

Whatton in the Vale Parish Council

Minutes of a Meeting of the Council held on Tuesday September 24, 2019, at the Jubilee Hall, Whatton in the Vale at 7.15pm

Coun. Gregg Redford (Chairman) Georgia Elms Chris Grocock(A) Jane Morris Julia Faulconbridge

Also present the clerk Mike Elliott and one member of the public.

1. APOLOGIES FOR ABSENCE Coun. Chris Grocock
2. DECLARATIONS OF INTEREST There were none
3. MINUTES OF THE MEETING HELD ON JULY 30, 2019 were accepted as circulated and signed by the chairman
4. OPEN SESSION FOR MEMBERS OF THE PUBLIC, LIMITED TO 15 MINUTES
Nothing was raised
5. CLERK'S REPORT
The call for a bus shelter on Beverley Avenue was being investigated by Notts County Council still investigating
6. REPORT FROM THE BOROUGH AND COUNTY COUNCIL MEMBER
There were no reports.
7. CORRESPONDENCE
Rushcliffe Borough Council were again organising a free tree scheme, with offers to parish council and private residents. Coun. Faulconbridge would be in contact with the Borough Council in regard to giving an order.

The Council agreed to order the trees from Rushcliffe and if the suggested area was used the Council would need to include the area in the Verge Maintenance Schedule. The area considered is the Right of Way designation is Whatton FP 17. The 'old' Road runs from Whatton Bridge (which is closed to vehicular traffic) to the junction with Conery Lane. The verge is on the south side of the road and extends from the entrance to the first arable field on the south side to a gate leading to a barn.

The Clerk was instructed to contact Nottinghamshire County Council to ascertain the following points:

- a) The area is part of the road and owned by Highways and
- b) they would consent to trees being planted on it.

Nottingham County Council were again offering free salt for the winter period 5 25 bags on offer. It was suggested the Jubilee Hall might wish to take advantage of the offer.

National Audit Office had produced new regulations for council to come into effect 2020.

John Daw wrote to the chairman in regard to arrangements for Remembrance Day and suggestions for the laying of a wreath at the Memorial on the village green. He said Legon members preferred to retain the present day arrangements. The meeting supported the move to use the parish church for the wreath laying.

Date of next meeting was discussed and it was agreed to move the October meeting to the 22nd October (from the 29th October).

A letter from Mel Dean re bus service was received and noted. The suggestion was that the 882 bus service be altered to encompass the Bingham Roman Banks development.

The chairman had advised Mr Paul Brown that an event held on the Playing field not organised by the parish council would not carry insurance provided by the council.

Paul Brown from the Whatton and Aslockton Playing Fields had advised the chairman he would not in future be attending all the parish council meetings but would give a quarterly report on them. Coun. Redford said that seemed a reasonable approach.

8 PLAYING FIELD

8.1 Boundary Fence

The clerk said he had received a quote in the sum of £3300 from Paveaway for removal of existing fencing and shrubs from the boundary between the playing field and the property of Mr and Mrs Leake. The council were asking Aslockton to pay half the cost.

8.2 Trustee Resolutions

The Chairman informed the Meeting that two resolutions in respect of the Parish Councils co-trusteeship of the Whatton and Aslockton Playing Field had been extensively discussed at the April 2019 meeting and the adoption of the resolutions were tabled at the May 2019 meeting. On reviewing the May 2019 minutes the adoption of the Resolutions were not minuted. In order for the proper management the resolutions were tabled for adoption by the Parish Council.

It was resolved that:

That the amendments highlighted in RED in the document entitled 'Rules Governing The Conduct Of The Management Committee Of The Whatton And Aslockton Playing Field Trust' – Amended May 2019' Appended to these minutes be approved.

It was resolved that:

That expenditure in respect of the Playing Field Regeneration Project be approved in the terms of this resolution.

1 Play Equipment

The Playing Field Management Committee (the 'Management Committee') be authorised to commit the Trust to expenditure (for the avoidance of doubt including Value Added Tax) in respect of Play Equipment to a maximum figure of £35,000.

