

**TRUSTEE (Llanfair Caereinion Town Council)**

**Deri Woods Recreation Ground (Deri Woods)**

**MANAGEMENT OF THE TRUST**

**Charity Number** 524413

**TRUSTEE MANAGEMENT DOCUMENT**

**1. Introduction** This document is to form the basis of management of the Trust as from 1st April 2021.

**2. Trust** The land is held by the Custodians of the Charity Commission with the sole Trustee being Llanfair Caereinion Town Council (corporate trustee).

**3. The ten tests for running a Charity:**

To ensure that the Trust is managed in line with Charity Commission Regulations the Council has assessed its management against the ten tests of running a charity as follows:

**3.1 Requirement:** Ensure that any charitable assets, for which the Local Authority is the Trustee, are clearly identified.

**What we are doing:** The Trustee has plans of the ownership of the land the subject of this charity.

**3.2 Requirement:** Make sure you are clear about the objects of the charity set out in its governing document as these dictate how any such asset may be used, in accordance with charity law.

**What are we doing:** The Trustee is aware of the charitable objectives which are defined as: Custodians of the recreation ground and playing field held in trust for community of Llanfair Caereinion to enhance quality of life.

**3.3 Requirement:** Make sure that any charitable assets, for which the Council is the Trustee, are managed independently in accordance with their charitable purpose and any restrictions in the governing document.

**What are we doing:** The Trust is to have a separate bank account, accounting system and all decisions are made by the Trustee in line with the charitable objectives.

**3.4 Requirement:** Recognise that the Charity Trustee has a duty to be prudent and to act solely in the best interests of the Charity.

**What are we doing:** This is understood and the Trustee makes its decisions in the best interest of the Trust and has set up a separate committee to manage the Trust. TRUSTEE (Llanfair Caereinion Town Council) FOR RECREATION GROUND & PLAYING FIELD (Mount Field) MANAGEMENT FO THE TRUST Charity number 524414

**3.5 Requirement:** Ensure there is a clear line of responsibility for the management of the Charity for which the Local Council is the Trustee.

**What are we doing:** The Trustee has a separate committee to operate the Trust and carry out the day to day management.

**3.6 Requirement:** Ensure that there are clear guidelines for officers and Councillors about roles, responsibilities and decision making in the administration of charities.

**What are we doing:** This document alongside the financial regulations sets out the way the trust is managed.

**3.7 Regulations:** Ensure you have a clear process for identifying and managing any conflicts of interest that arise where the Local Council is the Trustee of the Charity.

**What are we doing:** Conflicts are managed by each Councillor (forming part of the Trustee) who shall not take part in any discussion or decisions relating to the charity in which the Councillor has an interest with another party or organisation. (i.e. a user group of the grounds).

**3.8 Requirements:** Actively manage any charity for which the Council is the Trustee – keeping records up to date, submitting the necessary returns to the Charity Commission and reviewing investments, risks and opportunities on a regular basis.

**What we are doing:** The Council has reviewed its management and records will be kept separate from the Council and up to date. The returns and accounts shall be kept up to date online on the Charity Commission Web Site.

**3.9 Requirements:** Periodically review whether it continues to be in the best interests of the charity for the local authority to remain as trustee.

**What we are doing:** The Council as Trustee shall receive a report annually with the accounts, annual report and identifying any issues to be addressed.

**3.10 Requirements:** Follow Charity Commission guidance (and obtain appropriate advice) if you are planning to dispose of charity land, alter the charitable purpose or other items of the governing document, or take action where the trust has become dormant.

**What we are doing:** Any land sale or disposal of land by way of lease shall be the subject of a professional report and shall be only so enacted with the consent of the Charity Commission. TRUSTEE (Llanfair Caereinion Town Council) FOR RECREATION GROUND & PLAYING FIELD (Mount Field) MANAGEMENT FO THE TRUST Charity number 524414 4. Trustee The Trustee is Llanfair Caereinion Town Council with each Councillor being part of that Trustee as a group not as individuals.

#### **5. Property and objects of the trust**

The property is held by the Charity Custodians with the Trustee (Llanfair Caereinion Town Council) freehold and is subject to the objects of the Trust which are: Custodians of recreation ground and playing field held in trust for the community of Llanfair Caereinion to enhance quality of life.

#### **6. Management**

The day to day management of the Trust is carried out by the Secretary to the Trust in line with the Trustee policy and decisions. All user charges/fees and all expenditure shall be approved by the Trustee who shall also produce a budget in January of each year.

#### **7. Funding**

The Trustee shall raise income to run the charity by way of:

- i) A grant from Llanfair Caereinion Town Council.
- ii) ii) Fundraising from time to time.
- iii) iii) Grants from external sources.

#### **8. Property and insurances**

The Trustee shall maintain the property and hold appropriate insurance for the Trust.

#### **9. Accounts**

The accounts shall be recorded separately from the Council and the charity shall have its own bank account. The annual accounts figures shall be audited by the internal auditor.

**10. Annual returns** The annual return shall be submitted to the Council in June of each year as Trustee for approval following which the annual return shall be completed.

R A Robinson MBE FRICS CiLCM Town Clerk April 2021