

NEWENT RECREATION GROUND TRUST

(Registered Charity No. 301585)

c/o Newent Town Council
Rear annexe, Newent Community Centre, Ross Road, Newent, GL18 1BD
Tel: 01531 820638, Email: townclerk@newenttowncouncil.gov.uk

TO: EACH MEMBER OF NEWENT TOWN COUNCIL –
TRUSTEE OF NEWENT RECREATION GROUND TRUST

Dear Trustee,

I hereby give you notice that a meeting of the Trust will be held at **Newent Town Council Offices, Rear annexe, Newent Community Centre, Ross Road, Newent, GL18 1BD**

on Wednesday 14th December 2022

The meeting will start at 1.30pm

Michael Greenfield

Michael Greenfield
Secretary to the Trust

6th December 2022

A G E N D A

1. **To elect a Chairman for the meeting.**
2. **To accept apologies for absence.**
3. **Declarations of Interest on items on the agenda.**
4. **To approve the Minutes of the meeting held on Tuesday 18th October 2022**
5. **To agree the following policies for the Trust.**
 - 5.1 Confidentiality Policy
 - 5.2 Complaints Policy
 - 5.3 Code of Conduct
 - 5.4 Data Protection
 - 5.5 Equality Policy
 - 5.6 Financial management and control policy and procedure
 - 5.7 Health & Safety Policy Statement
 - 5.8 Risk Assessment Form
 - 5.9 Lone Working Policy
6. **Background information**
 - 6.1 The Chair's role at Meetings
 - 6.2 The Secretary's role at meetings

7. Public Communications

7.1 To decide if a public statement (Press Release) is required to clarify the position of the Trust in relation to the Planning Application and pavilion building.

7.2. To nominate representatives to write and provide the public statement (Press Release).

8. Any other urgent business.

Note: The Secretary to the Trust will be completing the Annual Statement of Return to the Charity Commission in January 2023.