

All minutes are draft until approved by the Trustee at the next meeting

The Lloyd Recreation Ground Trust

Minutes of the Annual General Meeting of the Lloyd Recreation Ground Trust held at Marchwood Village Hall on Friday 9th October 2020 at 7.30pm.

Chair of the meeting: Mr R Young (P)

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|---------------------|-----------------|
| Mr J Case (A) | Mr D Hindle (P) |
| Mr M Havercroft (A) | Mr P Mballa (A) |
| Mr M Proctor (P) | Mr M Saxby (P) |
| Mr G Wright (P) | |

(P) Present (A) Absent

In attendance: Mr B Gibbs (Clerk to the Trustee)

Also present: Mr Jonathan Holmes and Ms Suzie Moore (Marchwood Scout & Guide Build Committee) and Mrs C Cockeram (Deputy Clerk of Marchwood Parish Council).

Before the meeting commenced, Mr Young asked for a moment of silence to mark the passing of Parish Councillor Graeme Gant.

Mr Young said that Graeme would be much missed within the village and beyond. Mr Young also sent the sincerest sympathies of the Trust to Graeme's family.

Election of Chair of the meeting

1. **RESOLVED:** That Mr Richard Young was elected as the Chair of the Annual General Meeting of the Lloyd Recreation Ground Trust.

Apologies

2. Apologies were received from Mr J Case, Mr M Havercroft and Mr P Mballa. Dist Cllrs Bennison and Hoare and County Cllr Harrison also sent their apologies.

Declarations of Interest

3. Mr Young made a personal declaration regarding his son's membership of the 5th New Forest East (Marchwood) Scouts group and his daughter's membership of the Marchwood district Girlguiding group.

Chairman's report

4. Mr Young said that representative of the Scout & Guide Building Committee would be reporting to the meeting about the Scout & Guide headquarters building.

Mr Hindle asked the Clerk to the Trust if the meeting was quorate in view of the fact that only five members of the Trust were present.

The Clerk confirmed that the 1920 Deed of Gift specified that four members of the Trust were required to make the meeting quorate.

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Public Participation

5. There were no members of the public present other than those representing the Marchwood Scout & Guide Building Management Committee.

The Clerk to the Trust instead read out some questions asked by a parishioner concerning the Scout and Guide build. The Clerk did his best to respond to these questions and was asked by Mr Young to reply to them by letter.

The questions were as follows:

What is the Parish Council going to do to ensure that children playing and dogs walking do not risk cutting themselves whenever they enter the area around the scout build?

What is the Parish Council going to do to ensure the plants at the front of the building have a chance to grow due to the current lack of soil?

What is the Parish Council going to do to remove the thistles and perennial weeds from the rear of the building and the line where the security fence was so the area can be returned to grass?

What is the Parish Council going to do to ensure that any trees planted have the depth of and width of soil to enable them to grow to maturity?

Minutes – to approve the Minutes of the meeting held on 20th May 2019

6. **RESOLVED:** To accept the minutes of the meeting held on the 20th May 2019 as a true record.

Memorandum of Understanding between the Lloyd Recreation Ground Trust and Marchwood Parish Council – Report A

7. The Clerk to the Trust gave a brief history of the Lloyd Recreation Ground Trust (LRGT) and referred members of the Trust to the proposed Memorandum of Understanding (MOU). Both the report and a draft MOU were published in Report A.

Effectively, the MOU will act as a contract to manage the day to day functions of the LRGT and provide a streamlined way of managing its affairs by transferring these to the Parish Council.

The Clerk to the Trust said that the MOU would provide ease of administration as it would enable the Parish Council and its committees to make decisions that would benefit the LRGT and enable the two organisation’s accounts to be combined. This would save a significant amount of Parish Council officer time.

The Clerk to the Trust said that LRGT are being asked to agree to their day to day affairs being managed by the Parish Council.

The Clerk then informed the meeting of what was outside the scope of this agreement.

These were as follows:

- The MOU will not seek to remove the charitable objects of the Lloyd Recreation Ground Trust (that is the provision of a Recreation Ground) as part of the agreement.
- The MOU will not allow the Parish Council to incorporate the land into its fixed asset register as an area of public open space that it can then treat as a corporate asset.

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- The MOU is not designed to permit the Parish Council to dispose of any part of the land nor enter into any agreement with a third party to hire, rent or licence any part of the land that has the effect of forfeiting control of the land to the third party.

The Clerk to the Trust concluded his report by saying that any decisions on any future land disposals will remain a matter for the Trust meeting as a corporate body.

RESOLVED: The Lloyd Recreation Ground Trust approved the Memorandum of Understanding.

