



CHOBHAM RECREATION GROUND CHARITABLE TRUST

The Clerk, Chobham Parish Pavilion, Recreation Ground, Station Road
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To: The Trustee of Chobham Recreation Ground Charitable Trust

You are hereby summoned to the Annual Meeting of
Chobham Recreation Ground Charitable Trust
to be held on **Tuesday 21st May 2019 at 7.30pm** at the
Parish Pavilion, Recreation Ground, Station Road, Chobham GU24 8AJ

Meeting called on 15th May 2019

Mrs A Barber Parish Clerk

AGENDA

1. **To elect the Chairman for the ensuing year**
2. **To elect the Vice-Chairman for the ensuing year**
3. **Apologies for Absence**
4. **Declarations of interest**
Members are invited to declare any disclosable pecuniary interests or non-pecuniary interest in respect to matters being considered at the meeting.
5. **To APPROVE the Minutes of the Ordinary Meeting held on 23rd April 2019**
6. **To elect representatives to liaise with:**
 - a. Football Club/Clubs
 - b. Tennis Club
 - c. Scouts
7. **To APPROVE the terms of reference for Chobham Recreation Ground Charitable Trust**
8. **To ADOPT as the Governing Policies of the Trust:**
 - a. Standing Orders
 - b. Financial Regulations
 - c. Risk Management Strategy
 - d. Safeguarding
 - e. Complaint Procedures
 - f. Press and Media
 - g. Members' Code of Conduct
9. **To receive updates about (to report only):**
 - a. Tennis Club
 - b. Football Club
 - c. Scouts
10. **To receive the Administrator's report** – Jennifer Britt
11. **To NOTE actions Completed**
1234 Heater repaired
1239 Contracts – successful contractors notified
12. **To NOTE outstanding actions**
1231 Scouts to make good path by the pavilion – still not completed
1210 Improvements to All-Weather Court. This was deferred by the Trust but see Administrator's report and agenda item 16.

1196 To repair the concrete outside the football pavilion. This was deferred by the Trust.

1172 Risk Assessment Follow Up – fence still not repaired

13. Financial Matters:

- a. To **APPROVE** payments since 23rd April 2019
- b. To **NOTE** the bank reconciliation as of 30th April 2019
- c. To **NOTE** the income and expenditure and balance sheet as of 30th April 2019
- d. To **APPROVE** the repayment to Chobham Parish Council of £17,000, that being the budgeted grant from the Parish Council for the year ending 31st March 2019.
- e. To **APPROVE** the payment to Chobham Parish Council of £23,234.40, that being the proportion of shared overheads for 2019-20.
- f. To **APPROVE** a full internal audit of the Trust for the year ending 2018-19 for a cost of £380.00, in addition to the public examination of the Trust's income and expenditure statement
- g. To **APPROVE** the following Councillors being authorised bank signatories: Cllr L. Brum; Cllr A Green; Cllr A. Hanney; Cllr C. Rowbotham; Cllr T. Varney.

14. To **DISCUSS** installation of bollards at Recreation Ground entrance

15. To **REVIEW** the Trust schedule of meetings

16. To **APPROVE** establishing a working group to plan for its future.

17. To **APPROVE** asking Chobham Parish Council for a grant to subsidise the walking football group

18. **Agenda Planning** *Other outstanding items for future meetings*

- a. Tree work
- b. Memorial Gates resurfacing
- c. Risk assessment
- d. Wetpour replacement in the playground
- e. Hirers' standard terms and conditions
- f. Green Flag Scheme
- g. Loop system for the parish pavilion

19. **To note general correspondence**

20. To **CONFIRM** date of next meeting

21. Exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 1(2)

The Council wishes to exclude the press and public from the Meeting at this point prior to the consideration of the following item by reason of the confidential nature of the business to be transacted.

22. To **DISCUSS** future use of football pitch and pavilion, to **NOTE** outstanding rent owed, to **AGREE** a final date for pavilion to be vacated.