

MEETING:	TRUSTEE COMMITTEE (Councillors Sabah (Chair), S. Parmar, Akram, Brooker, Matloob, Strutton and Swindlehurst)
DATE AND TIME:	WEDNESDAY, 8TH FEBRUARY, 2023 AT 6.30 PM
VENUE:	COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	MADELEINE MORGAN 07736 629 349

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



STEPHEN BROWN
Chief Executive

AGENDA

PART I

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
	Apologies for Absence		
1.	Declarations of Interest	-	-
	<i>All Members who believe they have a Disclosable Pecuniary or other Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 9 and Appendix B of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.</i>		
2.	Minutes of the meeting held on 11th October 2022	1 - 4	-

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
3.	Trust Income and Expenditure 2021/22	5 - 10	All
4.	Update report for the Road Widening Scheme Works	11 - 14	Langley Kedermister
5.	Date of the Next Meeting - 23rd March 2023	-	-

Press and Public

Attendance and accessibility: You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

Webcasting and recording: The public part of the meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The footage will remain on our website for 12 months. A copy of the recording will also be retained in accordance with the Council's data retention policy. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

In addition, the law allows members of the public to take photographs, film, audio-record or tweet the proceedings at public meetings. Anyone proposing to do so is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

Emergency procedures: The fire alarm is a continuous siren. If the alarm sounds Immediately vacate the premises by the nearest available exit at either the front or rear of the Chamber and proceed to the assembly point: The pavement of the service road outside of Westminster House, 31 Windsor Road.

Trustee Committee – Meeting held on Tuesday, 11th October, 2022.

Present:- Councillors Sabah (Chair), S. Parmar (Vice-Chair), Akram, Brooker, Matloob, Strutton and Swindlehurst

PART 1

1. Declarations of Interest

Agenda item 5 refers: Cllr Brooker declared he was a Councillor for Langley and Kedermister Ward.

Agenda item 6 refers: Cllr Matloob declared he was a Councillor for Baylis and Stoke Ward.

2. Minutes of the meeting held on 28th March 2022

Resolved – that the minutes of the meeting held on 28th March 2022 be held as a correct record.

3. The Salt Hill Playing Fields Trust Sports Provision at Salt Hill Park

The Neighbourhoods, Learning and Leisure officer introduced the report, which outlined changing the mix of sport provision at Salt Hill Park. GDTennis Slough Ltd proposed to convert 2 tennis courts to an all-weather football pitch, and increase the indoor area of the clubhouse without increasing the overall footprint of the building, and sought Committee Members views on this proposal. If Committee Members were content officers would have further discussions with GDTennis to bring forward a more detailed plan to a future Committee meeting.

Members were broadly supportive of the proposals, with some concerns raised over whether the original covenants of the Trust Deed around competitive sports would be compromised, and also the impact on car-parking space. The officer advised that the Trust deeds would need to be looked at in detail to check on specific covenants, with advice from the Legal Adviser, while car-parking would be addressed in any further detailed report. Members asked for a copy of the Trust deeds and the Legal Adviser and Democratic Services Officer agreed to look into this.

Members agreed that an independent surveyors report plus valuation would also need to be obtained if the lease extension requested by GDTennis was over seven years in length beyond the current lease end date of 2030. The terms of the lease would also need to be agreed along with assurance that the facility would be left in good order on termination of the lease.

The Committee agreed with the report recommendations with the stipulation that an independent report must also be obtained if needed, and the covenant deeds should also be checked.

Resolved – That the Trustee Committee:

1. Agreed that GDTennis Slough Ltd should bring forward proposals in relation to Salt Hill Playing Fields to:
 - i) Convert 2 tennis courts to an all-weather football pitch
 - ii) Increase the indoor area of the club-house without increasing the footprint of the building

Subject to GDTennis Slough Ltd securing the necessary permissions and agreements.
2. Noted that the proposals may include an extension to the current lease agreement between Salt Hill Playing Fields Trust and GDTennis Ltd beyond the current end date of May 2030.
3. Asked officers to bring back a further report on the proposals to a future meeting of the Trustee Committee.

4. Glyndwr Outdoor Centre - Allocation of Proceeds

The Development Manager outlined that the report asked Committee Members for a steer on how to use funds from the sale of Glyndwr Outdoor Centre. The Development Manager had held discussions with Parks, Communities and Education teams and the options outlined in the report were the outcome of these discussions.

