WELLS RECREATION GROUND TRUST

NOTICE IS HEREBY GIVEN THAT A MEETING OF WELLS RECREATION GROUND TRUST (WRGT), WHICH TRUSTEES ARE SUMMONED TO ATTEND, WILL BE HELD AT WELLS TOWN HALL ON THURSDAY 1ST OCTOBER 2026 AT 6:00PM

Please note this meeting will be recorded for the purpose of minute-taking.

24th September 2026

Haylee Wilkins
Town Clerk
Of Wells City Council
On behalf of WRGT

Town Hall
Market Place
Wells BA5 2RB
01749 673091
e-mail: townclerk@wells.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE FROM TRUSTEES

2 APPOINTMENT OF CHAIR FOR THE MEETING

3 DECLARATIONS OF INTEREST
To receive Declarations of Interests from Trustees.

4 MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON 3RD JUNE 2026
To be approved and signed for accuracy

5 ACTIONS FROM THE ANNUAL GENERAL MEETING HELD ON 3RD JUNE 2026

6 MEETING OPEN TO THE PUBLIC
Public speaking time is at the discretion of the Chair. Limited to 15 minutes in total.

7 LEGAL COMPLIANCE (attached)

To receive governing documents for re-affirming:

a) Governing Document
b) Trustee Code of Practice and Undertaking

That the Trustee reaffirm the Governing Document and supporting code of practice, and then asks the Charity Commission to publish the Scheme in accordance with its usual scheme-making process.

8 VERBAL REPORT FROM WELLS CITY COUNCIL WORKING GROUP

To receive update and note next steps from nominated representative of the Working Group.

9 DELEGATED RESPONSIBILITIES

To delegate authority to the Town Clerk in consultation with the Chair and Vice-Chair, to decide any urgent matters arising before the next meeting.

10 ANY MATTERS OF URGENT REPORT

11 DATE OF NEXT MEETING: To be confirmed

EXCLUDE THE PRESS AND PUBLIC STATEMENT
Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed. In that instance the following statement is relevant:

Exclusion of Press and Public
The committee are required to consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and pursuant to Section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information. (Note the agenda item number and name). Where possible, reference the specific paragraph from Schedule 12A:

Personal information - This report contains information relating to an individual and is therefore exempt by virtue of Paragraph 1 of Schedule 12A of the Local Government Act 1972.

Financial/business affairs (individuals) - This report contains information relating to the financial or business affairs of an individual and is therefore exempt by virtue of Paragraph 2 of Schedule 12A of the Local Government Act 1972.

Commercially sensitive information - This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) and is therefore exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972.

WELLS CITY COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF THE WELLS RECREATION GROUND TRUST (WRGT) HELD ON WEDNESDAY 3RD JUNE 2026 AT 7PM IN WELLS TOWN HALL

TRUSTEES: Cllrs: L Agabani, T Butt Philip, D Denis (Mayor), K Kinshaw, T Kolizeras, D Orrett, S Powell, P Welch

IN ATTENDANCE: Town Clerk: H Wilkins
WCC Staff: C Hobbs
1 member of the public

26/01/WRGT APOLOGIES FOR ABSENCE FROM TRUSTEES
Cllrs: J Browne, S Cursley, S Eden, J Edmonds G Folkard G Robbins, H Siggs, I Von Mensenkampff,

26/02/WRGT APPOINTMENT OF CHAIR & VICE CHAIR
The Town Clerk asked for nominations of the Chair and Vice Chair for this AGM and the meeting scheduled for later in 2026

Cllr L Agabani Nominated Cllr D Denis for Chair and Cllr S Powell for Vice Chair
Cllr K Kinshaw Seconded both nominations which were voted on unanimously.

26/03/WRGT DECLARATIONS OF INTEREST
None received.

26/04/WRGT MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON 9th SEPT 2025
The Minutes were signed by Cllr D Denis (Chair)
C Simons mentioned that attendance had not been listed on the previous Meetings Minutes and queried whether the previous meeting had been quorate.
Cllr D Denis assured him that she'd seen the attendance list from the previous meeting and that she could assure him that the meeting was quorate.

26/05/WRGT ACTIONS FROM THE ANNUAL GENERAL MEETING HELD ON 9th SEPT 2025
The Town Clerk reported that the key actions were to develop the vision and future plan and ensure the relevant legal documents were in place.