In the event of additional grants earmarked for Play Equipment becoming available the Management Committee is further authorised to commit the Trust to expenditure (for the avoidance of doubt including Value Added Tax) in respect of Play Equipment to the maximum of the amount received in the grant(s). Providing that:

- i) The Grant has been received prior to the commitment being made or;
- ii) The Chairman, Treasurer and Secretary MUST BE satisfied that the funds from the grant (s) will be available before any commitment is due for payment.
- b) Such Expenditure is authorised by the Committee at an Ordinary Meeting before any such commitment is made.

2 Adult Fitness Equipment

a. In so far as funds are available from the Avant Homes section 106 agreement for the purchase of Adult Fitness Equipment, the Management Committee are authorised to commit the Trust to the purchase of such equipment to a maximum value (for the avoidance of doubt including Value Added Tax) of one-third of the total amount specified in the Section 106 agreement. Providing that:

i. There is an irrevocable confirmation from Rushcliffe Borough Council that:

- a. The proposed expenditure does in all respects meet the criteria required by the section 106 agreement and
- b. payment will be received BEFORE the payment is due to the supplier.
- c. The Chairman, Treasurer and Secretary are satisfied that the proposal is acceptable to Rushcliffe and funds will be available in a timely manner.
- d. Such Expenditure is authorised by the Committee at an Ordinary Meeting before any such commitment is made

In the event of additional grants earmarked for Adult Fitness Equipment becoming available the Management Committee is further authorised to commit the Trust to expenditure (for the avoidance of doubt including Value Added Tax) in respect of such equipment to a maximum of the amount received in the grant(s). Providing that:

ii. The Grant has been received prior to the commitment being made or;

iii. The Chairman, Treasurer and Secretary are satisfied that the funds from the grant (s) will be available BEFORE any commitment is due for payment.

- b. Such Expenditure is authorised by the Committee at an Ordinary Meeting before any such commitment is made

3 Refurbishment of the Pavilion, Sports pitches and associated equipment, landscaping, infrastructure and adult exercise equipment,

In so far as funds are available from the Avant Homes section 106 agreement for the refurbishment of the Pavilion, Sports pitches and associated equipment, landscaping, infrastructure and adult exercise equipment, the Management Committee are authorised to commit the Trust to such works that they consider necessary to the maximum value (for the avoidance of doubt including Value Added Tax) of the balance remaining available (the total amount less any amount already committed) from the Avant Homes section 106 agreement. Provided that:

i. There is an irrevocable confirmation from Rushcliffe Borough Council that:

1. The proposed expenditure does in all respects meet the criteria required by the section 106 agreement and
2. payment will be received BEFORE the payment is due to the supplier.
3. The Chairman, Treasurer and Secretary MUST BE satisfied that the proposal is acceptable to Rushcliffe and funds will be available in a timely manner.
- b. Such Expenditure is authorised by the Committee at an Ordinary Meeting before any such commitment is made
- c. For The Avoidance Of Doubt Nothing In This Clause (3) Relates To A Replacement Pavilion Or Building. Any Plans Or Scheme For A Replacement Building Must Be Submitted To The Trustee As A Completely Separate Issue.

4 Ad-hoc Expenditure

In so far as the Co-operative Society grant of £3,000 is being held by the Committee as a General Reserve and is not used in connection with any of the projects in 1,2,3 above. The Management Committee is authorised to commit the Trust to such works (ensuring that all costings include Value Added Tax) that they consider contribute to the safety and effective management of the Playing Field. Providing that:

- i. In aggregate the expenditure does not exceed 50% of the available General Reserve and
- ii. The Chairman, Treasurer and Secretary are satisfied that sufficient cash resource is available to meet any commitment made. Such Expenditure is authorised by the Committee at an Ordinary Meeting before any such commitment is made. For The Avoidance Of Doubt If Any Of The £3,000 Is, Has Or Will Be Intended To Be Used For Projects Listed In 1,2 And 3 Or Included To Be Used In Whole Or Part In Any Agreed Budget The Value Of The General Reserve In 4 A) Will Be Reduced By The Amount Used Thereby Reducing The Amount Available Under This Clause To 50% Of The Balance Remaining.

