



Downton Parish Council

CHILDREN'S CORNER OR PLAYGROUND

which is administered and managed by

DOWNTON PARISH COUNCIL as SOLE TRUSTEE

MINUTES of the meeting held on **MONDAY 09 JUNE 2025** which commenced **9:35pm**
in **THE DOWNTON MEMORIAL CENTRE (BONVALOT ROOM)**

Councillors present: Jane Brentor (JB), Dave Mace (DM), Stuart Carter (SC), Gareth Watts (GW), Stephanie Jalland (SJ), Paul Roberts (PR), and Matt Randall (MR)

Plus: Melanie Camilleri (MC) – Clerk/RFO. No member of the public attended.

MINUTES

CC 01/25 Election of Chair 2025/26

RESOLVED: Cllr Brentor was unanimously elected as Chair

CC 02/25 Election of Vice-chair 2025/26

RESOLVED: Cllr Watts unanimously elected as Vice-chair

CC 03/25 Apologies for Absence: None

CC 04/25 Declarations of Interest: None

CC 05/25 Minutes and Matters Arising

- i) Noted that separate meetings in relation to the Charity have not previously been held and therefore there are no Minutes to approve or actions to review

CC 06/25 Report

- i) Downton Parish Council's Clerk & Responsible Financial Officer provided an overview of: -
- Charitable objectives and governing document: these are published on the Charity Commission website
 - Individual named as Trustee on the Charity Commission's website: Whilst the Council acts as sole Trustee for the Charity, a person's name must be entered onto the Charity Commission website. The Charity Commission suggests that this person is either the treasurer, chair, or board member. Accordingly, ex-Councillor Chris Hall name has been replaced with Melanie Camilleri, as the Council's Clerk and Responsible Financial Officer
 - Financial history: Source of income is rental payments from Lease of land to 1) The Scout Association Trust Corporation as custodian trustee for the 1st Downton Scout Group and 2) The Wessex Reserve Forces and Cadets Association. £5 p.a. rental has been paid every year by the Scouts but has never been invoiced. Invoices for £5 p.a have not been submitted to nor paid by the Cadets. MC confirmed that all outstanding rent has now been invoiced and collected.

- Annual Returns: MC has submitted Annual Returns to The Charity Commission for 2022/23 and 2023/24. Previous Annual Returns submitted were incorrect as they claimed £10 p.a. expenditure for rental of land from Longford Estate. The land rented from Longford Estate for £10 p.a. however is land upon which the Charlton All Saints Play Park sits, not the land owned by the Charity at Barford Lane. MC reported that having checked with the Charity Commission, corrections to these historic returns will not be necessary.
- Funds held: MC reported that rental income from the Scouts and Cadets had been paid into DPC's Lloyds bank account. It was agreed by the Charity Commission to record £50 as being held as earmarked by DPC (representing 2022/23 (£5), 2023/24 (£5), and 2024/25 (£40) received and accounted for under MC's employment as Clerk and Responsible Financial Officer).
- Bank account status: Whilst using DPC's account as a feeder account is acceptable, the Practitioner's Guide stipulates that the Charity must have a separate bank account. Agreed that MC will look into suitable/eligible accounts with Lloyds

CC 07/25 Governance

- i) It was agreed that once Charity monies are held in a separate bank account, MC will explore creating governing documents for approval relating to 1) Internal Financial Controls and Procedures and 2) Risk Management. Until then, they will be subject to the same controls under DPC's Financial Regulations.

CC 08/25 Charity Commission

- i) Application to the Charity Commission to de-register the charity (income below the £5k threshold): this was discussed but any resolution was deferred for the time being.

CC 09/25 Lease of Land

- i) Noted the delineation of the 0.901 acres of land situated as Barford Lane, Downton (known as Children's Corner or Playground) which is subject to two separate Leases: 1) Wessex Reserve Forces and Cadets Association and 2) 1st Downton Scout Group
- ii) The Charity has not registered its ownership of this land with HM Land Registry. MC to obtain quotes to do so.
- iii) Noted that MC has provided feedback on the draft renewed Lease submitted by Wessex Reserve Forces and Cadets Association. Discussions ongoing.
- iv) Note that the renewed Lease with 1st Downton Scout Group has been drafted and MC has provided feedback.

CC 10/25 Any Other Business: None

CC 11/25 Date of Next Meeting

- i) A date for the next Meeting was not set

Being no further business, JB closed the meeting at 10:15pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT
CHILDREN'S CORNER OR PLAYGROUND MEETING**