Three options were suggested in the report:

- a) Using the income for a capital project such as installation of play equipment, this would probably be limited to one park with the budget available, plus an allowance covering ongoing maintenance costs for approximately 15 years. One possible option would be to locate the facilities at Arbour Vale School and the school would then maintain the equipment.
- b) Using the income for revenue projects, and invite bids for funding from eligible community groups.
- c) Transferring to another charity with similar objectives.

The Development Manager re-stated the aims of the Trust to support 'education, recreation and leisure time activities for boys and girls having need of such facilities'.

Members were concerned that the borough currently lacked facilities available in public parks for children with special needs, and agreed that a Capital scheme would be more beneficial than revenue, also noting the Commissioners concerns in the report around limited revenue options.

Trustee Committee - 11.10.22

There was a discussion on locating facilities in Arbour Vale School, with some members having concerns on the limited availability and accessibility of putting equipment within a school setting in a single location. Members felt there would be more value in having equipment in a public place or places where it would be accessible to all, and where families would be able to go together with children whatever their needs being able to play in the same space together.

Following discussion members agreed to explore options for spending the capital available on putting equipment of a specialist nature in existing parks around the borough, with the any remaining funding used for ongoing maintenance of the equipment.

Resolved – That the Committee instructed officers to explore the following option and bring back recommendations to the next meeting:

- a) Consider utilisation of the income for a capital project such as installation of play equipment

5. Update on High Street, Langley - Widening and Junction Improvement Works and the Langley Memorial Park footpath and landscaping works

The Parks Manager outlined the report which gave an update on the works on High Street Langley and Langley Memorial Park. The project was nearing completion with just roadworks to finish off. The millennium memorial was erected last week, and new fencing and new lighting were in place, with positive effect.

Members had two main concerns which were the condition of some of the trees and a strip of land by the carriageway which had previously been grass but was not looking healthy. The Parks Manager advised that the trees had been watered by contractors and by residents, and officers would monitor going forward and look at replacing them if necessary; and also that the strip of land in question was due to be re-seeded in the near future, and he would chase up on this. A member also asked about the possibility of recouping some of the utilities costs and the Parks Manager advised that he would also follow up on this with colleagues.

At the conclusion of the discussion the Committee agreed to note the Langley highways widening and the Langley Memorial Park construction work updates with 3 conditions:

1. That there was an ongoing plan in place to monitor and if necessary replace trees in the park
2. That the verge by the carriageway was seeded as soon as possible
3. That highway debris in the area be removed

The Committee requested a further update be provided to the January Committee meeting on these points.

Trustee Committee - 11.10.22

Resolved – The Committee noted the Langley highways widening and the Langley Memorial Park construction work updates.

6. **Baylis Memorial Garden - Update on Memorial Improvement Works**

The Parks Manager outlined the main points of the update report. The memorials would be complete and in position by Remembrance Day in November. Planting of a small shrub area around the memorial was also in progress.

Questions from members were raised on potential funding for the works from outside bodies, and CCTV coverage and costs. The Parks Manager advised that lottery funding had initially been expected but this was withdrawn during the Covid pandemic. Funding from a national war memorial charity had not been pursued as the works were by then largely complete, but members advised this still may be worth pursuing and the Parks manager agreed to do so.

On CCTV this was currently being reviewed across the borough, the CCTV in Baylis Park was currently being monitored but whether this would be continued would be subject to the findings of the review. The Committee advised this may be something to consider when setting the next annual budget.

During discussions Committee members also requested a press release on completion of the War Memorial refurbishment so that residents were informed of the work that had been done, and also re-planting within the memorial area similar to planting that had been completed at Uxbridge road memorial. The Parks Manager agreed to action these recommendations.

Resolved – the Committee noted the update on refurbishment works.

7. **Date of the Next Meeting - 31st January 2023**

The date of the next meeting was confirmed as 31st January 2023.

An agenda item for the next meeting was noted as:

- Annual income and expenditure report for all Trusts

Chair

(Note: The Meeting opened at 6.30 pm and closed at 7.35 pm)

Slough Borough Council

Report To:	Trustee Committee
Date:	8 February 2023
Subject:	Trust Income and Expenditure 2021/22
Chief Officer:	Steven Mair, Executive Director Finance and Commercial (S151)
Contact Officer:	Peter Robinson, Financial Advisor
Ward(s):	All
Exempt:	No
Appendices:	None

1 Summary and Recommendations

- 1.1. The purpose of this report is to authorise the income and expenditure for Salt Hill Playing Fields for the year ended 31.03.21 and re-submission of the Trust Accounts to the Charity Commission. Also, to authorise the income and expenditure for the following Trusts: Salt Hill Playing Fields, Langley War Memorial Field, War Memorial Garden (Baylis Park), and Glyndwr outdoor activity centre for the year ended 31.03.22 and submission of the Trust Accounts to the Charity Commission.

