



Standon & Puckeridge Recreation Ground Charity

Station Road, Puckeridge, SG11 1TF

To: **MEMBERS OF STANDON AND PUCKERIDGE RECREATION GROUND CHARITY
NUMBER 302467 COMPRISING STANDON PARISH COUNCIL as the SOLE TRUSTEE**

You are hereby requested to attend the **Meeting of 'The Recreation Ground Charity'** to be held on Thursday 28th September 2023 at **7.30pm** in the Lankester Lounge, Standon & Puckeridge Community Centre, Station Road, Puckeridge to transact the business shown in the Agenda below. Public and press are invited to attend.

Belinda Irons

Signed: Belinda Irons

dated 20/9/23

AGENDA

- 2023.10 Apologies
2023.11 Minutes of Previous Meeting:
PROPOSAL: That the Recreation Ground Charity herewith agrees the Minutes of the meeting held on 27th July 2023 as a true record
2023.12 Public Comments
2023.13 Charity and Community Centre:

Charity legislation requires all expenditure to be paid from the Charity account:

Financing the Charity:

Funds received from the Community Centre Management Committee: £29,257.29

Accounts:

Brought Forward:	£29,257.29
Anticipated Income for 2023/24 (not yet received)	£36,976.87
	£69,234.16
Anticipated annual running costs expenditure	£49,589.28
TOTAL not including maintenance	£16,644.88

Registered Charity number 302467

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email: clerk@standonparishcouncil.gov.uk Tel: 07854 916404

Less reserve (6 months running costs) -£24,794.64

Deficit -£8,149.76

Anticipated Expenditure: Maintenance (not included in Account above)

Gareth White Electrical Services: Toilet Ventilation	£1,230.00 SPCpd
Gareth White Electrical Services: Electrical wiring inspection	£1,440.00 SPCpd
Leesafe Ltd: Asbestos inspection & report	£660.00 SPC pd
LH Cook: mens toilets cistern maintenance	£822.00 SPC pd
SJP Mechanical Engineering: hot water system install	£10,000.00
Paul Curtis: realign and draught proof doors: Fordham	£397.04 SPC pd
Paxtons windows: Fordham Hall	£1,198.75 SPCpd
Herts Enviro Services Ltd: Legionella Risk Assess report	£712.80
AAI Alarm Systems: new battery	£36.00 SPC pd
LH Cook: men's toilets not flushing	£822.00 SPC pd
Fire safety inspection	£600.00
Health & Safety inspection	£700.00
Airways Air con	£1080.00
Gareth White electrics: install new light/ water heater	£132.00
Changing Rooms: new hot water systems needed	£10,303.20
Football hut division (to ensure fire compliance in CC)	£8,000.00??
TOTAL ESTIMATE	£35,033.04

Reserves policy – at least 6 months Running Costs expenditure to be retained in the account.

Bank account: detailed financial assessment required to start bank account. Decision on whether to include Community Centre key for the Charity

Scribe: separate system for Recreation Ground Charity

Should the Community Centre be part of the Charity?

+ Additional grant funding opportunities

+ No business rates (Approx £8,000)

- Cannot reclaim VAT for running costs or maintenance – only major capital expenditure (knock down CC building and rebuild – not part renovation)
- Insufficient regular income to cover running costs – not balanced account

? SPC may be able to provide cross funding, but cannot financially support businesses

Should the Community Centre be managed by the Parish Council?

- Would have to pay full business rates + Huntsmans Close Car Park

+ Can reclaim all VAT

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= Grant funding restricted to BIFFA/ Stansted Airport/ HCC/ EHDC

- Would still have to manage running costs against income deficit to have achieve a balance account. Cannot financially support businesses – need to cut costs?

