



WALTER RECREATION GROUND CHARITY

NO: 300145



Terms of Reference

1. The Charity is jointly managed by Crowthorne Parish Council and Wokingham Without Parish Council.
2. The Charity is constituted of 8 Trustees which is made up of 4 from Crowthorne Parish Council and 4 from Wokingham Without Parish Council, appointed on an annual basis and can include co-opted non Council Members.
3. The Walter Recreation Ground Charity is administered by the staff of Crowthorne Parish Council on behalf of the Trustees.
4. The purpose of the Charity is to maintain the Walter Recreation Ground and Circle Hill for public use, ensuring all income/expenditure costs associated with the upkeep of the property are annually notified to the Charity Commission.
5. The Trustees are empowered to approve works required for the annual maintenance and upkeep of the property in line with the Charity Indenture dated 10 June 1887 and scheme of 14 January 1975 as amended by resolutions dated 17 November 2009 and 6 July 2010.
6. The Administrator has delegated authority to action work which is urgent and must be done at once, whether or not there is a budgetary provision for expenditure, subject to a limit of £1,000 for any incident deemed to be of an urgent nature. The Administrator shall report the action to the Trustees as soon as practicable thereafter.
7. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted unless the Trustees are satisfied that the necessary funds are available.
8. The Administrator shall be responsible for completing the accounts of the Trustees and for reporting them thereon to the Trustees for approval.
9. The Administrator shall be responsible for ensuring that the Charity details are kept updated and that the Financial Annual Return is sent to the Charity Commission within the timescale set.
10. The Trustees will formally present all final recommendations to each respective Parish Council for endorsement.
11. Minutes of all Trustee Meetings shall be reported to each respective Parish Council and noted in the minutes.
12. The Trustees may form smaller internal Working Groups to look at individual projects as required.
13. The Trustees will meet up to four times per year with extraordinary meetings convened as required.
14. Three Trustees of the Charity shall constitute a quorum, with at least one representative being from each Parish.