26/06/WRGT MEETING OPEN TO THE PUBLIC
C Simons again queried the numbers that are required to be quorate. He expressed his opinion that there should be an overall plan rather than quick wins. C Simons made a few suggestions of changes and possible additions such as a sculpture area. The toilets should be open on a Sunday when families use the park. C Simons also suggested that other play areas in Wells should see some improvements. He would like to see more benches for the adults in the play area as well as some shade due to climate change.

26/07/WRGT FINANCIAL & LEGAL COMPLIANCE (attached)
To receive and approve:
a) Governing Document
The Town Clerk reported that there were no changes to this draft document from 2025 except the correction of typos.
Cllr T Butt Philip asked about the status of the document as it is different from the document on the charity commission website and wanted to understand the relationship between the two.
The Town Clerk responded that points 1,2 and 3 could be amended and referenced that they would be the same on the charitable website.

Cllr D Denis asked that there be a proposal to amended to reflect the wording on the charity commission website
Cllr Theo Butt Philip clarified the following prior to the proposal being made

1. Provide and maintain the Recreation Ground in Wells for the benefit of the public.
2. Offer facilities for sport, recreation, play, leisure, cultural and community activities.
3. Improve health, wellbeing, and community life for the residents of Wells and surrounding areas.

Cllr D Denis proposed for the above changes to be made to the document to match the wording on the charity commission website. Cllr T Kolizeras seconded the proposal.
Cllrs voted unanimously for the proposal.

Cllr K Kinshaw asked that the numbers required for a committee to be quorate should be publicised.
Cllr D Denis invited Cllr K Kinshaw to make this a proposal. Cllr K Kinshaw proposed that the documentation be amended to publish the number of members required for a meeting to be quorate. Seconded by Cllr L Agabani.
Cllrs voted unanimously for the proposal

b) <u>Trustee Code of Practice and Undertaking</u>
The Town Clerk explained that Cllr S Powell had proposed the wording of the document and this wording in the Code of Practice will be amended from Trustees to Trust.
Seconded by Cllr P Welch. Cllrs voted unanimously for the proposal.

Cllr D Orrett asked if there was any Trust related training.
The Town Clerk offered to research if there is any Trusteeship specific training

c) <u>Annual Return</u>
The RFO presented the WRGT annual reports. The accounts have been separated from the Wells City Council main account with a balance of £572,208.
Cllr S Powell asked for information regarding receipts.
The RFO explained that the receipts are for three years of data. Comparison being difficult due to the Wells City Council and WGRT Trust accounts being separated. The RFO can provide detailed information of the receipts.
The accounts have been audited. A discussion took place regarding the date for the end of year which is 31/03/2026. Rialtus the accounting system is booked for close down but not available at end of year. WCC period for close down occurred three days after the internal audit on the 1st May 2026.
Cllr L Agabani asked if this was a recurring problem. The Town Clerk confirmed that it would recur, but that the end of year date remains as 31st March.
Cllr T Butt Philip asked what is covered in the figure of £33,274.
The RFO reported that maintenance work had been carried out such as tree maintenance and for work carried out at the Bishop's barn. The RFO will provide a full breakdown via email on 4th June 2026.
Cllr K Kinshaw asked if all figures go through an independent committee.
The RFO and Town Clerk assured her that all accounts go through the Finance Committee.
Cllr S Powell proposed that the members accept the Annual Return. Seconded by Councillor T Kolizeras. Cllrs voted unanimously for the proposal.

d) <u>End of Year Balance Statement</u>
The RFO presented the End of year statement and explained the VAT figures and how the monies are transferred. The earmark reserve is £500,000 with the remainder held in general reserves or current year fund.
Cllr P Welch proposed that the members accept the End of year Balance statement. Seconded by Councillor K Kinshaw. Cllrs voted unanimously for the proposal.

d) <u>Resolution for Grant Provision from Wells City Council Resolution:</u>
<u>Wells Recreation Ground Trust, resolves to request grant provision from Wells City Council, to the sum of £55,086 for the annual year 2026-2027.</u>
Cllr L Agabani proposed the above resolution. Seconded by Cllr P Welch.
Cllrs voted unanimously for the proposal

26/08WRGT **REPORT FROM WELLS CITY COUNCIL WORKING GROUP**

The Town Clerk presented the report containing a proposed future vision with short and medium term potential outcomes.
Cllr D Denis invited questions regarding the report
Cllr D Orrett asked about the potential for turning green spaces into car parking. The Town Clerk answered that a business case would need to created to justify the change and it would need public consultation.

