



## EFFINGHAM VILLAGE RECREATION TRUST

### Minutes of the Annual Meeting of the Trustee

Tuesday 6<sup>th</sup> June 2023, at 7.30 pm, The Parish Room

#### In attendance:

Trustee members: Ian Symes (IS, Chairman), Cliff Hackett (CH), Liz Hogger (LH), Paula Moss (PM), Arnold Pindar (AP), Merel Rehorst-Smith (MRS), Bronwen Roscoe (BR).

#### 1. Apologies for Absence

None received.

#### 2. Declarations of interests

All members confirmed verbally they had no interests to declare, and all will sign the Register of Interests for the year 2023-24 in due course.

#### 3. Minutes

The minutes of the Ordinary Meeting of the Trustee on 19<sup>th</sup> April 2023 were agreed and signed by the Chairman as being an accurate record.

#### 4. To confirm the members of the Executive Board for the forthcoming year

All members of the Executive Board had indicated they are willing to continue, and the membership was therefore confirmed as: Paula Moss (Chairman), Mark Edser, Liz Hogger, Arnold Pindar and Bronwen Roscoe.

#### 5. To agree date and arrangements for Annual General Meeting of the Charity

It was agreed that the AGM of the charity should be on Tuesday 12<sup>th</sup> September at 8 pm, in the main hall at the KGV. LH will ask the KGV Manager to book the hall, and will ensure proper notice is given to residents, user groups etc as required by the Charity Scheme. IS, AP and PM will discuss the agenda for the meeting and the presentations to be made. The Executive Board will be asked to discuss publicity for the AGM, including the possibility of an EVRT newsletter.

**ACTION LH, IS, AP, PM, Executive Board**

#### 6. Annual Return to Charity Commission

- a. The Trustee considered the draft 'Report of the Trustee' and approved it to be included as part of the Annual Return for 2022/23. LH will send this to the KGV Manager to send on to Tudor John for incorporation in the Return.

**ACTION LH**

- b. The Trustee considered and approved the draft Annual Accounts 2022/23, and authorised the Chairman and Vice-Chairman to sign them on behalf of the Trustee once finalised.

**ACTION IS, AP**

- c. The Trustee authorised the Executive Board to finalise the Annual Return and ensure it is submitted to the Charity Commission in accordance with the procedure set out in <https://www.gov.uk/guidance/prepare-a-charity-annual-return>. This includes answering the new questions for 2022/23 set by the Charity Commission as described in <https://www.gov.uk/government/publications/charity-annual-return-2023-question-guide/charity-annual-return-2023-question-guide>

**ACTION Executive Board**

- d. The Trustee authorised the Executive Board to review the policies and procedures of the charity, particularly those which the Charity Commission expects to be present, and



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recommend any revised policies and procedures for consideration and adoption by the Trustee. LH volunteered to review these, and to submit any draft revisions to the Executive Board for their consideration and recommendation to the Trustee.

**ACTION LH**

### **7. Staff Appraisal [CONFIDENTIAL]**

The Trustee considered a report on the appraisal and remuneration/job description review for the KGV Manager, and approved the recommendation including revised remuneration from 1<sup>st</sup> April 2023. (The report and agreed recommendation is in the confidential appendix to these minutes.) It was agreed that IS will write to the KGV Manager with the outcome, and to congratulate her on successful completion of the probationary period.

**ACTION IS**

The Trustee discussed whether it was necessary to appoint another person to carry out some governance and financial oversight roles, in the light of the revised job description of the KGV Manager. It was agreed to set up a working group of IS, AP and LH to consider this and report back to the Trustee.

**ACTION IS, AP, LH**

### **8. KGV Update report**

An update report from the Chairman of the Executive Board on various matters and projects was provided (Appendix to these minutes). In addition, the following matters were verbally reported:

The KGV habitat survey was completed today (6 June) and looks very good. The report will be circulated when received.

A disabled resident has pointed out a problem with access to the hall via the ramp, and will meet with the manager to discuss how this might be rectified.

The Football Association and Football Foundation are keen to facilitate the provision of a second, full-size 3G pitch at the KGV, and this will be discussed further with potential users including the rugby club as well as Bookham Colts. The football changing rooms need refurbishment, and there may be a grant available for this.

Local primary schools are keen to participate in a 'Forest School' project, and the Scout HQ may be a suitable venue for this.

Extra parking provision by the Scout HQ ('Milestone carpark') is under consideration, but expert advice on car park design is needed. It was suggested that Guildford Borough Council may be able to suggest a suitable consultant.

Discussion with the 1<sup>st</sup> Effingham Scouts on a licence for the Scout HQ is continuing.

### **9. Any Other Business**

a) The Trustee considered a report from the KGV Manager setting out the funding on offer from the FA PitchPower programme of KGV football pitch improvements, which required the Trust to provide a contribution over a six-year period. The Trustee formally agreed:

- i. That the Trust commits to contributing a total of £19,200 spread over six years towards the improvement and maintenance of the football pitches, to be used in conjunction with the grant of £38,400 over six years from the 'PitchPower' programme.
- ii. That the Trust agrees in principle to a similar six-year funding agreement for the improvement and maintenance of the rugby pitches, subject to confirmation of the size of contribution required.



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- b) The Trustee agreed in principle to adopt revised Terms of Reference for the Executive Board which clarified that significant decisions needed to be referred to the whole Trustee, but other decisions could be confirmed by the Chairman or Vice-Chairman of the Trustee at their discretion. It was agreed that BR will draft guidance on how to decide which decisions are 'significant', and circulate this for consideration. LH will then circulate a final version of the revised ToR for email decision.

**ACTION BR, LH**

- c) The Trustee was pleased to note that Effingham Cricket Club is proceeding with work to renovate the 'outfield' with rotavation, releveling and re-seeding. The 'arising' from this work (soil, grass etc) will be used to create a 2ft bund along the boundary with the lane, to be seeded with wild flowers.