

LYDDINGTON PLAYING FIELD CHARITY

Registered Charity No: 507655

**Minutes of a Meeting of the sole corporate trustee
Lyddington Village Hall
Monday 21 May 2018
9.00 pm – 9.20 pm**

Present: Lyddington Parish Council

Represented by:

Cllr H East
Cllr T Fowell
Cllr E Hobley
Cllr G Macfarlane
Cllr B Sturgess
Cllr H Tassell (Chair)

Mrs J Unna (Outgoing Parish Clerk)
Mrs F Buchanan (Incoming Parish Clerk)

Apologies for absence: None

1. Membership of Parish Council:

It was noted that Cllr H East, Cllr T Fowell, Cllr E Hobley, Cllr G Macfarlane, Cllr B Sturgess and Cllr H Tassell and have remained as councillors throughout the financial year ending March 2018. It was further noted that Cllr J Tyers, resigned as a Councillor and stepped down as Chair of the Parish Council in December 2017 due to a family relocation. The legislative process for advertising for a new councillor has taken place. The Parish Council are now able to co-opt a member onto the Council. The Deputy Chair, Cllr H Tassell has operated as Acting Chair since December 2017. Mrs Julia Unna has been Parish Clerk throughout the financial year to be succeeded by Mrs Fiona Buchanan who has been welcomed on to Lyddington Parish Council at their Annual Parish Council Meeting on 21st May 2018.

2. Minutes:

The minutes of the Trustees' meeting held on 15 May 2017 were approved as a correct record and the Chairman authorised to sign them.

3. Annual Returns:

It was noted that the Annual Return for 2016 had been submitted to the Charities Commission for their records. The Charity's Annual Return 2017 (Online), covering the financial year from 1 April 2017 to 31 March 2018, has not been completed to date as no form is available on line. The Clerk will complete the draft return when the form becomes available on line. The draft shall be circulated to trustees for approval prior to its submission. **It was noted that the Annual Return is outstanding. Incoming Parish Clerk to follow up**

4. Trustee's Report and Accounts 2018:

A draft of the Trustee's Report and Accounts for the year from 1 April 2017 to 31 March 2018 was discussed. **It was resolved** that the draft Trustee's Report and Accounts for 2018 be approved.

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5. Playing Field and Allotment Plots:

It was noted that the Trustee continues to be satisfied with the arrangement whereby the Charity has delegated authority to Lyddington Parish Council to deal with all matters related to with the upkeep and administration of the Playing Field and the allotment plots. It was noted that eleven of the twelve allotment plots are currently in use and that a notice advertising the availability of the vacant allotment appears on the notice board. The annual fees for 2017 became due on 1 April 2017 and the Clerk confirmed that all fees for 2017/2018 had been collected.

Since the refurbishment of Lyddington Park in 2013 it continues to be well used by the children of the village and it attracts many families from further afield. During the year 2017/2018, Cllr J Tyers as Chair and now Cllr H Tassell, as Acting Chair, with the help of other Councillors, continued to manage the ongoing maintenance and improvements in the play area. Monthly safety inspections of the play equipment are carried out by Cllr Harriet Tassell. Wicksteed completed the first chargeable annual safety inspection following the installation of the equipment in September 2016 with the annual safety check completed in September 2017. It is planned that the scheduled annual inspection safety check will take place in early September 2018. **Incoming Parish Clerk to diarise**

6. Lyddington Tennis:

A Letter of Agreement ('LA') with Lyddington Tennis ('LT') for the use of Lyddington Tennis Court had been signed on 23 February 2011 by the Chairman on behalf of Lyddington Parish Council. The terms of that letter were reconfirmed at the Parish Council meeting held on 14 November 2016 and sent to the Chair of Lyddington Tennis for his consideration, as per paragraph 8 of the LA. LT were advised of the reconfirmation of the terms following that meeting. This is to be diarised for 2018.

The tennis court was resurfaced in October 2015. This work was managed and funded by Lyddington Tennis.

It was confirmed that the Financial Statements of LT for the year ended 31 December 2014, 31 December 2015 and 31 December 2016 had been presented to Lyddington Parish Council for consideration. Cllr B Sturgess noted that he would be following up the accounts for 2017.

Cllr Barney Sturgess remains as the honorary member of LT following his appointment on 11 May 2015.

7. Bank Account:

It was noted that the balance of Trust's bank account, held with The Co-operative bank, remains static at £545.72.

8. Next Meeting:

The next Trustee's meeting will be convened in due course.

Signed:

Date:

Chair, Lyddington Parish Council

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