The Clerk to the Trust was instructed to produce a final draft of the Memorandum of Understanding ready for signing by the Trust and Marchwood Parish Council.

To receive a report from the Marchwood Scout & Guide Building Committee

8. Mr Jonathan Holmes and Ms Suzie Moore spoke on behalf of the Marchwood Scout & Guide Building Management Committee.

They began by saying that the new building was ready for occupation barring one or two final snags needing to be signed-off.

The internal works are complete with just a few small snagging items to be rectified as is normal for a building project. Externally, following a meeting with the NFDC planning officer attended by Councillor Young and Councillor Bennison we were left with one condition to fulfil before we could occupy the building. This was to install the cycle racks which has been completed to the planning officer's satisfaction.

At the meeting the planning officer confirmed that the planting was still to be completed but this did not prevent occupation of the building and he stated that not only is it acceptable to do this when the plants are dormant, but that it would be preferable to do it then as the plants would have greater chance of establishing themselves.

The planning officer assessed the landscaping and the only point of discussion was the height of the land at the back of the building.

He assessed this from three different perspectives.

- a) Whether it was aesthetically pleasing and in fitting with the surrounding area.
- b) Whether it impinged upon the gardens of any of the surrounding properties from a privacy point of view.
- c) Whether it affected the drainage of the area.

On the first two, he concluded that he was satisfied there were no issues and on the third, he concluded that it was impossible to tell until there was significant heavy rainfall. He also concluded that if the land was reduced in height now, then it might make the situation worse, given the fact that the area was prone to being wet in the past.

He stated that he would therefore place this on watch for the time being but that this decision did not affect the ability to occupy the building

We are therefore intending to occupy as soon as possible although we do, of course, have all the extra Covid restrictions to comply with. We are also liaising with the Guide and Scout units to allow them access to the building to carry out the necessary risk assessments they have to do to comply with their own national organisation regulations.

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There is still work to do, in particular we continue to tend the areas of grass and regularly clear it of debris that appears on it. There are repairs to be done to the tarmac which are in hand.

The charity's management committee (who are volunteers themselves) would like to take this opportunity to thank the many other volunteers and tradespeople from Marchwood and surrounding areas who have supported us through this project particularly with either time or expertise.

It really has been, and will continue to be, a volunteer led local charity project.

Member of the Trust asked the following questions.

Would the Parish Council's ground staff be involved in the day to day maintenance of the newly grassed areas? The Clerk to the Trust confirmed that this would be the case once all planning conditions have been discharged.

Which company supplied the original hard-standing material for the fire access road and elsewhere? Ms Moore said that the soil was supplied by a local supplier with a good reputation

Member of the Trust made the following statements.

Concern was expressed that some of the levels at the side of the building and at the back were too high. The worry was that in wet weather these areas would flood. This had been the case throughout December 2019 and January-February 2020. Mr Holmes said that the drainage situation would be much improved due to the guttering and soakaways now being fully operational.

Concern was expressed that the imported soil contained detritus that needed to be removed. The Clerk to the Trust said that he had met with members of the New Forest District Council's Environmental Health team at the recreation ground. Following the site visit the team leader had written to the Clerk confirming that the soil should **not** be considered as being contaminated.

A member of the Trust said that it should be understood that the Parish Council will undoubtedly have to take on the liability of the ground maintenance once the project was finished.

Mr Holmes said that other snags concerning the fire access road will be looked at with the Clerk to the Parish Council throughout the autumn of 2020.

To receive the annual report on the Trust's activities for 2019-20 – Report B

9. The Clerk presented the delayed 2019-20 report for acceptance. Items to note were as follows:

- Membership of the Trust has changed due to resignations and a bereavement.
- Income was £9,488.13 taking into account figures from previous years.
- Income had increased by £6,604.51
- Expenditure was £5,328.01
- Income had significantly increased due to accounting processes over two previous financial years.
- It is planned that there will be a full football season for 2020-21 despite the Covid-19 pandemic.
- It should be noted that The Lloyd Recreation Ground Trust is fully funded in its day to day activities by its management trustee, Marchwood Parish Council.
- With the Trust entering into a Memorandum of Understanding with the Parish Council it is planned that the Trust's accounts will be added as a cost centre to the Parish Council's accounts package.

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- This will remove the need to provide separate accounts and will also remove the need for a separate bank account.

The Lloyd Recreation Ground Trust Accounts 2019-20 – Report C

10 **RESOLVED:** To approve the Lloyd Recreation Ground Trust accounts for the financial year ending on the 31st March 2020.

There being no further business the meeting closed at 8.20pm.