5 Administration

- a. Clauses 1 through 5 (inclusive) of this Resolution shall form part of the Rules Governing the conduct of the Management Committee of the Whatton and Aslockton Playing Field Trust.
- b. Clauses 1, 2 and 3 shall remain effective until the sooner of the date the particular element of the project to which they refer is complete or the 31st March 2020.
- c. In case of Clause 4) it will cease to be effective on the sooner of the 50% limit being reached or 31st March 2020.
- d. If any Clause in this resolution is in conflict with an existing Clause in the Rules Governing the conduct of the Management Committee of the Whatton and Aslockton Playing Field Trust, then the Clause in this resolution shall take precedent.
- e. In the event of a dispute or any doubt in respect of the interpretation of any Clause in this resolution the Trustee shall be the sole arbiter and the Trustees' decision will be final and binding.

9. PLANNING MATTERS

Rushcliffe Borough Council planning applications

19/00968/FUL. Mr Mrs S Baskill, land south of Chapel Walk. Erect new dwelling, new vehicular access and garage, Revised scheme No objection.

19/01584/REM – Reserved matters application for Orston Lane.

The meeting discussed the revised layout for this planning application.

It Was Resolved That:

- a) The Parish council object to the application on the following grounds:
 - 1 The proposed properties have been brought forward to be closer to the boundary with Orston Lane. There will result in a full visual comparison with the significantly smaller existing properties on the same side of Orston Lane.
 2. Given the proposed proximity to the Bridleway the Parish Council considers it is highly probable that the height of the hedge along the boundary will be reduced significantly with the consequential impact on both the approach to the Conservation area, nesting birds and wildlife.

3. VEHICULAR TRAFFIC

- a. The revised layout proposes three vehicular access points rather than the one in the original proposal. The access in the original left the metalled portion (adopted) of Orston Lane. In the revised layout two of the access points encroach directly onto the unmade Bridleway (Whatton BW2).
- b. The Parish Council believes that the increase in vehicular traffic will present a clear danger to both Horse Riders and Walkers using the Bridleway.
- c. The Parish wish to make it clear that the proposed access for two of the properties is from A Bridleway Not A Byway Open To All Traffic.

4. CONSERVATION AREA AND WILDLIFE IMPACT

- a. The Parish Council are of the opinion that moving the properties closer to the boundary with the Bridleway and the reduction in the height of the hedge will have a significant negative impact on the approach to the Conservation area and indeed the view from the Conservation area.
- b. The reduction of the height of the hedge and the moving of the proposed properties will have a significant impact on the wildlife, in particular, but not limited to, nesting birds.

Whilst the Parish Council objected to the original outline proposal, it was of the view that this application in its original design was a reasonable approach given that outline permission had already been granted. The revised plans are however, totally unacceptable to the Parish Council for the reasons stated above.

- b) The Clerk lodge the Objection with Rushcliffe Borough Council in the above terms.

Rushcliffe Borough Council Planning decisions

19/01487/ful. Vicars Croft Barn, Conery Lane, 2 storey extension to front. Grant

19/01345/ful. 27 Conery Lane, Convert car port and living accommodation, change flat roof to pitched. Single storey side extension.

19/001321/CON Are Fell 2 ash, a sycamore, 1 dying chestnut, Crown lift 2 yews to 4 m at Scylla house, Grantham Road,. Grant.

10 FOOTPATHS

There were no new reports.

11. FINANCE : Accounts for Payment were approved as per the circulated list

12. ENVIRONMENT

12.1 Power to the Village Green

Discussion took place on the question of a power supply being provided on the village green in connection with Christmas tree, and fencing. The Clerk informed the meeting that Western Power Distribution had erroneously thought the location was the playing field not the Village Green. The Clerk produced a map on which the Meeting marked the preferred termination point of the power supply.

