing out and the management of waste from the Recreation Ground reconsidered in the future. The use of a skip to remove current waste was considered. It was agreed to defer this to a later meeting and to refer this to the Management Group to consider the practical arrangements for the management of green waste from the Recreation Ground.

031/2022      **Rec Cottage Guttering**

Noting the difficulties in finding a contractor to replace the guttering as was agreed some time ago, it was agreed that the Clerk be authorised to progress this item with authority to engage a contractor up to the value of £2,000.00 for the work in order to ensure that this is completed before the autumn.

032/2022      **Skate Park**

This agenda item was raised by Cllr. Gardner who was not in attendance at the meeting. The item was therefore deferred to the next meeting.

033/22      **Next Meeting**

The next meeting will take place on Monday 1<sup>st</sup> August 2022. It was agreed that the meeting would receive a report from the Management Group on items as noted above referred for further consideration.

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

Chair

## **KINGTON RECREATION GROUND TRUST**

### **TERMS OF REFERENCE FOR MANAGEMENT GROUP**

The Recreation Ground Trust is a registered Charity, of which the sole trustee is Kington Town Council. The Town Council therefore regularly meets specifically as the Recreation Ground Trust. As such, it has the overall responsibility for the good management of the Recreation Ground and such other open spaces as may be passed into the management or ownership of the Trust.

The Trust recognises that it must ensure effective management, in the interests of the beneficiaries of the Recreation Ground Trust, at all times. The Recreation Ground Trust, will meet **at least** on a quarterly basis, with such additional meetings being convened as may from time to time be required to deal with the business of the Recreation Ground.

To ensure effective day to day management in line with these responsibilities, the Trust will delegate certain responsibilities and powers to a Management Group. To ensure accountability back to the Trust, the Recreation Ground Management Group will submit a written report on its activities under delegated responsibilities and powers, as detailed below, to meetings of the Recreation Ground Trust. The Management Group may establish sub-groups to assist in the tasks of management of both the Recreation Ground and such other open spaces as the Trust has responsibility for.

#### **MEMBERSHIP OF THE MANAGEMENT GROUP:**

A minimum of six (6) will be appointed to the Recreation Ground Trust's Management Group.

The quorum for the Management Group at its designated meetings will be three (3). This quorum must consist of Councillors. Co-opted members of the group cannot constitute the quorum.

Membership of the Management Group shall be determined annually, at the first meeting of the Recreation Ground Trust, following the Annual Meeting of the Town Council.

The Management Group may co-opt members, who are not Councillors, to the group, where their interest and expertise may be of value in relation to the management of the Recreation Ground and such other open spaces as are under the management of the Trust. Recommended co-options shall be provided to the Recreation Ground Trust, and this body shall approve or reject nominations for co-option.

Such co-options may be for a time limited period, to assist with specific tasks, or may be for a full year. Where a co-opted member is recruited to the Management Group during the course of the year, their co-option will cease at the end of Council's year. Co-opted members may be reappointed. No co-opted members will be entitled to vote at Management Group meetings.

The Management Group will elect its own Chair from amongst the Councillors who are appointed to the Group.

## **ROLE OF THE CHAIR**

The Chair of the Management Group will be responsible for ensuring that full reports on the activities of the Management Group, as delegated to it, are reported on to all meetings of the Recreation Ground Trust.

Whilst the Chair of the Town Council is in effect the Chair of the Recreation Ground Trust, he/she may delegate to the Chair of the Management Group the following responsibilities:

- To chair meetings of the Recreation Ground Trust
- To deal with such day-to-day business as is delegated to the Management Group under these Terms of Reference
- To take such decisions as may from time to time arise to ensure the good management of the Recreation Ground, ensuring appropriate accountability to the Chair of the Town Council.

## **OPERATIONS:**

The Management Group will set a schedule for its formal meetings and its own agenda for these meetings and will also meet as required by the day to day business concerning the good management of the Recreation Ground and such other open spaces as the Trust has responsibility for.

Ad hoc and informal meetings of the Group can be convened at short notice as required by the exigencies of the task of good management of the Recreation Ground and other open spaces.

The Management Group will keep minutes of its meetings and will provide these minutes to full meetings of the Recreation Ground Trust.

The Management Group will provide such other reports as may be required by the Recreation Ground Trust.

Designated formal meetings of the Management Group shall be open to the public and the press, in line with the Standing Orders of Kington Town Council.

The Recreation Ground Trust is required to operate under all of the policies and procedures of Kington Town Council and the Management Group must ensure that they follow these procedures in carrying out their designated and delegated tasks.

## **TERMS OF REFERENCE OF SUB-GROUPS OF THE MANAGEMENT GROUP**

The Management Group may establish such sub-groups as will enable it to fulfil its functions under the Recreation Trust. These may include Task and Finish Groups for specific areas of work and standing groups for the oversight of other open spaces, such as Crooked Well and the recreation land at Kington Park. Sub-groups established for the oversight of other open spaces should include appropriate representation from residents and users of these areas.

