



EFFINGHAM VILLAGE RECREATION TRUST

Minutes of the Ordinary Meeting of the Trustee

Wednesday 19th April 2023, at 7.30 pm, The Village Room, KGV Hall

In attendance:

Trustee members: Ian Symes (IS, Chairman), Cliff Hackett (CH), Liz Hogger (LH), Paula Moss (PM), Jeremy Palmer (JP), Arnold Pindar (AP)

1. Apologies for Absence

Apologies were received from Charles Thorne, Keith Cornwell, Bronwen Roscoe, Jerome Muscat

2. Declarations of interests

No changes to the Register of Interests were declared

3. Minutes

The minutes of the Ordinary Meeting of the Trustee on 16th February 2023 were agreed and signed by the Chairman as being an accurate record.

4. To ratify email decisions between meetings

The decision in principle to support the project for renovation of the Village Room, taken by email vote on 29 March 2023, was ratified.

5. EVRT Strategy and Business Plan

The EVRT Strategy and Business Plan prepared and recommended by the Executive Board was discussed in detail. Suggestions made included:

- The EVRT purpose as set out in the Charity Scheme included the provision of facilities for 'leisure', and this word should be used in the description of the purpose alongside 'recreation, mental health and well-being'.
- The 'area of benefit' of the charity should be made clear in the Strategy document.
- Clarify that funding from the EPC precept is provided to enable the provision of 'free-at-the-point-of-use' facilities at the KGV for the public.
- Make clear that EVRT was a facilitator for events run by volunteers, rather than EVRT being obliged to organise the events directly.

DECISION

The Trustee congratulated the authors and agreed in principle to the adoption and publication of the EVRT Strategy and Business Plan, with such minor amendments as may be necessary following the discussion (Appendix A to these minutes). This will be presented at the AGM of the Charity.

ACTION Executive Board

6. Standing Orders of the Trustee

The Trustee considered draft revised Standing Orders for the Trustee to require compliance with the EVRT Code of Conduct.

DECISION

It was agreed that a new clause 2.3 (All members must at all times act in accordance with the EVRT Code of Conduct (Policy Document 12)) should be added, and the amended Standing Orders of the Trustee were adopted (Appendix B to these minutes).

ACTION LH (as Acting Clerk)

It was agreed that a further clause was needed setting out the consequences for a member of failure to act in accordance with the code of conduct, in particular how to ensure that the Charity was protected from such unacceptable actions. IS and AP will draft a suitable clause for consideration at a future meeting of the Trustee.

ACTION IS, AP



EFFINGHAM VILLAGE RECREATION TRUST

7. Staff Appraisal [CONFIDENTIAL]

Following a verbal report, it was noted that the KGV Manager was due to have her annual appraisal and probation review. Consideration should be given to extending her hours to enable her to undertake the duties of the Finance and Compliance Officer in addition to her current tasks.

DECISION

PM and AP will arrange to conduct the appraisal in early May.

ACTION PM, AP

8. 1st Effingham Scouts

The draft Heads of Terms for a licence with 1st Effingham Scouts was considered, and the following additions suggested:

- A protocol to ensure the gate security by the Scout HQ
- The Trustee should have the right to inspect the premises
- An arrangement to ensure the security of scout equipment when the Scout HQ was hired out to other users

DECISION

The Trustee approves the Heads of Terms subject to the suggested additions, and authorises the Executive Board to arrange for the HoT to be signed and to negotiate a licence to be prepared on the basis of these HoTs.

ACTION Executive Board

9. Any Other Business

- a) The licences for Effingham & Leatherhead Rugby Club, as approved at the February Trustee meeting, are nearly ready for signature subject to minor clarification concerning pitch layout and use.
- b) The one-year licence for Loolabells in the current location has now been completed and signed. There has been a discussion with the proprietor concerning possible relocation and improvement of the facilities, and a detailed proposal has been invited.
- c) The Annual Meeting of the Trustee is scheduled for the 30th May. Some members of the Trustee indicated they were unavailable on that date, and it was agreed that LH as acting Clerk would email round to find a preferable date in early June.