Cllr P Welch asked about a full structural survey on the Bishop's Barn.
The Town Clerk reported that there had not been a survey carried out recently but there were surveys available and the WRGT can decide if it is appropriate to carry out a survey.
A discussion took place about the necessity of a survey should the Bishop's Barn be taken on by a third party on a commercial basis.

Cllr L Agabani asked what the next stage is for progressing plans in the Recreation ground. Is it for the working group to add detail and asked if it would be worthwhile having conversations with a third party sooner rather than later.
The Town Clerk responded that it was for the working party but that some work could be carried out quickly with some projects obtain outcomes within 1 to 2 years.

Cllr L Agabani asked if the Bishop's Barn could be included on the next agenda as an individual item to ensure that there is progression.
Cllr D Denis confirmed that she would like that to be the case.

Cllr K Kinshaw expressed an interest in joining the working group and highlighted that she felt it important to provide shade, water points and toilets.

Cllr S Powell asked for clarification on the Sunday opening times of the toilets in the recreation ground.
The Town Clerk confirmed there had been issues with the toilets and the locking mechanisms. This issue is being addressed.
Cllr S Powell also reported that some of the exercise equipment is used more than other pieces. She also spoke of the benefits of the wall removal to open out the view and access of the recreation ground from the moat, the problems regarding moving the bowls club due to space. There will be further public consultations during concerts and events in the recreation ground.

Cllr D Denis asked regarding the financial provision of play equipment. Does it come from Section 106 money or the Council budget.
The Town Clerk reported that it is a costing of proposals. The events programme is a wide council issue and not a cost particular to WRGT.

Cllr L Agabani expressed the opinion that any spending should come from the trust budget and that other play areas within Wells benefit from other funds such as Section 106.
The Town Clerk confirmed that capital spend can be utilised. The approved sum of £55000 agreed is operational running costs. You could use that for the purchase of play equipment but not for a project resource.

Cllr T Kolizeras asked for information about the electricity circuit in the Bishop's Barn.

L Wassell confirmed that Fixed wire testing took place at the end of May 2026 at the Bishop's Barn and a report will be received shortly.

Cllr P Welch as if there is a budget for ongoing repairs.
The RFO confirmed that there was a sum of a planned maintenance scheme, itemised as Bishop's Barn, toilets, recreation ground.
Cllr P Welch asked about the third parties interested in the Bishop's Barn as he had concerns regarding the time line being of a length that may deter involvement.
The Town Clerk confirmed that there is regular dialogue with the interested parties.

The Town Clerk confirmed that all suggestions from public consultations and the Councillor brainstorming session are representing the comments made by the community.

WRGT Trustees are asked to:
1. Approve the vision statement as referenced.
2. Approve the proposed approach to development of the space, in line with the drawing in Appendix A.
3. Approve planned consultation with the community on the future plans for the space. Delegating to the Town Clerk for the drafting and delivery of the engagement program.

Cllr D Denis invited a proposal to accept all three options recommended in the report
Seconded by Cllr D Orrett
Cllrs voted unanimously for the proposal.

26/09/WRGT **DELEGATED RESPONSIBILITIES**
Cllrs voted unanimously to delegate authority to the Town Clerk in consultation with the Chair and Vice-Chair, to decide any urgent matters arising before the next meeting.

26/10/WRGT **ANY MATTERS OF URGENT REPORT**.
Cllr K Kinshaw expressed an interest in joining the working group.

26/11/WRGT **DATE OF NEXT MEETING: To be confirmed**

Minutes signed by The Chair: ……………………………… Date: …....…………………

Agenda Item 7 a)

Wells Recreation Ground Trust - Governing Document

1. Name

The charity is known as Wells Recreation Ground Trust (“the Trust”).

2. Status

The Trust is a registered charity with the Charity Commission (Charity No: 284947).

Wells City Council (WCC) is the sole corporate trustee, acting as the corporate body.