Recommendations:

The Committee is requested to:

- 1.2. Approve the re-stated income for the Salt Hill Playing Field Trust for 2020/21.
- 1.3. Approve the expenditure and income for the following Trusts as set out in the report for 2021/22:
- 1.3.1. Salt Hill Playing Fields
 - 1.3.2. Langley War Memorial Field
 - 1.3.3. War Memorial Gardens Slough (Baylis Park), and
 - 1.3.4. Glyndwr outdoor activity centre.
- 1.4. Note that the Executive Director of Place and Communities is undertaking a review of Council expenditure on Trust land and will bring a report to a subsequent Trust committee with expenditure proposals that are affordable for approval.

Commissioner Review

- 1.5. For the current and future years it will be important that each Trust looks to contain its activity within the funding available from their own funds and not assume that any subsidy can be provided from the Council's general funds. Trustees should therefore ensure that they do not approve any decision which commits expenditure they do not control without explicit authority.

2 Report

- 2.1. The 2020/21 accounts for the Salt Hill Playing fields approved by the [Trustee Committee on 24.01.22](#) incorrectly assumed that the redemption of £8,256 of investment income returned to balances in May 2020 was income and this sum included as such in the accounts approved by the committee. The Salt Hill Playing Fields accounts have therefore been re-stated and a revised return will be completed and submitted to the Charity Commission.
- 2.2. The updated accounts for Salt Hill for 2020/21 are set out below, with the removal of the £8,256 investment income.

Salt Hill Playing Fields 2020/21

Income	£
Restaurant Lease	(8,700)
Slough Refugee Centre	(7,400)
Insurance (recovery)	(518)
Interest on balances	(557)
	<hr/>
	(17,175)

The expenditure remains as stated:

Expenditure	£
Grounds Maintenance	16,818
Repairs	8,433
CCTV	28,500
	<hr/>
	53,750
	<hr/>
Net Expenditure/(Income)	36,575

- 2.3. Reserves will reduce to £23,234 at 31.03.21

Trust Accounts 2021/22

- 2.4. The Trustees are required to approve a return stating total expenditure and total income for each Trust for the 2021/22 financial year to the Charities Commission by the 31 January 2023. The original date for this committee has been put back meaning there will be a slight delay in submitting the returns. There is no penalty for this. In future years the aim will be to bring this report to an earlier meeting of the Committee to prevent this from recurring. A summary of income and expenditure for all four Trusts is set out below:

Draft 2021/22 Statement	Income	Expenditure
	£	£
Salt Hill Playing Fields	-16,908	18,841
Langley War Memorial Field	-4,695	5,960
War Memorial Garden	-1,128	279
Glyndwr Outdoor Activity Centre	-798	0

- 2.5. Previous years returns can be viewed on the [Charity Commission website](#).
- 2.6. Historically the Council has funded elements of work on Trust land and this has formed part of the parks budget, essentially providing a subsidy to the Trusts. This issue was raised by Commissioners in reviewing the 2020/21 accounts to this committee. Although the subsidy has continued in 2022/23 this will cease in 2023/24. The Executive Director of Place and Communities is undertaking a review of Council expenditure on Trust land and will bring a report to a subsequent Trust committee with expenditure proposals that are affordable for approval.

Salt Hill Playing Fields Charity Number: 215385

- 2.7. Salt Hill Park is approximately a mile to the West of Slough Railway and is 13 Hectares or 32 acres in size. Just under three hectares are owned by the Council and 10 hectares are owned by the Trust.
- 2.8. The park is a town park that was established in 1906 when the land was gifted by covenant to the Council by James Elliman. The Trust was set up to oversee the management of the land and an endowment set up to maintain the park.
- 2.9. A community orchard, a recently created wetland and an activity centre are situated on Council land to the west of the park. Expansive grass areas, tennis courts, sports pitches and play areas are situated on the Trust land. Extensive shrub and rose beds and mature hedges are also key features on the Trust land as are a large number of mature trees, many dating back to the parks original planting. There are two original buildings on the Trust Land and car parking in front of the activity centre.
- 2.10. The Trust received income of £16,908 in 2021/22, this is set out below:

Income	£
Restaurant Lease	(8,700)
Slough Refugee Centre	(7,400)
Insurance	(518)
Interest on balances	(290)
	<hr/>
	(16,908)

- 2.11. The Trust spent £18,841 in 2021/22 as set out below:

Expenditure	£
Grounds Maintenance	9,300
Repairs	9,541
	<hr/>
	18,841
Net Expenditure/(Income)	1,933

2.12. Not all of these costs for Salt Hill Park can be contained within the funds available to the Trust and some maintenance costs were paid for by the Council in 2021/22.