APPENDICES

APPENDIX A: EVRT Strategy and Business Plan (as adopted)

APPENDIX B: Standing Orders of the Trustee adopted on 19th April 2023



Effingham Village Recreation Trust

Towards a sustainable plan for the
Trust





Introduction

Purpose of this document

To establish a common understanding of the key goals for the organisation and an operating framework to guide investment in the facilities and set priorities for partnership activities.

EVRT Purpose



‘For the public benefit, to provide or assist in the provision, support and maintenance of facilities for recreation, mental health and wellbeing for the inhabitants of the area of benefit, in particular through the provision of a village hall and recreation grounds.’

The 'Area of Benefit' is quite diverse.

The Parish of Effingham

The Parish Precept supports the use of facilities by individual residents who currently use the fields and playgrounds.

Sports & Fitness

Sports Groups including Rugby, Football, Running, Table Tennis, Keep fit, Yoga and Pilates.

Education & Wellbeing

The Hall hosts a small pre-school providing early years education. Local schools use the fields and pitches.

Community organisations and social groups

Village organisations use internal facilities for meetings, events and social gatherings. Village days are hosted on the main field.



Our Vision

To provide opportunities for all our residents and user groups to socialise, play, learn and build community through access to safe, modern facilities and programmes.



We will focus on 5 Key Areas

Sport & Recreation



Education & Lifelong Learning



Mental & Emotional Wellbeing



Nature, Ecology, Climate & Habitats





Our Aims & Objectives

Aim: To create a sustainable community hub.

Specifically:

1. To protect and develop the assets of the charity
2. Provide safe quality sports, social and recreation facilities across a broad spectrum of activities.
3. To appeal to residents of all ages, abilities and interests in line with our purpose and mission.
4. To promote engagement with the local community and its organisations.
5. To protect and enhance the natural environment.

Our Strategy

What we will do to achieve our aims



1. Invest appropriately to **maintain our core assets** and identify capital programmes that can over time add value to the charity (Examples 3G pitch, playgrounds, enhancement of woodland and open grassland areas and pitches).
2. Identify **new revenue streams** and partners that can support the trust in its overall mission.
3. **Optimise the return** from existing facilities and work towards their full utilisation.
4. Work with our partners to **deliver a broader range** of programmes.
5. Raise the profile of the trust within the community and its organisations.



Key Elements of The Plan

1. To proactively undertake core maintenance and **renovation upgrades** to ensure existing facilities are safe and fit for purpose.
2. To ensure that all licenses include a robust element of **capital replacement funding** and additional strategic investments are recovered over the period of the license
3. To strengthen the offering of the trust across **our 5 platforms**
4. Deepen the **relationship with current occasional hirers** who offer services consistent with one of the 5 platforms with the objective of converting them to license holders or putting in place long-term hire agreements
5. To identify suitable **community events and services** that will attract more 'everyday' and celebratory use of the facilities by the community
6. To be more **proactive with our communication** to the community via updates, interaction with other local 'news' opportunities and social media.



1. Core maintenance and renovation upgrades (Year 1 Focus)

1. Roof Repairs
2. Tree management – Ash die back and replanting
3. Essential renovation of village rooms
4. Car park extensions to Scout Hut area including safe play area around Scout Hut
5. Pitch optimisation to facilitate more multi-sport use
6. Playground repairs to junior play equipment – replacement of Play Trail



2. Capital Replacement Funding via licenses (Year 1 Focus)

1. Renegotiate ELRFC, LBPG & Bookham Colts licenses to include robust provision for CRF to recover investment in repairs and car park extensions over the license period. Agree additional contributions for projects that deliver additional benefits to the club.
2. Agree a license for the Scout Hut and ancillary safe play area to include contribution for safe play area construction & car park

3.