When acting as trustee, the Council must act only in the best interests of the Trust and keep its decisions distinct from other Council business.

3. Purpose (Objects)

The Trust exists to determine the objectives for the continues provision of the trust, to safeguard the provision of the future, in line with the legal framework in which the trust must operate. The objects of the charity are detailed within the Scheme (Appendix A):

1. The object of the charity is the provision and maintenance of a recreation ground for the inhabitants of the area of benefit and in the interests of social welfare, to improve the conditions of life for the inhabitants of the area of benefit without distinction of political, religious or other opinions.
2. Subject to the provisions of clause 4 (power to dispose of and replace purpose property), the land identified in part 1 of the schedule to this scheme must be retained by the committee for use for the object of the charity.”

4. Powers

To carry out its purpose, the Trust may:

- Maintain, improve, and manage the grounds and facilities.
- Provide or support events, activities, and programmes.
- Work with community groups, schools, charities, and public bodies.
- Raise funds, apply for grants, and set reasonable charges where appropriate.
- Employ staff, contractors, or professional advisers.
- Purchase equipment or services necessary for the Trust’s activities.

5. Trustee Arrangements

Trustee Role & Responsibilities

- Wells City Council acts collectively as the sole trustee. Councillors do not hold office as individual trustees.

- The trustee is required to ensure that legal, financial and management duties comply with relevant objectives and the Charity's constitution (Appendix A).
- Safeguard the charity's good name and ethos, by ensuring that activities are conducted with probity and propriety.
- Ensure the effective and efficient administration of the Charity as well as its financial stability.
- To ensure protection and conscientious management of the property and assets of he charity and to ensure the proper investment of its funds.
- The Trustee Code of practice will be referred to and the Trustee's Undertaking completed for each individual representing the Trust.

Meetings & Meeting Papers

The Council shall hold at least two meetings each year in September and March, specifically as the Trustee of the Recreation Ground.

Business of the Trust must be recorded separately from other Council business.

The meeting papers are the property of the trust and should not be shared publicly without the express permission of the trust.

Delegation

The Trustee may delegate day-to-day management to a committee, officers, or third parties, but retains overall responsibility and must assure itself of compliance and action.

6. Use of Income and Assets

All income and property must be used to achieve the Trust's purposes.

The Trust's money cannot be used to benefit the Council, councillors or staff personally, except for:

a) Reasonable expenses incurred on Trust business, for which separate accounts will be maintained.
b) Proper payment for services provided under contract, which again will be referenced within the trusts accounts.

7. Conflicts of Interest

Councillors must declare any personal or financial interest in Trust matters.

Where appropriate, councillors should withdraw from decisions to ensure the Trust's interests come first.

This matter should be carefully considered when discussion business which may later be considered by a Council committee.

8. Finance, Accounts and Reporting

The Trust must keep proper financial records.

Annual accounts must be prepared and filed with the Charity Commission.

An annual report must be published showing how the Trust has carried out its charitable purposes.

HMRC and returns must be completed annually, alongside any relief, exemption notices or otherwise.

The Trust’s funds must be kept separate from Council funds.

9. Amendments

This governing document can be amended by resolution of Wells City Council in its role as Trustee.

Any changes requiring Charity Commission approval must be submitted and agreed before taking effect.

10. Dissolution

If the Trust is dissolved, its remaining assets must be given to another charity with similar purposes for the benefit of the people of Wells.

10. Disagreements

Where a disagreement arises, the matter should be raised formally with the Chair, who may seek support from the Town Clerk of the City Council, acting as an officer of the Trust.

If the matter is not considered to have been suitably resolved, the appointment of an independent mediator can be requested.

THE CHARITY COMMISSION FOR ENGLAND AND WALES

Under the power given in the Charities Act 2011

Orders that from today, the

5 August 2022

this

SCHEME

will alter or affect the existing trusts of the charity

known as

WELLS RECREATION GROUND (284947)

Nia Morgan

A member of staff of the Charity Commission authorised to act on behalf of the Charity Commission

Reference Number: 0985/2223
Case Number: C-012930

Definitions

In this scheme:

"existing trusts" means the Commission scheme of 13 August 2019.

"the charity" means the charity identified at the beginning of this scheme.

"the Commission" means the Charity Commission for England and Wales.