2023.14 Community Centre Management:

a) Transfer from CCMC to SPC: completed
b) Day to Day management: Interim process
: Entry to building: Continue with existing access until automated access installed
: Regular users: have keys and fobs
: Ad hoc entry: bookings received: discussion
: Responding to issues raised by users: email or telephone the Clerk for onward processing
: Entry for maintenance: liaison with SPINS & WASPS
: Key holders
: Alarm: responded or building only: decision
c) Advertising:
d) Staff: NALC advice
i) Cleaning: contract
ii) Admin
iii) Key holder/ Caretaker
e) Hire Contracts: interim contracts to be produced immediately for regular and ad-hoc hire.

Nursery: specific agreement required

To be reviewed by 31st March 2023 including reviewed hire charges. Some users have extensive storage use in the building.

f) Automated Door Entry System: Cllr Cracknell: quotes received: given the difficulty in getting someone to be a key holder for ad hoc entry, it is recommended that the Charity move to agree an automated door entry system be installed.

PROPOSAL: *That the Recreation Ground Charity herewith agrees to appoint to install an automated entry system to all external doors to the Community Centre at a cost of*

g) Hallmaster booking system

PROPOSAL: *That the Recreation Ground Charity herewith agrees to use the Hallmaster booking system in the sum of £199 per annum plus VAT*

h) Accounts:

:Scribe Accounting System: already operational

: Main contractors contacted by Clerk to assess costs and contracts.

EHDC business waste: PC to decide service level agreement: £25.30 per bin per collection, fortnightly: current bins not lockable – request submitted 18.7.2023 for bins to be changed to locking.

EHDC: business rates: transferred to the Recreation Ground charity. The Valuation Office has stated that a Charity should not pay any business rates. If not part of the charity, full business rates payable.

Electricity: Eon: transfer to SPC 22.7.2023: capacity charge £3.48 per day; standing charge £1.20 per day; plus electricity charge. Emails sent to Eon and UK Power Networks to try to get costs down. (CC classed as a sub-station)

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Water: move in form to be completed. meter reading to be undertaken by Castle Water. Excessive amounts used according to meter readings.
 Sanitary bins: Recommend change to Dove to reduce costs
 BT: 24 month contract completed.
 Insurance: inventory completed
 Consumables: assessment of costs completed: remain with Eman
 Paper hand towels: expensive units to fill. Reconsider system. Recommend electric hand dryers
 Postal address: application
 i) Fire risk assessment: October
 j) Electrical testing complete: report update
 k) CCTV: contract cancelled
 l) Legionella testing: completed: report update
 m) Meetings with users: completed August:
 n) CC toilets: Ventilation and hot water system completed. Mens toilets: cistern issues resolved.
 o) Asbestos Survey: completed 25.07.2023: Old floor tiles have bound asbestos, very common product used extensively in the 1970's. Minimal risk unless severely damaged.
 p) Accessibility Ramp: installation completed
 q) Lift and relay perimeter footpath slabs: completed
 r) Changing Rooms: Legionella Report: discussion: changing rooms hot water systems
 s) Water and Electricity costs excessive
Water: 3 cubic meters a day @ Approx £1.00 to £1.20 per day plus standing charges
Electricity: August charge
 Standing daily charge: £1.20
 Standing daily Capacity Charge: £3.48
 Cost £4.68 every day before electricity used.
 Kwh charge: £0.294
 Total:£356.48
 t) Renovation: reconfigure/ increase thermal efficiency/ energy generation/ changing rooms: options

2023.15 Agreements: Sports Clubs

- a) Requirement for formal agreements with Standon Parish Council as the Sole Trustee of the Recreation Ground Charity:
- b) Draft agreements with
 - i) Standon & Puckeridge Community Centre Management Committee (as a Committee of the Parish Council)
 - ii) Standon Bowls Club
 - iii) Standon & Puckeridge Tennis Club
 - iv) Standon and Puckeridge Hares Football Club
 - v) Standon & Puckeridge Veterans Football Club
- c) Football Hut: division:

PROPOSAL: That Standon Parish Council herewith agrees to contract to install a new double door and separation dividers in the Football Hut to enable SPiNS nursery to utilise the football hut in the sum of £

23.16

23.17 Items for next agenda

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23.18 Date of next meeting