**To strengthen the offering of the trust across our
five platforms**

Sport & Recreation

External Pitches

- Strategic partnership to develop our Footballing activities and facilities (Year 1)
- Improve facilities for our Vets (pitch and lighting) (Year 1)
- Provision for girls and women. (Years 1-2)
- Additional 3G pitch (Year2-3)
- Explore opportunities for additional (Year 2-4)
- Explore opportunities for MUGA (Year 2-4)



Sport & Recreation

Indoor Activities

- Improve facilities (Year 1)
- Identify local partner to host new clubs (WI/U3A) (Year 2)
 - Art & Crafts
 - Chess and Board Games
 - Music, Dance and Choral groups
 - Develop partnerships to offer Yoga, Pilates and Keep Fit



Lifelong Learning

- Improve facilities for indoor learning and workshops
 - Renovation of village rooms (Year 1)
 - Investment in technology – Smartboard) (Year 1)
- Undertake research with user groups and partnerships (Year 1)
 - Potential classes (years 1-3)
 - Language classes
 - Art & History
 - Creative writing / Poetry
 - Astronomy / Sciences
 - Woodturning / craft / carpentry. Home DIY
- Identify a strategic partner to support development of a lifelong learning programme of classes, workshops and activities (SCC / U3A) (Year 2-3)



Emotional & Mental Wellbeing

- Identify a partner to develop a programme of activities that support emotional and mental health and well being (Year 1-2)
- Improve facilities to host potential programme (Year 2)
- Identify opportunities for outdoor activities to support the overall objective (Year 1-2)
 - ‘Green prescription’
 - Community gardening
 - Tranquility garden
 - Sensory / tranquility trail
 - Bird / nature watching



Nature, Ecology, Climate and Habitats

- To undertake an ecology and habitats audit (Year 1)
- Design and construct natural play, learn, relax and explore areas and activities within the grounds (Year 2-3)
- Explore opportunities for more sustainable energy options (Year 1)
- Replanting to create new woodlands and wild meadow spaces to encourage wildlife (Year1- 2)
- Create CIII commemorative woodland nature trail (Year1)



Community

- To renovate the Village rooms to support community usage (Year 1)
 - Club spaces
 - Warm hub & social space
 - Library and heritage centre
 - Learn and share activities, talks and workshops ‘classroom’
- Identify suitable opportunities for community ‘events’ (Year 2)
 - National celebrations
 - Easter
 - Guy Fawkes / Diwali
 - Christmas



Potential 'Masterplan'

1. Natural Woodland Garden Trail
2. Tranquillity wildflower garden
3. Additional 3G pitch
4. Community Garden & outdoor classroom
5. Community Play area
 - A. Café
 - B. Junior Activity Trail
 - C. Toddler Play
 - D. MUGA
6. Additional car parking spaces





The New Playground Adventure Trail

Modular units that can be added to year after year

- The current junior playground trail will be replaced with a modern adventure playground.
- A slide and some swings will be retained
- The existing toddler playground will be relocated to the community play area.



£2,900



£8,500



£68



£900



£300



£7,800

Future Additions



£6,800



£9,000



£6,400



£6,500



The New Multi Use Games Area (MUGA)

To form an integral part of the community playground

- The MUGA is intended for general use by the community post school and provides a safe playing space for children whilst parents relax at the café.
- During the day and in the evening it can be hired out to clubs for use (5-a-side, Netball, Hockey, Tennis, Pickleball, Basketball)
- It will be a useful addition for holiday clubs and the nursery too and an additional training facility for our clubs



Optimised pitch layout

2023 Projects



Maintenance

Village Rooms / Menshed £35,000
Funded from SCC Grants – partially secured



Pitch Improvements

Optimise, re-lay
Funded from FA /FF Grants/ CRF



Community Play Space

New Playground £25,000 EVRT, EPC,
GBC grants already secured

2023 Projects



Maintenance

Relocate Loolabells



Car Park Improvements

Optimise, existing / add scout car-park
Funded from FA /FF Grants/ CRF



RIES® Interpretive Trail Sign #030-2436-09A-9817, Size 24"x36", ©2018 Pulse Design, Inc. To Order: Call 708-385-1308