IT WAS RESOLVED THAT THE CLERK:

- a) Contact Western Power Distribution and confirm the location of the power supply and
- b) request a quotation be supplied before the next meeting, and
- c) ascertain when the work could be completed.

12.2 Christmas Tree

The Clerk informed the meeting that the Tree Supplier had advised that trying to replant a tree of the size requested by the Parish Council (14 foot) would in their view be unsuccessful. Additionally, Councillor Faulconbridge advised the meeting that care would need to be taken in the type of tree to be planted. It was accepted that any tree planted would be substantially smaller than would be necessary to decorate.

IT WAS RESOLVED THAT THE CLERK:

- a) Contact the Tree supplier to obtain the largest tree possible and;
- b) to request advise and establish the most secure method or securing the tree so that the occurrence of the tree falling over in the wind does not occur again.

The Council would continue to ascertain the best type of tree for planting.

12.3 Christmas Tree Lighting.

The Meeting discussed lighting for the Christmas Tree. It was agreed that the lighting in 2018 was not of the best quality and a significant improvement is required for 2019. It was also suggested, and agreed that the Christmas lighting could be extended to overhanging branches (on the Village Green side) of trees to the west of the memorial could also be used to lighting. It was noted that the provision of power (see 12.1) to the Village Green was a factor in the quality of the lights that could be provided, although in the absence of mains power other sources of adequate power could be investigated as a matter of urgency (following WPD advice on how quickly the mains power could be enabled).

In response to a point raised by Councillor Elms in terms of installing the lights, it was felt that professional help would be required.

IT WAS RESOLVED THAT THE CLERK:

- a) Contact STREETWISE to ascertain if it was a service that they provided and;
- b) If so an approximate cost of the service and;
- c) If they were able to provide appropriate lighting or advise a source.
- d)

The Meeting considered that a budget of approximately £2,000 would be required for the Christmas Tree and Lighting project. No decision was taken regarding the budget for the project pending the outcome of the information from the Christmas Tree supplier and Streetwise.

12.4 Interactive Speed Sign.

Nottingham County Council would be the deciders as to position of an interactive speed sign if the parish went ahead with purchase of one. The clerk had made contact with Elan City re the current price of automatic sign. They said it would now be £2000 as previously the figure given had been a special offer.

The Meeting deferred further consideration until the next meeting.

12.5 Bulb Planting

The meeting discussed the planting of bulbs on roadside verges around the Parish. The following areas were suggested:

- a) The verge around the Village Green
- b) The verge at the top of the west side of Church Street, at the junction with the Old Grantham Road
- c) The (narrow) verge on the north side of Old Grantham road extending from the junction with Church Street to just before the bridge over the Smite.
- d) The verge on the east side of Dark Lane.

Whilst no firm decision was taken as to the type or types of bulbs to be planted, the Clerk was requested to contact STREETWISE to ascertain:

- a) If bulb planting was a service that they provided and;
- b) a estimate of the cost of such a service and;
- c) whether they could source the required bulbs.

13 NEWSLETTER

It was confirmed that the Summer edition of the Newsletter had been delivered.

14 VILLAGE FETE / VE75DAY

The Meeting discussed the possibility of a Village Fete on the Village Green including an event commemorating the 75th Anniversary of VE Day.

The Chairman informed the meeting that an Aslockton resident was attempting to resurrect the Village Gala on the Playing Field and wondered if this may affect the Parish Councils view on the Village Fete. Members unanimously agreed that whilst efforts would be made not to 'clash' with any other event, the Parish Council would continue the Village Fete project. The Clerk confirmed that the Jubilee Hall had been booked for the evening of Saturday 9th May, 2019 and it was felt that the hall could be used for the VE75 element.

IT WAS RESOLVED THAT THE CLERK:

- a) Contact Toothill Academy to check if the Toothill Big Band was available for that evening.

IT WAS FURTHER RESOLVED THAT AN EVENT COMMITTEE BE FORMED:

- a) Members of the Committee being Councillors Elms and Morris and

- b) That the Terms of Reference be:

That the Committee liaise with such parties and obtain such quotes as they deem necessary to formulate a plan to be presented to the Parish Council.

