



Kington Recreation Ground Trust

Charity No. 520963.

Old Police Station, Kington, Herefordshire HR5 3DP:

Tel: 01544 239098 or mobile 07483 914 485

clerk@kingtontowncouncil.gov.uk

www.kingtontowncouncil.gov.uk

**Members of Kington Town Council you are hereby summoned to a
meeting of Kington Recreation Ground Trust
on Monday 7th April at 5.00 pm
at the Old Police Station, Market Hall Street, Kington**

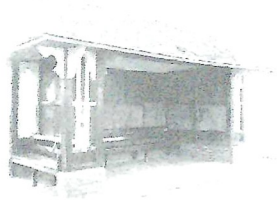
AGENDA

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 [3rd March 2025](#)
3. Financial Matters
 - a) To receive accounts for Kington Recreation Ground Trust for the year ended 31.3.2025
 - b) To request payment of grant from Kington Town Council to support salaries for 2025-6
4. To consider the resolution that due to the confidential nature of the business of the next two agenda items, that members of the public be excluded from the following two agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
5. Recreation Ground Cottage
 - a) Review of current status of cottage and immediate proposals to secure the property
 - b) To review proposals regarding the future of the cottage
 - c) To agree specification and quotation for re-survey of the cottage
6. Recreation Ground terms of hire
 - a) To review terms of hire for the Recreation Ground and consider amendment
 - b) To consider amendment to charges for hire of the Recreation Ground
7. Crooked Well Meadow:
 - a) Update on acquisition of land at Crooked Well Meadow
 - b) To consider management plan for Crooked Well meadow

8. Update on Trust Deed reinstatement
9. Update on repairs to the public right of way through the Recreation Ground and to agree proposed actions
10. Trees
 - a) To consider quotation for urgent felling of tree
 - b) To consider quotation for further tree safety survey
11. Date of next meeting and items for the agenda

Issued by:
Liz Kelso, Trust Administrator
2.4.2025

Kington Recreation Ground Trust



ACCOUNTS

for the year ended 31st March 2025

Charity No. 520963

Kington Recreation Ground Trust

Old Police Station, Market Hall Street

Kington, Herefordshire, HR5 3DP

Tel: 01544 239098 or 07483914485

Kington Recreational Ground

PAYMENTS AND RECEIPT ACCOUNT

Year ended 31.3.2025

RECEIPTS

	2024	2025
Rent of Cottage	5200.00	5100.00
Bank Interest	0.00	0.00
Western Power	40.65	44.91
Other (see note 2)	6350.00	5800.00

	11590.65	10944.91
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Less: ADMINISTRATIVE EXPENSES (Note 1)

	12141.78	13663.23
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SURPLUS / (DEFICIT) OF RECEIPTS

OVER PAYMENTS

	-551.13	-2718.32
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General reserve

	5370.63	4819.50
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GRAND TOTAL

	4819.50	2101.18
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HSBC ACCOUNTS

61336371
90024732

UNITY ACCOUNT

20431358

	4819.50	2101.18
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Unpresented cheques

TOTAL OF PORTFOLIO

	4819.50	2101.18
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NOTES ON AND FORMING PART OF THE ACCOUNTS

	2024	2025
1. ADMINISTRATIVE EXPENSES		
Groundsman	12069.78	13588.53
Other - Bank charges	72.00	74.70
TOTAL AS PER PAYMENTS AND RECEIPT ACCOUNT	12141.78	13663.23
2. OTHER (Receipt)		
Hire Charges	1350.00	800.00
Cricket Club	1000.00	0.00
Eon	40.65	44.91
Grant from Kington Town Council	4000.00	5000.00
	6390.65	5844.91

Expenditure		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year to Date	Forecast for year	Budget 2024-5
Staff costs	1043.08	1040.04	1046.12	1373.64	1430.88	1043.08	1043.08	1043.08	1095.08	1163.46	1109.15	1100.46	1100.46	£13,588.53	£12,516.96	£ 16,000.00
Temporary contractor														£0.00		
Misc			18.00				18.00	3.00	7.20	7.05	7.20	7.20	7.05	£74.70		£ 72.00
														£0.00		
Sub Total	1043.08	1040.04	1064.12	1373.64	1430.88	1061.08	1046.08	1102.28	1170.51	1116.35	1107.66	1107.51	1107.51	£13,663.23	£ 12,516.96	£ 16,072.00

Income		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year to Date	Forecast for year	Budget 2024-5
Cottage income	400.00	500.00	400.00	£500.00	400.00	400.00	400.00	500.00	400.00	400.00	500.00	400.00	300.00	£5,100.00	£ 5,200.00	£ 5,200.00
Hire of Rec.	450.00	350.00												£800.00	£ 800.00	£ 841.00
Cricknet Club														£0.00		
Misc.				44.91					5000.00					£5,044.91		£ 5,000.00
Interest														£0.00		
Sub Total:	850.00	850.00	400.00	544.91	400.00	400.00	400.00	500.00	5400.00	400.00	500.00	400.00	300.00	£10,944.91	£ 6,000.00	£ 11,041.00

TOTALS	-193.08	-190.04	-664.12	-828.73	-1030.88	-661.08	-546.08	4297.72	-770.51	-616.35	-707.66	-807.51	-£2,718.32	-£ 6,516.96	-£ 5,031.00
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Summary

Opening Balance 4,819.50
Add: Receipts 10,944.91
Less: Expenditure 13,663.23

Balance 2,101.18

Bank reconciliation

31.3.2025
Account 90024732
Account 61336371
Unity Account 2043135£ 2,101.18

Less payments since statement date

- 0.00

KINGTON RECREATION GROUND HIRING AGREEMENT

Name of Organisation:

Contact Details

Email:

Telephone:

Emergency contact during period of hire:

Date/s of Hiring fromto

Days required: please tick all the appropriate days

M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

Please note your booking must include set up and clearing days.