2.13. The trust had available reserves at 31.03.22 of £21,301.

Langley War Memorial Field Charity Number:1055955

2.14. The field is 3.7 hectares, around 9.2 acres in size. The site is mostly laid to lawn it features a play area, community hall with a car park, and a number of mature trees and hedges. Small rose and shrub beds which were once part of a larger planting scheme are still present to the north of the recreation ground.

2.15. The Trust received income of £4,695 in 2021/22, this is set out below:

Income	£
Rent - (Share part of) Langley Pavilion Car Park	(4,500)
Interest on balances	(195)
	<hr/>
	(4,695)

2.16. Total Trust expenditure is set out in the table below:

Expenditure	£
Grounds Maintenance	5,960
	<hr/>
	5960
Net	1,265

2.17. Not all of these costs for the field can be contained within the funds available to the Trust and some maintenance costs were paid for by the Council in 2021/22.

2.18. The trust had available reserves at 31.03.22 of £14,371.

War Memorial Garden (Baylis Park) – Charity Number: 1010350

2.19. The War Memorial Garden is situated at the eastern entrance to Baylis Park which adjoins Godolphin Park in Slough. It is 0.36 hectares, around 0.9 acres in size. The gardens are mostly laid to lawn with large shrub borders and inland beds being the key features. Two small flower beds face Stoke Poges Lane.

2.20. The Trust received income of £1,128 in 2021/22, this is set out below:

Income	£
Interest on balances	(1,128)
	<hr/>
	(1,128)

2.21. Total Trust expenditure is set out in the table below:

Expenditure	£
Grounds Maintenance	265
Repairs	14
	<hr/>
	279
Net	(849)

2.22. Not all of these costs for the War Memorial Garden can be contained within the funds available to the Trust and some maintenance costs were paid for by the Council in 2021/22.

2.23. The trust had available reserves at 31.03.22 of £87,254.

Slough Glyndwr Trust – Charity Number: 278280

2.24. The Glyndwr Outdoor Centre had run into disrepair and was unused, so the Trust agreed to sell it at Auction in 2020/21. The funds are held for a decision on their use by the Trustee Committee. Once the funds have been used the Trust can be closed.

2.25. The Trust has no further expenditure and earns interest on the balance of its funds held by the Council.

Income	£
Interest on balances	(798)

2.26. The trust had available reserves at 31.03.22 of £61,749.

2.27. A report will be brought back to the Trustees on potential options for the use of the balance of reserves in line with the objectives of the Trust in 2023/24.

3. Implications of the Recommendations

3.1. Financial implications

3.1.1. The Trustees are responsible for the majority of Salt Hill Park, Baylis Park War Memorial Garden and Langley Memorial Ground therefore there is a financial liability for maintenance and repairs at these locations.

3.1.2. There are no direct financial implications arising from this report.

3.2. Legal implications

3.2.1. The Trustees have a responsibility to oversee the maintenance of, and protect and repair, the majority of Salt Hill Park, the War Memorial Garden at Baylis Park and Langley Memorial Ground. The Trust deeds also oblige the Trustees to observe and perform the covenants affecting the trust land set out in the Trust Deeds and the Trustees must therefore ensure that the terms of those covenants are not breached, and that provision is made in the Trust's finances for any costs associated with complying with such covenants

3.3. Risk management implications

3.3.1. There is a risk that the financial implications of the Council may impact the quality of the maintenance of the Trust sites. Officers of the Council need to ensure Trustees are kept updated of any changes in proposed planned maintenance in order that Trust funds can be prioritised.

3.4. Equality implications

3.5. Salt Hill Park, Langley Memorial Ground and Baylis War Memorial Garden are all open and free to all to use and enjoy and are freely accessible to all. There are no equalities issues identified with continued maintenance and management of these areas.