15 QUEEN'S WOOD

Councillor Faulconbirdge reported to the Meeting that the work required and agreed by the Parish Council has now been completed.

She further advised the meeting that a Management Plan for Queen's Wood was currently being developed and would be presented to the meeting in due course.

16. CASUAL VACANCY

The Clerk informed the meeting that there had been no response to the appeal for people to fill the two vacancies. The Chairman asked members if they knew of anyone who were prepared to join the Parish Council to ask them to contact the Clerk.

17. AGENDA ITEMS FOR NEXT MEETING OCTOBER 22 2019

RULES GOVERNING THE CONDUCT OF THE MANAGEMENT COMMITTEE OF THE WHATTON AND ASLOCKTON PLAYING FIELD TRUST 'Management Committee Rules'

FEBRUARY 2007
AMENDED SEPTEMBER 2010
AMENDED JULY 2015
AMENDED NOVEMBER 2018
AMENDED MAY 2019

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MANAGEMENT COMMITTEE

1. Committee

- (1) There should be: Four elected members; and Two appointed members for each of the organisation listed in clause 3(1) and One appointed member for any organisation listed in clause 3(2).

- (2) The members of the committee are undertaking the daily Management work on behalf of the managing trustees of the charity.
- (3) The term of office of all members will end at the end of the annual general meeting following the date on which they came into office. They may be re-elected or re-appointed.
- (4) The Committee may at its' discretion co-opt the Treasurer, Secretary or the Ground Manager to the Committee as a full voting member. The cop-option will NOT count towards the Co-opted Members described in Rule 4 herein.

2. Elected members

- (1) The elected members must be appointed at the annual general meeting.
- (2) The appointment will be effective from the end of the annual general meeting at which the appointment is made.
- (3) An elected member must be over the age of 18 and resident in the parish of Aslockton or Scarrington or Whatton-in-the-Vale.

3. Appointed members

- (1) Two appointed members to be appointed by each of the following organisations:
Aslockton Parish Council
Whatton-in-the-Vale Parish Council
- (2) One member to be appointed by any club or organisation domiciled within the parishes of Aslockton, Scarrington or Whatton-in-the-Vale and using the facilities at Whatton & Aslockton playing field as may be decided from time to time by the Management Committee.
- (3) Any appointment must be made according to the ordinary practice of the appointing body.
- (4) An appointment must not be made more than two months before the annual general meeting.
- (5) The appointment will be effective from the later of:
 - (a) the end of the annual general meeting; and
 - (b) the date on which the committee or their secretary or clerk are informed of the appointment.
- (6) The person appointed need not be a member of the relevant appointing body.
- (7) In the event of any of the organisations specified in 3(1) and 3(2) above:
 - (a) Ceasing to be domiciled in the parishes of Aslockton, Scarrington or Whatton-in-the-Vale; or
 - (b) Ceases to operate as a club or organisation.Then the appointed member representing such club or organisation shall immediately resign as a member of the committee.
(c) The Management Committee shall decide, by majority, if Rule 3 (7) (a) or(b) applies.
- (8) Where an organisation fails to appoint a member the committee may appoint additional co-opted member(s) in addition to those contained in 4. Below.

4. Co-opted members

The committee may appoint not more than **six** co-opted members. The appointment must be made at an ordinary meeting of the committee. The appointment will be effective from the end of that meeting until the end of the following annual general meeting.

5. New members

The committee must give each new member on their first appointment:

- (1) a copy of the charities governing instrument and any amendments made to it by way of a scheme;
- (2) a copy of the charity's latest report and statement of accounts.

6. Register of members

- (1) The committee must keep a register of the name of every member and the dates on which their terms of office begin and end.
- (2) Before acting as a member, every member must (whether on their first appointment or on any later re-appointment) sign in the register a declaration or acceptance and willingness to act for the benefit of the charity.
- (3) The committee must promptly report any vacancy in the office of appointed member to the body entitled to fill it.