Charles III Nature Trail

Begin woodland habitat trail with £500 coronation grant

2024 Projects



Community Play Space

MUGA £60-70,000

Funded from FF Grant & EVRT / GBC
Crowdfunder projects



Additional 3G Pitch

Funded from FA /FF Grants



Woodland Trail & Tranquillity Garden

£20,000 funded from EVRT / Grants

Thank you

Detailed Plans and
Budgets to follow



Effingham Village Recreation Trust

Standing Orders for the Trustee

These standing orders regulate the proceedings of meetings of the Trustee of EVRT, and have been made in accordance with the provisions of the EVRT Charity Scheme 2009 (as revised in 2022).

Definitions

‘the charity’ means Effingham Village Recreation Trust (EVRT), registered charity number 305018

‘the area of benefit’ means the Parish of Effingham and its immediate neighbourhood.

‘the Trustee’ means Effingham Parish Council as the sole trustee of the charity

‘member’ means a member of Effingham Parish Council as the sole trustee of the charity.

1. Object of the Charity

The object of the charity is, for the public benefit, to provide or assist in the provision, support and or maintenance of facilities for recreation and other leisure-time occupation for the inhabitants of the area of benefit, in particular through the provision of a village hall and recreation grounds.

2. The role of members

- 2.1. Members should be clear that Effingham Parish Council when acting as the charity trustee acts as a corporate body. Individual members are not themselves charity trustees.
- 2.2. At all meetings of the Trustee, members must act solely in the best interests of the charity, and make decisions which are consistent with the object of the charity.
- 2.3. All members must at all times act in accordance with the EVRT Code of Conduct (Policy Document 12).

3. Chairman and Vice-Chairman

- 3.1. The chairman and vice-chairman of Effingham Parish Council shall be the chairman and vice-chairman of the Trustee.
- 3.2. The chairman, or the vice-chairman if the chairman is not present, will chair meetings of the Trustee.
- 3.3. The members present at a meeting of the Trustee must elect one of their number to chair the meeting if neither the chairman nor the vice-chairman is present, or if the offices of chairman and vice-chairman are vacant.

4. Proper record of meetings

- 4.1. The Trustee may appoint a clerk to keep a proper record (minutes) of meetings and carry out other duties as explained in the Appendix.
- 4.2. If no clerk is appointed, or the clerk is not present at a meeting of the Trustee, the members present must elect one of their number to prepare the minutes of that meeting.
- 4.3. The final minutes of meetings of the Trustee shall be published on the EVRT website and / or noticeboard with any confidential or personal information redacted. Draft minutes of a meeting may be published before formal agreement of the Trustee if authorised by the Chairman of that meeting.
- 4.4. The full minutes (the proper record) will be held securely by the charity.

5. Meetings of the Trustee

- 5.1. Meetings of the Trustee may be held in person or by electronic means.
- 5.2. Members of the Executive Board will be invited to attend meetings of the Trustee unless there are items on the agenda which concern issues that should be confidential to the Trustee.
- 5.3. Meetings of the Trustee will be held in private.

6. Quorum

No business may be transacted at a meeting unless one-third of the whole number of members are present and in no case shall the quorum of a meeting be less than 3.

7. Voting

- 7.1. Every matter must be decided by majority decision of the members present and voting at a duly convened meeting of the Trustee.
- 7.2. The chairman of the meeting may cast a second or casting vote only if there is a tied vote.
- 7.3. Urgent matters may be provisionally decided by a majority email vote between meetings and such decisions must be ratified at the next ordinary meeting of the Trustee.