4. **Background Papers**

None

Slough Borough Council

Report To:	Langley War Memorial Recreation Ground Trustee Committee
Date:	8 th February 2023
Subject:	Update report for the Road Widening Scheme Works
Chief Officer:	Richard West, Executive Director of Place and Community
Contact Officer:	Savio De Cruz
Ward(s):	Langley Kedermister Ward
Exempt:	None.
Appendices:	None.

1. Summary and Recommendations

1.1 This report updates the Trustee Committee members about the status of the works to the Langley War Memorial Recreation Ground following the completion of the road widening scheme.

Recommendations:

- The Committee is requested to note the information provided on the progress of the refurbishment works.

Reason: The road widening scheme required the outer edge of the park to be reduced. In response to this works have been carried out to enhance the outer boundaries of the park and install additional features. This report details the works carried out to compensate for this loss.

Commissioner Review

Commissioners have reviewed this report.

2. Report

Introductory paragraph

2.1 Major works to the highway have been completed and most works in the park are also now complete.

The following works were carried out:

- New heritage footpath and lights installed to road frontage.
- New boundary fence installed.
- New footpaths installed.
- Millennium memorial relocated.
- Avenues of trees planted along pathways.
- Replacements for mature trees removed as part of the works planted.
- Wild flower meadow created.
- Signage back in position and site scavenged to remove remaining debris from works.

2.2 The Memorial Ground refurbishment will help fulfil the objectives of the Langley War Memorial Field Trust to maintain the park as a recreation ground and playing field for the inhabitants of Langley and the public.

Options considered

2.3 The scheme was previously agreed, and construction works are now completed. This report gives an update on the works to the park which have been completed and outstanding works.

Background

2.4 As a result of essential road works, the outer edge of the park had to be reduced in size. The Council agreed to compensate the Trust for this by carrying out works to reinstate the boundary and include additional features in the park, and to contribute £150k to fund ongoing park maintenance costs.

There are a few works to complete such as installation of pedestrian barriers at the park entrance near the new pedestrian crossing.

We also hope to repaint the remaining park railings to match the new ones and carry out some planting works and maintenance to existing trees. As these fall outside the scope of remedial works that the Council undertakes at its own cost, officers intend to use a portion of the £150k funds allocated as part of the project to carry out this work and to replace any trees that fall in future years.

£150,000 of grant funding has been allocated to the Langley War Memorial Recreation Ground for maintenance and improvements over the next ten years. This funding will be held by the Council in a ring fenced account and applied solely for the purposes agreed.

Full costs for the initial works, (painting railings and tree reduction/maintenance works) will be sought and presented to the Committee for approval.

3. Implications of the Recommendation

3.1 Financial implications

The highways improvement project was grant funded. Part of the related funding agreement between the Council and the Trust was to allocate £150,000 of this for future maintenance and improvements to the Recreation Ground.

This will be held in a ring fenced reserve on the balance sheet for future maintenance works and electricity costs for the Langley War Memorial Recreation Ground.

Any future spend will not impact on Council funding. Revenue for maintenance of the Ground will not be affected.

3.2 Legal implications

The Trust Deed relating to this trust obliges the Trustees to maintain protect and repair the Langley War Memorial Recreation Ground as laid out. The Trust deed also obliges the Trustees to observe and perform the covenants affecting the trust land set out in the Trust Deed and the Trustees must therefore ensure that the terms of those covenants are not breached and that provision is made in the Trust's finances for any costs associated with such covenants.

3.3 Risk management implications

Risk	Mitigating action	Opportunities	Status
Ensure that any construction works are in line with Trust conditions	All works were agreed and approved by Trustees prior to commencement.		
Health and Safety: Safety hazards during construction	No health and safety concerns have been identified.	Risk assessments in place and employees working under supervision of their management and parks staff.	No Risks identified to date. Construction works were largely completed by end of September 2022.
Equalities Issues: Compliance with Equality Act 2010	Improved access across the Ground and improved visibility from the road.		
Financial: Funds not secured	Funds are to be drawn down from monies held in a reserve by the council	Funds are in place and have been approved.	Risk minimal.
Project Capacity: Delays during construction stage.	Project complete		Works were completed by end of September.
Other	None		

3.4 Environmental implications

None.

3.5 Equality implications

None

3.6 Procurement implications

None

3.7 Workforce implications

None

3.8 Property implications

None

4. **Background Papers**

- Report to Trustee Committee 24th January 2021.
- Report to Trustee Committee 11th October 2022.