All Task and Finish Groups and Standing Sub-Groups will have specific terms of reference which will:

- Identify their relationship and accountability to the Recreation Ground Trust and how the accountability will be ensured
- Identify clearly the tasks for which the group is established
- Identify any delegated powers and responsibilities to the Group, from the Recreation Ground Trust

## **ADMINISTRATION**

The Clerk to the Town Council will act the Administrator to the Recreation Ground Trust, in line with his/her responsibilities as detailed in his/her job description

In consultation with the Chair of the Trust, the Clerk may recommend delegation of these responsibilities as appropriate. The approval of a Recreation Ground Trust meeting must be obtained in relation to any such delegation

## **DELEGATION OF POWERS AND RESPONSIBILITIES:**

The Council as Sole Trustee of the Kington Recreation Ground Trust reserves to itself the determination of policy in relation to the Recreation Ground and to such other open spaces as may be passed to the Trust for ownership or management.

The Recreation Ground Trust, recognizing its status in relation to the Town Council, will ensure that all actions taken in respect of the Recreation Ground or such other open spaces that it may manage or own, are in line with its Standing Orders and Financial Procedures, and all other policies and procedures of the Council.

In line with this, in delegating any powers or responsibilities to the Management Group or to any other sub-groups as noted above, the Trust will ensure that these are undertaken in line with the Standing Orders, Financial Regulations and all other policies and procedures of Kington Town Council.

## **The Recreation Ground Trust delegates to the Management Group the following powers:**

To incur expenditure where such expenditure is necessary to undertake emergency and unforeseen works, in particular where failure to undertake such action may endanger the public. This may include emergency work to trees, any structures within the Recreation Ground, removal of rubbish, etc. A full report on such expenditure and the reasons for it will be provided to the Recreation Ground Trust. All such expenditure must be in undertaken in line with the Financial Regulations of the Council.

## **The Recreation Ground Trust delegates to the Management Group the following responsibilities:**

## **REGULAR INSPECTIONS**

To carry out regular inspections of the Recreation Ground and such other open spaces as may be within the ownership or management of the Trust, and provide reports to the Recreation Ground Trust on the state, condition and use of the areas and any problems arising.

## **MAINTENANCE AND IMPROVEMENT WORKS**

To identify where maintenance and improvement works need to be carried out and report on such to the Recreation Ground Trust.

## **NEW INITIATIVES**

To identify any initiatives that may enhance the Recreation Ground or other open spaces in the ownership or management of the Trust, and recommend such initiatives to the Recreation Ground Trust.

## **CONSULTATIONS**

To consult regularly with users of the Recreation Ground and other open spaces in the ownership or management of the Trust, and the wider local community, on issues arising in relation to upkeep and activities on the Recreation Ground and the other open spaces, and to report on these consultations to the Recreation Ground Trust.

## **SUPERVISION OF EMPLOYEES**

To monitor the work of any employees who carry out work on or in relation to the Recreation Ground or other open spaces in the ownership or management of the Trust.

In relation to any employees of the Recreation Ground Trust or the Council undertaking work on the Recreation Ground or other open spaces in the ownership or management of the Trust, any performance, grievance and disciplinary issues will be reported to the Recreation Ground Trust, and will be considered by a Task and Finish Group, established by the Trust specifically to consider any such issues as and when they arise, advised by the Kington Town Council Personnel Committee. Final decisions in relation to any performance or other personnel grievance and disciplinary issues will rest with the Recreation Ground Trust. All personnel procedures will follow those established for Kington Town Council.

## **SUPERVISION OF CONTRACTORS**

To monitor the work of any contractors employed under contract to carry out work on or in relation to the Recreation Ground or other open spaces in the ownership or management of the Trust and ensure full contractual compliance.

## **BUDGETS AND EXPENDITURE**

To expend funds as provided by a grant to the Recreation Ground Trust from the Kington Town Council, in line with a detailed budget drawn up by the Recreation Ground Trust. To monitor day to day expenditure and provide regular reports on expenditure to the Recreation Ground Trust.

## **COSTING OF WORKS REQUIRED**

To provide full details of, outline costings and specifications for any works requiring to be carried out on the Recreation Ground or other open spaces in the ownership or management of the Trust, for decision by the Recreation Ground Trust. There are exceptions to the requirement for expenditure decisions to be made by the Trust and these areas of expenditure, which are specifically delegated to the Management Group, are noted below.

## **HEALTH AND SAFETY AND RISK ASSESSMENT**

To review and ensure that all Health and Safety requirements are complied with, and ensure that risk assessments are undertaken as required, including for any contractors or employees or volunteers working on the Recreation Ground, and to ensure public safety at all times, and report any problems to Council meeting as the Recreation Ground Trust.

## **REPRESENTATION**

The Management Group can also provide or ensure representation on such bodies as may be set up by interests related to the Recreation Ground or other public open spaces within the Trust's ownership or management.

## **REVIEW OF TERMS OF REFERENCE**

These terms of reference will be reviewed on an annual basis.



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

1. **Staffing Review**

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

2. **Memorial Bench**

The memorial bench for the late Dick East has been delayed due to potential issues relating to insurance of the work and the bench when provided/installed by volunteers. However, it has now been agreed that the groundsman will install the bench as a separate project so that our insurance can cover the work. The bench and materials are to be provided by the family.

The policy which was agreed at the end of March may need revision.

One of the applications for a memorial bench that was refused in March has been revived and it has been suggested that refurbishing an existing bench at the expense of the applicant might be an option. Costs are being obtained for consideration at a later meeting.

3. **Cricket Club Lease**

There has been no further progress on this item