

Bleadon Children's Playground Trust

Charity No. 304491

Bleadon Parish Council, Coronation Hall, Coronation Road
Bleadon, North Somerset. BS24 0PG
Telephone (07453) 358318

E-Mail: parishclerk@bleadonparishcouncil.co.uk

18th of June 2023

Dear Trustee,

You are summoned to attend the Annual General Meeting of the Trustees, to be held at the **Jubilee Room**, Coronation Road, Bleadon at **7:30pm** on Thursday, 22nd June 2023

Liz Shayler

Clerk to the Trustees

1. Apologies for Absence
2. Appointment of Chairman for 2023/24
3. Appointment of Vice-Chair for 2023/24
4. To receive any Declarations of Interest
5. To agree as a correct record the minutes of the Children's Playground Trustees held on 14th of February 2022 (page 2)
6. To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 3).
 - i. The 4- way rocker.
7. To agree how the Trust will run its finances (page 3).
8. To discuss a way forward in relation to the 4-way rocker (page 3).
9. To review and agree the Children's Playground Trust's Standing Order's (pages 4 & 5)
10. To retrospectively agree that the Parish Council may install additional play equipment in the Childrens Playground.
11. To retrospectively agree the end of Year Accounts for 2021/22 as uploaded to the Charity Commission website (page 6).
12. To approve the end of Year Accounts for 2022/23 (page 7)
13. If needed, to agree to set up a new bank account for the trust.
14. To note the Parish Councils Children's Playground end of May's budget (page 8)
15. Date of the next meeting TBD.

Trustees are reminded that members have a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.

BLEADON PARISH COUNCIL

www.bleadonparishcouncil.co.uk

Bruce Poole BA (Hons) FSLCC MMC

Parish Clerk & RFO

Mobile 076453 358318

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Rooftop

10 South Street

Burnham-on-Sea

Somerset TA8 1BS

Annual Meeting Bleadon Childrens Play Area Charity Commission Number 304491

Minutes of the Annual General Meeting of the Bleadon Childrens Play Area Charity that took place on Monday 14th February 2022 at the Coronation Hall Coronation Road Bleadon commencing at 7.00 pm.

PRESENT Councillors G Williams Mrs I D Clarke A Davies S Garrett K Hemingway M Sheppard R Tyson.
In addition was the Parish Clerk B Poole and seven members of the public

APOLOGIES Councillor H Boyce

The Clerk advised the meeting of the background to the Trust and its activities since inception. He indicated that in effect there was not any income or expenditure attached to the daily activities of the Trust as the Parish Council historically maintained the Play Area fully.

He then confirmed that as was past practice the Annual Return for the period 01/04/20 to the 31/03/21 had been duly submitted to the Chairities Commision.

There being no further questions the meeting was closed.

To receive the Officer report/Exchange of information: Please note that the Council is unable to make any formal decision under this item (page 2):

- i. The 4- way rocker.
Has now completely broken and is currently tied to the fence as it was too heavy to put in the storage container.

To agree how the Trust will run its finances.

Currently, I am waiting for legal advice on this. Currently there seems to be two choices,

1. The Parish Council own the equipment and so pay for the inspections, maintenance etc. However, the Trust must give permission for any play equipment changes / additions etc... The advantage of this is that it will run as it currently does through the Parish Council. This is legal as the PC would own the equipment and is therefore responsible for it.
2. The Parish Council gift the equipment to the trust and it therefore becomes their asset and liability. The Trust asks each year for a grant to maintain / inspect the area. The advantages are that it is easier to raise money as a charity. The disadvantages are that you would need additional insurance in the trust's name, another bank account and it would be more complicated to administer with more meetings.

Hopefully I will have a response from the solicitor as to whether it must be option 2 or whether we can leave it as 1.

To discuss a way forward in relation to the 4-way rocker.

To repair – £405.61

To replace – a new one is between £300 and £500 with fitting on top (probably between £200 & £300).

Current budget

£500 for play equipment.

£1500 for the whole area.

Recommendation: To ask the Parish Council to....

STANDING ORDERS FOR BLEADON CHILDREN'S PLAYGROUND TRUSTEES Charity No. 304491

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 Bleadon Parish Council's code of conduct in their role as Trustees.

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 at least one public notice board in the village.

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 between May and 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. 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 Bleadon 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. 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 or casting vote.

Press and Public

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 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.”

BLEADON CHILDREN'S PLAYGROUND
(Charity No. 304491)

Expenditure 2021/22

Total expenditure	£00.00
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Income 2021/22

Total income	£00.00
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Please note that there was expenditure by the Parish Council of net £754.18 with an income of £0.

BLEADON CHILDRESN PLAYGROUND
(Charity No. 304491)

Expenditure 2022/23

Total expenditure	£00.00
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Income 2022/23

Total income	£00.00
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Please note that there was expenditure by the Parish Council of net £10,305 or £11,833 (waiting clarification on bay payment of £1528) with an income of £4,987.50.

Bleadon Parish Council
Summary of Receipts and Payments
 Cost Centre Group - Playground

18 June 2023 (2023 - 2024)

Play Areas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
501	Play Equipment				500.00		500.00	500.00 (100%)
502	Inspections				300.00	25.00	275.00	275.00 (91%)
503	Children's Playground				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					2,300.00	25.00	2,275.00	2,275.00 (98%)

Summary

NET TOTAL				2,300.00	25.00	2,275.00	2,275.00 (98%)
V.A.T.					5.00		
GROSS TOTAL					30.00		