7. Members not to have a personal interest

No member may except as it is permitted under 7 (4) below:

- (1) receive any benefit in money or in kind from the charity; or
- (2) have a financial interest in the supply of goods or services to the charity; or

- (3) acquire or hold any interest in property of the charity (except in order to hold it as a trustee of the charity).
- (4) The committee may employ or enter into a contract for the supply of goods or services with, one of their number. Before doing so, the committee must be satisfied that it is in the best interest of the charity to employ, or contract with, that committee member rather than someone who has no connection with the charity. In reaching that decision, they must balance the advantage of employing a committee member against the disadvantages of doing so (especially the loss of the committee member's services as a result of dealing with the committee member's conflict of interest as required by the next sub clause (5) below). The remuneration or other sums paid to the trustee must not exceed an amount that is reasonable in all the circumstances. The committee must record the reason for their decision in their minute book.
- (5) A committee member must be absent from the part of any meeting at which his or her employment or remuneration, or any matter concerning the contract, is discussed. He or she must also be absent from the part of any meeting at which his or her performance in that employment, or his or her performance in that employment, or his or her performance of the contract, is considered. He or she must not vote on any matter relating to his employment or the contract and must not be counted when calculating whether a quorum of trustees is present at the meeting.

8. Termination of membership

A member will cease to be a member if he or she:

- (1) is absent from all meetings held within a period of 6 months and the members resolve that his or her office be vacated; or
- (2) gives not less than one month's notice in writing of his or her intention to resign (but only if at least one third of the members will remain in office when the notice of resignation is to take effect).

OFFICERS

9. Chair and Vice Chair

- (1) At their first meeting in each year after the annual general meeting the members must elect one of their number to be Chairman of their meetings.
- (2) At their first meeting in each year after the annual general meeting the members must elect one of their number to act as Vice-Chairman.
- (3) If the Chairman is not present or the office of Chairman is vacant then the Vice-Chairman will chair the meeting. If the Vice-Chairman is also not present or the office of Vice-Chairman is vacant then the members present at a meeting must elect one of their number to chair the meeting.

10. Secretary, Treasurer and Ground Manager

The Committee may appoint a secretary, treasurer and ground manager. The offices may be held by:

- (1) members (who must not receive any reward for acting and who may be dismissed as secretary, treasurer or ground manager at any time); or
- (2) some other suitable persons (who may be employed upon such reasonable terms, including terms as to notice, as the committee think fit).
- (3) The office of treasurer and secretary may not be vested in the same person.
- (4) The treasurer and secretary may not be related to any other officer.
- (5) In the case of a secretary, treasurer or ground manager who is NOT employed but performed the role on an absolute voluntary basis, the Committee may under Rule 1 (4) at its' absolute discretion the Committee may co-opt one or more of the said officers to the Committee as full voting members. Such co-opts will not count towards the number of co-opted members defined in Rule 4.

MEETINGS OF COMMITTEE

11. Ordinary meetings

- (1) The committee must hold at least six ordinary meetings in each year.
- (2) Ordinary meetings require at least 7 days' notice.
- (3) The Chairman or any two members, may call an ordinary meeting at any time.

12. Special meetings

- (1) The Chairman, or any two members, may call a special meeting at any time.
- (2) Special meetings require at least 7 days' notice, except that meetings to consider the appointment of a co-opted member require at least 21 days' notice.
- (3) The notice calling a special meeting must include details of the business to be transacted at the meeting.
- (4) A special meeting may, but need not, be held immediately before or after an ordinary meeting.

13. Quorum

- (1) Subject to sub-clause (2) below, no business may be transacted at the meeting unless there are present at least one-third of the total number of members or not less than three members
- (2) If there are fewer than one third of the total number of members in office, the committee may take such action as is required for the purpose of filling vacancies in its number, but it may not do any other business.

14. Voting

- (1) Every matter must be decided by majority decision of the member present and voting at a duly convened meeting of the committee.
- (2) The Chairman of the meeting may cast a second or casting vote only if there is a tied vote.