NOTE: Charity Commission Guidance on decision-making can be found at <https://www.gov.uk/government/publications/its-your-decision-charity-trustees-and-decision-making>

8. Ordinary meetings and the Annual Meeting

- 8.1. The Trustee must hold at least 3 ordinary meetings in each 12-month period.
- 8.2. Ordinary meetings require at least 7 days' notice.

- 8.3. The agenda for an ordinary meeting shall be published in advance on the EVRT website and/or noticeboard.
- 8.4. The chairman, or the vice-chairman, or any 2 members, may call an ordinary meeting at any time.
- 8.5. Key responsibilities of the Trustee for which meetings must be held in a timely manner include:
 - Approval of the Annual Return to the Charity Commission before the 31 January in the following financial year.
 - Approval of the charity budget for the next financial year
 - Calling the Annual General Meeting of the charity as in 11. of these standing orders
 - Review and adoption of policies and procedures of the charity
- 8.6. The Annual Meeting of the Trustee shall be the first ordinary meeting held after the Annual Meeting of Effingham Parish Council.

9. Special meetings

- 9.1. The chairman, or the vice-chairman, or any 2 members, may call a special meeting at any time.
- 9.2. Special meetings require at least 4 days' notice.
- 9.3. The agenda for a special meeting shall be published in advance on the EVRT website and/or noticeboard.
- 9.4. The notice calling a special meeting must include details of the business to be transacted at the meeting.
- 9.5. A special meeting may, but need not, be held immediately before or after an ordinary meeting.

10. Conflicts of Interest

- 10.1. All members must declare any interest that he or she has by reason of:
 - (a) membership of any organisation which holds a licence with the charity or a lease of the charity's premises.
 - (b) management responsibility in any organisation which holds a licence with the charity or a lease of the charity's premises.
 - (c) pecuniary interest in any organisation which holds a licence with the charity or a lease of the charity's premises or a business contract with the charity.
 - (d) Any other interest which might conflict with the obligations of the member in acting for the charity.
- 10.2. The declarations of interest shall be entered into a register of interests.
- 10.3. At any meeting of the Trustee members must declare any new interest that he or she has which has not previously been declared, and this must be added to the register of interests.

- 10.4. If there is a matter for discussion at a meeting of the Trustee which relates to a registered interest held by a member and declared under clauses 10.1 (b), (c) or (d) above, or some other personal interest which could give rise to a conflict with his or her duty to act solely in the best interest of the charity on the matter, then the member must absent themselves from discussion on that matter and must not vote or be counted as part of the quorum in any decision of the Trustee on the matter.

11. Annual General Meeting of the charity

- 11.1. The Trustee must call an Annual General Meeting of the charity in June of each year, or as soon as possible thereafter.
- 11.2. All inhabitants of the area of benefit of 18 years and upward must be allowed to attend and speak at the Annual General Meeting. The Trustee may allow inhabitants who are under 18 to attend, and to speak at the chairman's discretion.
- 11.3. Public notice of the Annual General Meeting must be given in the area of benefit at least 14 days before the meeting, on the EVRT website and/or noticeboard.
- 11.4. The chairman of the Trustee, or the vice-chairman if the chairman is not present, will chair the Annual General Meeting. The members present must elect one of their number to chair the meeting if neither the chairman nor the vice-chairman is present.
- 11.5. At the Annual General Meeting the Trustee must present the report of the Trustee and the accounts for the last financial year.
- 11.6. The final minutes of the Annual General Meeting shall be published once agreed and signed at the next Annual General Meeting. The draft minutes, once they are agreed by the chairman of the meeting, will normally be published within six weeks of the Annual General Meeting.