"the trustee" means the trustee of the charity acting under this scheme

ADMINISTRATION

1. Alteration of existing trusts

The existing trusts will take effect with:

(1) the word "committee" in Clause 3.2 of the Scheme of 13 August 2019 deleted and replaced with the word "trustee"; and

(2) the description of the Land in Part 2 of the Schedule of the Scheme of 13 August 2019 deleted and replaced with:

The land known as Palace Barn (Bishop Barn) with sheds, yard and cottage as more particularly described in a conveyance dated 10 November 1887 and made between (1) the Ecclesiastical Commissioners for England and (2) The Bishop of Bath, John Everett and John Holloway.

2. Administration

The charity is to be administered in accordance with its existing trusts as altered or affected by this scheme.

3. Trustee

Wells City Council is appointed by this scheme as the sole corporate trustee of the charity.

4. Land

The land described in the schedule to this scheme is transferred by this scheme to the trustee of the charity to be held on the existing trusts of the charity as amended by this scheme.

GENERAL PROVISIONS

5. Questions relating to the Scheme

The Commission may decide any question put to it concerning:

(1) the interpretation of this scheme; or

(2) the propriety or validity of anything done or intended to be done under it.

SCHEDULE

Land	HM Land Registry title number
The land known as “Meadow and Pasture Land at Bell Close” as more particularly described in a conveyance dated 10 November 1887 and made between (1) the Ecclesiastical Commissioners for England and (2) The Bishop of Bath, John Everett and John Holloway.	Part of the land registered at the Land Registry under title number WS57546.
The land known as Palace Barn (Bishop Barn) with sheds, yard and cottage as more particularly described in a conveyance dated 10 November 1887 and made between (1) the Ecclesiastical Commissioners for England and (2) The Bishop of Bath, John Everett and John Holloway.	Part of the land registered at the Land Registry under title number WS57546.

Agenda Item 7 b)

Trustee Code of Practice

Wells Recreation Ground Trust

This Code sets out the standards of conduct expected of councillors when acting as charity trustees of Wells Recreation Ground Trust (WRGT).

1. General Principles

- Trustees must act only in the interests of the charity, not in the interests of the Council, political parties, or other organisations.
- Trustees must act collectively; decisions are taken by the Council acting as sole trustee, not by individuals.
- Trustees must ensure openness and transparency in decision making.

2. Duties of Trustees

When acting as trustees, councillors must:

1. Carry out the charity's purposes for the public benefit.
2. Comply with the governing document and charity law.
3. Act in the charity's best interests, setting aside personal or political interests.
4. Manage resources responsibly, protecting the charity's money, land, and assets.
5. Act with reasonable care and skill, preparing for and attending trustee meetings.
6. Ensure accountability, keeping proper records and complying with reporting duties.

3. Conflicts of Interest

- Trustees must declare any personal, financial, or organisational interest in matters before the Trust.
- If a conflict arises, trustees must withdraw from discussion and decision making where required.

4. Trustee Meetings

- Trustee business will be clearly separated from Council business and minuted distinctly.
- Trustees will respect majority decisions once made, even if they disagreed during discussion.
- All discussions will be conducted respectfully and in line with Nolan Principles of Public Life.

5. Behaviour and Commitment

- Trustees will act with integrity, honesty, and in good faith.
- Trustees will avoid bringing the Trust into disrepute through their words or actions.
- Trustees will undertake training and keep themselves informed about charity governance.
- Trustees will treat staff, volunteers, and members of the public with respect.

Trustee Undertaking

Wells Recreation Ground Trust

I, the undersigned, acknowledge that as a member of Wells City Council, which is the sole corporate trustee of Wells Recreation Ground Trust, I have responsibilities as a charity trustee under the Charities Act 2011 and Charity Commission guidance.

I undertake that:

1. I will act in the best interests of the Trust and its charitable objects.
2. I will comply with the Trust's governing document, charity law, and the Charity Commission's requirements.
3. I will ensure that the Trust's assets are used only to further its charitable purposes.
4. I will declare any conflict of interest and act only in the interests of the charity when trustee business is under consideration.
5. I will contribute to the effective management of the Trust, including attending trustee meetings and engaging with decision-making.
6. I will uphold the Trustee Code of Practice (attached).

Signed:

Name:

Date: