



MORGAN RECREATION GROUND CHARITY

NO: 300144

Terms of Reference – Adopted June 2022

1. The Morgan Recreation Ground Charity (The Charity) is managed by Crowthorne Parish Council acting as a corporate trustee.
2. The Charity is administered by the staff of Crowthorne Parish Council on behalf of the Charitable Trust.
3. The purpose of the Charity is to maintain the Morgan Recreation Ground (Title No: BK403808) in Crowthorne, formally dedicated in celebration of the Diamond Jubilee of Her Majesty Queen Elizabeth II and Field in Trust Scheme, as a public playing field and recreation ground for the benefit of the inhabitants of Crowthorne and thereabouts.
4. The Charity will meet at least once annually.
5. The Administrator shall be responsible for completing the accounts of the Charity and for reporting them thereon to the Charity for approval.
6. The Charity will receive and approve the Notional Accounts for the Morgan Recreation Ground Charity each year for submission to the Charity Commission.
7. The Administrator shall be responsible for ensuring that the Charity details are kept updated and that the Financial Annual Return, detailing income and expenditure, is sent to the Charity Commission within the timescale set.
8. The Charity delegates all management responsibility for the Trust to Crowthorne Parish Council, except for the approval of the annual accounts, referred to above, for which responsibility is reserved to the Charity.
9. Crowthorne Parish Council, as Trustee and Administrator, must ensure, when exercising its delegated functions, no expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted unless satisfied that the necessary funds are available.
10. The land forming the Trust generates an income through hire fees and charges, however, it is normally the case that the income generated by the hire fees and charges is lower than the costs incurred maintaining the land. Where a shortfall occurs, this is paid by Crowthorne Parish Council. Were a situation to arise where the income to the Charity exceeded the cost of maintaining the land, the Charity would ensure that this was ring fenced and only used for the Charitable purposes outlined at paragraph 3 above.
11. Minutes of all Trust Meetings shall be reported to Crowthorne Parish Council and noted in the minutes.
12. The Trust may form smaller internal Working Groups to look at individual projects as required.

- 13.** The Charity adopts the Standing Orders and Financial Regulations from time to time in force and adopted by Crowthorne Parish Council; recognising that the Charity's sole Trustee is Crowthorne Parish Council and that the charitable funds are administered by the Council for the benefit of the Charity.
- 14.** Three Trustees of the Charity shall constitute a quorum for meeting and decision-making purposes.