15. Recording of meeting

The committee must keep a proper record of its meetings. The record must be retained by:

- (1) the secretary; or
- (2) another suitable person appointed by the committee to do so who must allow the members access to it.

16. Members to act jointly

The members must exercise their powers jointly, at properly convened meetings.

ANNUAL GENERAL MEETING

17. Annual general meeting

- (1) There must be an annual general meeting of the committee in May of each year, or as soon as possible thereafter.
- (2) All inhabitants of the Aslockton, Scarrington and Whatton-in-the-Vale parishes of benefit of 18 years and upward must be allowed to attend and vote at the meeting. The committee may allow inhabitants who are under 18 to attend (but not vote) the meeting.
- (3) Public notice of the meeting must be given in the area of benefit at least 14 days before the meeting.
- (4) The Chairman of the committee will chair meetings. In the absence of the Chairman the Vice-Chairman will chair the meeting. The persons present must elect one of their number to chair the meeting if the Chairman or Vice-Chairman is not present.
- (5) At the meeting the committee must present the report and accounts for the last financial year. The Managing Trustees will accept the report and accounts.
- (6) Every matter must be decided by majority decision of those present and voting. The Chairman of the meeting may cast a second or casting vote only if there is a tied vote.

FINANCIAL MANAGEMENT

18. Bank

- (1) The Committee shall maintain a current and an interest bearing account in the name of Whatton and Aslockton Playing Field
- (2) The Chairman and at least two other Committee members shall be the authorised signatories. The Committee may at its discretion appoint as many of their number as they think appropriate.
- (3) Two signatures shall be required to transact any withdrawals, by cheque or otherwise from the Bank. With the exception of transfers between the Committees bank accounts which may be authorised by the Treasurer alone.

19. Budget

- (1) The committee shall produce a budget for the following year in October of each year.
- (2) The budget will be presented to the Managing Trustees in November each year for their approval. Once approved the budget shall be considered the 'approved budget'.

20. Expenditure

- (1) The Managing Trustees authorise the Management Committee to commit to and expend both Capital and Revenue expenditure providing always that such expenditure is included in the approved budget.
- (2) All payments with the exception of those in (3) below must be presented to the committee prior to payment.
- (3) Urgent payments of not more than £200 may be authorised by any two of either the Treasurer, Secretary or **Chairman**. Any payments made under this sub clause must be reported to the committee at the next meeting.
- (4) Any expenditure not included in the approved budget must be submitted to the Managing Trustees BEFORE any commitment is made.

- (5) In the event of ANY expenditure in excess of £1,000 three separate quotations must be obtained BEFORE committing to such expenditure except where a fewer number of quotations are explicitly authorised by the TRUSTEE in writing.

21. Income

- (1) The Managing Trustees authorise the Management Committee to set rental or contribution rates paid for the use of the Playing Fields or its facilities and generally manage the income of the Trust. Providing always that :
- a. In setting the rental or contribution rates due note is taken of the Approved Budget and that the total of such rental or contributions should not be lower than that included in the Approved Budget.
 - b. In the event of a reduction of the rental or contribution rate from a previous level the approval of the Trustee MUST be obtained before effecting such a reduction.

22. Youth Advisory Committee

The committee may appoint a Youth Advisory Committee to advise the committee on Youth matters.

- (1) The advisory committee must consist of at least one Committee member;
- (2) And other co-opted members as considered appropriate by the committee, such co-opted members may be less than 18 years of age. Clause 4 shall not apply to Advisory Committee co-opted members;
- (3) Minutes will be taken of all meetings and passed to the secretary.
- (4) Any recommendations made by the Advisory Committee shall be considered by the committee but shall not be binding on the committee.

23. Financial Governance

- (1) Management Accounts will be presented to each meeting where a transaction of any kind has taken place between the meeting immediately prior to the current meeting and the current meeting.
- (2) The Management Accounts presented will consist of:
 - a. Profit and Loss
 - b. Balance Sheet
 - c. Bank Reconciliation
 - d. Operating Accounts

THESE RULES WERE APPROVED BY THE TRUSTEE
May 2019
