

# Rowlands Castle Recreation Ground Charity

Charitable Incorporated Organisation (CIO) No: 1163497

Sole Trustee: Rowlands Castle Parish Council

11 The Green, Rowlands Castle, Hampshire PO9 6BW

Tel: 02392 413044 and Email: [clerk@rowlandscastlepc.org.uk](mailto:clerk@rowlandscastlepc.org.uk)

## Rowlands Castle Recreation Ground Management Committee

### Rules and Terms of Reference

1. The stated aims of Rowlands Castle Recreation Ground Charity ('the Charity') are:

*The provision and maintenance of the Recreation Ground at Rowlands Castle as a playing field or recreation ground, for the benefit of the residents of the parish of Rowlands Castle and the immediate neighbourhood, with the object of improving the conditions of life for such persons."*

2. Rowlands Castle Parish Council, the Charity's Trustee ('the Trustee'), has delegated authority to a Management Committee, to be known as the Rowlands Castle Recreation Ground Management Committee ('the Committee'). This Committee will be responsible for the routine management of the Charity, (which includes the Pavilion), ensuring that facilities are maintained, and where appropriate improved or enhanced, whilst ensuring financial probity.
3. The Committee will consist of not more than 9 and not fewer than 5 members, of which at least 2 shall normally be parish councillors. Other members shall be drawn from representatives of users of the facilities and others with an interest in preserving and improving the facilities. Additional members may be co-opted from time to time to meet specific needs. The Chairman of the Committee shall be elected from amongst its members. A quorum shall be 3 members.
4. Meetings should be held at intervals to be decided by the Committee. The meetings shall be conducted in accordance with the principles of standard Parish Council procedures. In addition, the Charity will hold an AGM at intervals not exceeding 15 months, which should involve all interested parties.
5. The Committee shall be free to conduct the day-to-day affairs of the Charity, subject to any policies laid down by the Trustee. The role of the Committee is to care for and maintain the wellbeing of the Charity and its assets, in accordance with the Constitution. Any actions, financial or otherwise, shall only be in support of the Charity's objectives.
6. The duties of the Committee shall include:
  - a) Maintain the grounds and buildings of the Charity,
  - b) Produce an annual draft budget for discussion with, and approval by, the Trustee,
  - c) Set fees for the use of the facilities, with prior agreement of the Trustee, taking into account any subsidy provided by the Trustee. The aim shall be to minimise any subsidy as far as is reasonable,
  - d) Operate one or more bank accounts on behalf of the Charity,
  - e) Provide to the Trustee, at not more than 6 monthly intervals, a report on the Charity's status, performance and plans for the future,
  - f) Produce annual accounts to the Trustee,
  - g) Seek efficiency improvements in the way services are provided,
  - h) With prior agreement, repay to the Trustee the full cost of services provided by the Trustee to assist the efficient operation of the Charity.

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- i) Consider alternative income streams, to be used if furthering the Charity's objectives,
  - j) Employ staff as necessary to maintain/improve the Charity's facilities,
  - k) An early objective of the Committee shall be to refurbish the Pavilion, seeking grants where possible,
  - l) Ensure that adequate insurance cover is in place for both the assets of the Charity, and users of its facilities, where appropriate – consideration might be given to a 'shared policy' with the Trustee as a Parish Council.
7. The Committee has delegated authority to spend funds in furtherance of the Charity's objectives up to a limit of £2000 at any one time. Any larger sum shall require the approval of the Trustee.
  8. All activities of the Committee shall be conducted with due transparency and process, and as far as is possible, in line with the Procedures and Standing Orders of the Trustee as a Parish Council.
  9. These rules may be updated and amended, at the discretion of the Trustee, on advice offered by the Committee or others, or in order to comply with other authoritative advice or guidance.

Agreed and approved by Rowlands Castle Parish Council, the Charity's Trustee  
5 February 2018