Please attach, or forward no later than 14 days before your event/period of hire:

- a copy of any relevant Licence that is issued for the event
- A copy of your Public Liability Insurance Policy, which must cover ANY and ALL damage to the Recreation Ground, the trees and flora, and all permanent buildings, railings, toilets, gates, water pipes, main and storm drains, within or upon the recreation Ground. It must also include cover for Personal Injury to all persons attending matches or practices, or members of the public
- A copy of the programme or fixture list relating to this booking.
- The Risk Assessment showing clearly any risks attached to the use of the Trust Property
- Health and Safety Policy where applicable
- Confirmation that Statutory provision has been made for first aid, crowd management etc. where applicable.

There is a dedicated gate for your use; you are responsible for keeping the keys safe.
Please ensure all gates are locked at night or when the Ground is left unmanned
Keys obtainable from Kington Town Council

CONDITIONS OF HIRE

1. Free public access is to be retained throughout the entire hire period, and safe and unrestricted public access to all play equipment must be guaranteed.
2. Neither Kington Recreation Ground Trust or Kington Town Council accept liability for any damage to vehicles or persons using the Recreation Ground, or for any items that may be lost by persons using these areas or lost from any vehicles using the site.
3. *Kington Recreation Ground Trust nor Kington Town Council will tolerate any abuse of our staff or councillors by you or your event participants during your event. Future bookings may be refused in the event of any abuse towards our staff.*
4. Kington Recreation Ground Trust nor Kington Town Council accepts no liability for any injury that may be caused to people using the Recreation Ground during the time of hire, other than that caused by the negligence of the Trust and/or Town Council or its staff.
5. Keys may be made available to allow access to the grounds, by request. Charges will be made if these are not returned. All gates/barriers must be secured at the end of an event.
6. Toilets may be made available by request at the time of booking. The toilets must be left in a clean and tidy condition at the end of the hire period. *Any misuse of these facilities may result in the closure of the toilets before or during your period of hire and any costs incurred by the Recreation Ground Trust as a result of any misuse may be recharged to you.*
7. Special licences may be required for some types of events. It is the hirer's responsibility to obtain the appropriate licence where applicable
8. The hirer is responsible for taking out appropriate public liability insurance and must provide the Town Council/Recreation Ground Trust with a copy of the policy document.
9. The hirer is responsible for carrying out their own risk assessment for the hiring period, ensuring their event/hire period is properly stewarded and that a first aid kit is available. A risk assessment must be provided to the Town Council/Recreation Ground Trust.
10. Hirers are responsible for ensuring that a mobile phone is available for use in emergencies.
11. Adequate provision must be made for parking by the hirer, if required. Whilst some parking on site is permitted, this is subject to suitable weather conditions. Any damage to the Recreation Ground as a result of using vehicles on the ground in adverse weather conditions will incur a charge for any remedial work required.
12. Care should be taken to ensure that those attending the event by car do not block adjacent roads or damage grass verges.

13. Noise levels must not be such as to unduly disturb nearby residents.
14. Any temporary structures erected may only be erected by permission from the Council/Recreation Ground Trust and must be suitable for purpose and comply with relevant safety conditions. They must be fitted with suitable load spreading base plates. This includes marquees, tents, stands, and inflatable devices such as bouncy castles.
15. Any damage to land, equipment, buildings, trees, hedges or fences shall be repaired or otherwise made good at the hirer's expense.
16. If any part of the Recreation Ground is damaged or left in an unsatisfactory state, e.g. any rubbish, then further bookings will not be permitted, and a charge will be levied for any damage caused.
17. Suitable arrangements must be made for the disposal of all refuse immediately after the event, and that all advertisement flyers are removed from the Recreation Ground and surrounding areas in Kington before leaving.
18. The hiring fee, where appropriate, is to be paid in advance.
19. The hirer must confirm the start and finish times for events, at the time of booking.
20. The hirer and event must not contravene laws relating to betting, gaming and lotteries.
21. The grounds must not be used for any other purpose than that in this Agreement.

Kington Recreation Ground Trust reserves the right to refuse any booking or to cancel any booking at short notice in the event that it is considered dangerous to the public to continue with the booking or if required to do so by the emergency services.

YOUR DATA

Kington Recreation Ground Trust is the Data Controller under data protection law and will use the information you provide on this form in order to enable you to hire the Recreation Ground for your event as specified above

The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, can be found at the bottom of this form.

Your data forms part of the contract for the hire of the Recreation Ground and we will keep your data for a period of 5 years from the date of hire. At the end of that period your data will be destroyed.

Your information will not be shared further but may be shared with the Recreation Ground trust insurers or legal advisors in the event of loss or damage occurring in connection with your period of hire.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Further information about the processing of your data can be found on our website at www.kingtontowncouncil.gov.uk.

Declaration : I, the undersigned hereby make application for the hire of Kington Recreation Ground, as specified above, and agree to abide by the conditions of hire that apply to such a hiring and to pay such fees or charges as may be applicable in connection with this hiring.

Signed

Position.....

Date

Signed.....

On behalf of Kington Recreation Ground Trust

Date.....

**Kington Recreation Ground Trust
c/o Kington Town Council
The Old Police Station
Market Hall Street
Kington
HR5 3DP**

**Tel: 01544 239 098
Mobile: 07483 914 485
Email: clerk@kingtontowncouncil.gov.uk**