12. The Executive Board

- 12.1. The Trustee may appoint a committee (the Executive Board) using the power of the Trustee set out in clause 4. (2) of EVRT Charity Scheme 2009 (as revised in 2022) to delegate the performance of any act consistent with the rules and regulations made by the trustee, subject always to the authority of the Trustee, to a committee.
- 12.2. The Trustee shall adopt Terms of Reference for the Executive Board which are consistent with the terms of clause 4. (2) of the EVRT Charity Scheme 2009 (as revised in 2022).
- 12.3. The Executive Board shall consist of up to 10 members, including at least 2 members of the Trustee together with up to 8 persons who are not members of the Trustee, where:
- (a) Members of the Board will be appointed at a meeting of the Trustee; and the Board membership will be confirmed annually at the Annual Meeting of the Trustee. Other than in exceptional circumstances, it is anticipated that a member's appointment will be confirmed at the Annual Meeting unless they notify the chairman of the Trustee of their wish to resign.
 - (b) The Trustee must be satisfied that all appointed members of the Board are fit and proper persons to be given a responsible role within the charity.

- (c) All members of the Board must act according to the best interest of the charity on all matters and must observe the same procedure for dealing with any conflicts of interest as that which is set out for members of the Trustee in clause 11 of the EVRT Charity Scheme 2009 (as revised in 2022).
- 12.4. Recommendations made by the Executive Board shall be considered at either an ordinary meeting or a special meeting of the Trustee, or in the case of an urgent matter the Trustee may agree to delegate the decision on the matter to the chairman or vice-chairman of the Trustee, or to an email vote of members of the Trustee.

13. Advisory Committees

- 13.1. The Trustee may appoint advisory committees using the power of the Trustee set out in clause 4. (3) of the EVRT Charity Scheme 2009 (as revised in 2022).
- 13.2. An advisory committee shall make recommendations to the Trustee and shall not have any delegated powers.
- 13.3. The Trustee shall adopt terms of reference for the advisory committee which are consistent with the terms of clause 4. (3) of the EVRT Charity Scheme 2009 (as revised in 2022).
- 13.4. Members of an advisory committee shall be appointed by the Trustee and may include non-members of the Trustee.

14. Policies and Procedures of the Charity

- 14.1. The Trustee shall at all times act in accordance with the adopted policies and procedures of the charity.
- 14.2. The policies and procedures of the charity may be published on the EVRT website at the discretion of the Trustee.

15. Public communication with the Charity

- 15.1. Information about how to contact the Trustee and the KGV Manager will be available on the EVRT website and / or noticeboard.
- 15.2. The structure and organisation of the Charity will be explained on the website, and the Charity Scheme and Standing Orders of the Trustee will be published.
- 15.3. Members of the public wishing to raise operational issues should contact the KGV Manager initially who may pass issues on to the Executive Board if appropriate.
- 15.4. Members of the public wishing to raise strategic issues should contact the Trustee by email or letter. If the matter raised is not appropriate for consideration by the Trustee, it will be referred back to the Executive Board or the KGV Manager.

Appendix: Clerk to the Trustee

The tasks of the person acting as Clerk to the Trustee (SO 4.1) will include:

1. Preparing papers, agendas and minutes for Trustee meetings, in consultation with the Chairman of the Trustee and the Chairman of the Executive Board, and publishing agendas and minutes as required on the EVRT website and / or noticeboard. All papers, agendas and signed minutes should be printed out and stored in the KGV Office, and electronic copies kept and backed-up.
2. Scheduling meetings of the Trustee to ensure that key decisions are made at the appropriate time, including
 - [May] Annual Meeting of the Trustee to confirm the members of the Executive Board and any advisory committees, and to ensure that all members complete a declaration of interests
 - [June/July] Approval of the Annual Return to the Charity Commission before the 31 January in the following financial year
 - [June/July] Calling the Annual General Meeting of the charity, as in 11. of these standing orders
 - [October] Submitting a proposal for EVRT Funding in the next financial year to EPC
 - [February] Approval of the charity budget for the next financial year
3. Maintaining the Register of Interests for the Trustee.

STANDING ORDERS adopted at the Meeting of the Trustee 19 April 2023