

**MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL  
AS TRUSTEE FOR DULCOTE RECREATION GROUND  
HELD IN COXLEY MEMORIAL HALL, COXLEY, BA5 1QZ  
ON WEDNESDAY 29TH AUGUST 2018, 6.30PM**

**Present:** Cllrs E Danson; M Gilson; T Mallinson; M Mitchell; J Reeves; J Walker.

**In Attendance:** Ms Michele Exton (Parish Clerk).

**1. Apologies for Absence**

Apologies from Cllrs E Handford; M Hayden; J Henderson; J Zorab.

**2. Approval and Actions of Minutes 5<sup>th</sup> February 2018**

**Resolved:** To confirm and sign as correct record the minutes of the Board of Trustees held on 5<sup>th</sup> February 2018.

**The Clerk reported on the following actions from the Minutes 5<sup>th</sup> February 2018**

Item 4 Action: The Clerk discussed with Somerset Playing Fields Association (SPFA) that the Board of Trustees want to manage the amenity as a body corporate without a Management Committee. Within their Code of Conduct, the Council must grant itself/members a dispensation for their role as board of trustees for charities/trusts which they are responsible for. Cllrs should declare a PERSONAL interest at Council meetings where Dulcote Recreation Ground is discussed.

Item 4 Action: The venue and date of the annual meeting was discussed and the Board agreed that it should be held in February (anniversary of inaugural meeting) at Dinder Village Hall. It was suggested that the income from the annual wayleave payment could pay for the hall hire cost.

Item 4 Action: The Clerk had asked SPFA if as a paid employee of the Council, the Clerk could be a member of the Trust or a Management Committee if appointed, and was advised that the Clerk could either be co-opted onto the Trust or appointed as the Administrator.

Item 4 Action: The Clerk to create a basic Terms of Reference – to be actioned.

Item 4 Action: The Clerk clarified to the Board that all charity monies must be kept completely separate from the Parish Council's monies. Further research of LGA guidelines on managing charity monies is needed.

Item 4 Action: The Clerk discussed winding up the charity and what would happen to its assets with SPFA who advised that charity status gives Dulcote Recreation Ground protection and that any residue assets must go to another charitable organisation/purpose.

Item 5 Action: The Clerk discussed the amended draft constitution provided by Cllr Walker with SPFA. No issues had been raised.

Item 7 Action: The Clerk to obtain an insurance quote which would cover non-Cllr involvement in the management of the amenity or members of community in an advisory capacity – to be actioned.

Item 8 Action: SPFA has confirmed to the Clerk that the Board can extend their application to the Parish Council for a grant of services to cover equipment maintenance.

Item 10 Action: SPFA has confirmed to the Clerk that an application for a Fields in Trust Deed of Dedication can be made either at the same time as registering the title or after registering the title.

### **3. Adoption of Constitution**

In view that the Council wish to manage Dulcote Recreation Ground without a Management Committee, SPFA has provided a simplified draft constitution which can be amended at a later date to provide for a Management Committee if required.

**Resolved:** To adopt the constitution which is now signed and dated by the Chairman and witnessed by the Board of Trustees.

### **4. Administration**

**Resolved:** To appoint the Parish Clerk Michele Exton as Administrator for the Dulcote Recreation Ground Charity.

### **5. Charity Commission Annual Return 2017**

The Clerk reported that the Charity Commission Annual Return for the financial period ended on 31/12/2017 had been submitted on 30/07/18. There are 2 other reports which should be completed (Trustees' Annual Report and Receipts and Payments Report).

### **6. Maintenance**

The Parish Council has always paid for the maintenance of the play equipment and the Chairman believes that the play equipment belongs to the Parish Council.

The roadside bars at the bottom of the steps leading to the entrance to the play area are in need of repair/replacement and the roadside verge next to the steps becomes waterlogged and too muddy to walk on in winter. It was agreed that the Clerk should write to Somerset County Council to establish if these issues are their responsibility. The Clerk is to obtain a quote for an inwards opening pedestrian gate at the bottom of the steps.

The Board discussed grass cutting, overhanging vegetation at the entrance and maintenance of the trees. The Clerk is to liaise with the grass cutting contractor to request that their operatives avoid mowing over tree roots to prevent further damage to roots.

**Resolved:** To apply to St Cuthbert (Out) Parish Council for the services of grass cutting and cutting of overhanging vegetation at the entrance to the play area.

**Resolved:** To initially obtain a single quote for a tree survey. If this is within the value agreed at the meeting, the Clerk is to initiate the order. If this is above the value agreed at the meeting, the Clerk is to obtain other quotes.

### **7. Date and Venue of Next Meeting**

TBA