

January 2024

GOVERNANCE ARRANGEMENTS FOR KIRTON RECREATION GROUND

1. BACKGROUND

Kirton Recreation Ground (RG) was established on 26 July 1929, and later registered as a charity on 25 October 1962 (Charity number: 304780), by Kirton and Falkenham Parish Council (PC). The Pavilion (being the key asset managed by the charity) was registered with Land Registry on 29th April 2021 (Title No: SK401373). This document outlines the arrangements in place for governance of the RG.

2. DEFINITION

Kirton RG is defined as the land and Pavilion in Kirton, Suffolk designated for amateur recreational use by the Parishes of Kirton and Falkenham. The land runs adjacent to Back Road, Kirton (OS grid reference TM279391).

3. MANAGEMENT

A. Management Committee

The Management Committee (MC) is responsible for all operational aspects relating to the operation of the RG. This includes, but is not limited to: Day to day running; Financial management (including reporting and audit); Health and safety; Maintenance; Safeguarding; Charity Commission reporting

B. Assets

All land and building assets are owned by the PC. The MC has responsibility for purchasing items, consumables and equipment for recreational use (eg as the result of independent grant funding, and/or fund raising). The MC maintains a register of purchased assets, however ultimate responsibility for insurance of all assets lies with the PC.

C. Appointment of the MC

The MC is under the overall governance of the PC. The PC are entitled to nominate one or more representatives to the RG. In turn, the MC is responsible for other appointments, and election of any officers deemed necessary (Chair, Treasurer etc).

4. ASSIGNMENT OF GOVERNANCE RESPONSIBILITIES

A. Management Committee

Periodic reporting to the PC, a minimum of annually

Financial records and annual audited financial account

VAT expenditure records

Maintenance and overall asset management

Risk assessments

Health and Safety practice and reporting

Safeguarding practice and reporting

Fundraising for recreation based activities (grants, Pavilion bookings etc)

Charity Commission reporting

Proportionate funding (by mutual agreement with PC) of significant expenditure on Pavilion maintenance items

B. Parish Council

Annual grant, derived from Precept, for support of running costs

VAT submission and reclaim

Publication of Risk assessments

Insurance, including: Pavilion, other assets and consumables; Public liability

Proportionate funding (by mutual agreement with RG) of significant expenditure on Pavilion maintenance items

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