

APPENDIX 1

THE STANLEY TURNER RECREATION GROUND ADVISORY GROUP

Remit, Membership and Rules of Procedure

Introduction

1. Lewes District Council is the sole trustee of the Stanley Turner Recreation Ground Charitable Trust (No. 305275) which was established by Deed of Gift on 4 April 1934.
2. The principal objects and purposes of the Trust (as set out in Deed of Gift) are as follows:-
 - (i) To support, maintain and improve the Recreation Ground as and for the purpose of a Public Recreation Ground.
 - (ii) To use the Recreation Ground for the purposes of a Public Recreation Ground and for no other purpose.
 - (iii) Not to erect any buildings on the Recreation Ground other than Pavilions, Stands or other buildings necessary for the use of the land as a Public Recreation Ground and in no event, to use the Ground for the erection of houses other than a Caretaker's cottage or cottages.

Remit of the Advisory Group

3. (i) To provide advice to the District Council on all matters relating to the principal objects and purposes of the Trust as set out in paragraph 2 above and to make recommendations and proposals to the District Council which promote the use of the land as a Public Recreation Ground.
- (ii) To advise and make recommendations to the District Council on all matters relating to 'Project Turnaround' with specific emphasis on the Project's financial viability, its impact (positive or negative) on public access and the financial **costs and** savings or other benefits that will accrue to the Trust, **users of the Ground and the wider community** if the Project is implemented.
- (iii) To inform the District Council of the views and recommendations of the Group in circumstances where the District Council is considering devolving the land/Trust to Lewes Town Council or transferring the Trust to another charitable body.
- (iv) Meetings of the Group shall follow the Rules of Procedure set out in paragraph 5 below.
- (v) The quorum of the Group shall be **four**.

Membership of the Advisory Group

4. The Advisory Group shall consist of **9** members as follows:-

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1 member nominated by the Lewes Rugby Football Club

- 1 member nominated by the Lewes Sports Club
- 1 member nominated by the **Lewes** Priory Cricket Club
- 1 member nominated by Lewes District Sunday Football League
- 1 member nominated by the Friends of Lewes
- 1 member nominated by local residents
- 1 Councillor from **East Sussex County Council**
- 1 Councillor from Lewes Town Council
- ~~1 Councillor from Kingston Parish Council (delete)~~
- Mr Tom Carr, tenant farmer**

Rules of Procedure for meetings of the Advisory Group

5. (a) The Advisory Group shall meet on four occasions each year. The meetings shall take place no less than four weeks and no more than six weeks before meetings of full Council so as to enable a report on the Group's recommendations/proposals to be made to Council if necessary. The meetings shall take place either at the District Council's offices or the Stanley Turner Recreation Ground.
- (b) A Chair shall be elected at the first meeting of the Group and serve for one year.
- (c) The Chair of the Advisory Group may invite representatives from other interested groups or bodies to address and advise the Group on specific issues relating to the management of the Ground. The District Council must be advised (in advance) of all such invitations.

- (d) The Chair will preside over all meetings of the Group (see Rule 5(g) for procedure when Chair is absent)
- (e) In consultation with the Chair, the Democratic Services Section of the District Council will prepare and distribute the Agenda for each meeting of the Group. The Agenda shall be prepared and distributed at least five days prior to the meeting.
- (f) An officer from the District Council will attend each meeting of the Group to take minutes. **An officer from the Council's District Services Department will also be in attendance at each meeting.** The Chair may invite other officers from the District Council to attend and advise the Group from time to time.

Conduct of Meetings

- (g) The meeting will elect a Chair (for that meeting) if the Chair is not present.
- (h) A quorum of **4** is required. If there are insufficient members present then the meeting shall be adjourned.
- (i) The Chair shall move that the minutes of the previous meeting be signed as a correct record. There shall be no discussion about the content of the minutes but questions about accuracy may be raised. The Chair will sign the minutes.

- (j) The Chair will guide the meeting through each item on the Agenda. The Chair will direct discussion and ensure that the meeting progresses in a professional, fair and orderly manner. The Chair will bring all discussions on a particular item to a close if he/she believes that the main arguments have been put, a broad consensus has been reached or it is clear that the meeting is ready to make a decision.
- (k) Any member may ask the Chair (or the Democratic Services Section of the District Council) to include an item on the Agenda for the next meeting. Unless this item is urgent, then the Chair (and/or Democratic Services) will require a minimum of fourteen days notice (prior to the date of the meeting). Officers from the District Council may also add items to the Agenda with the Chair's consent.

Voting

- (l) If a vote is required, then the Chair shall take the vote by a simple show of hands. The matter in question shall be decided by simple majority of those members present.
- (m) If there are equal numbers of votes for and against, the Chair will have a second or casting vote.

Miscellaneous

- (n) These Rules may be amended (i) by the District Council following consultation with the Advisory Group

or (ii) by a majority vote of the Advisory Group provided that the consent of the District Council has also been obtained.

- (o) The District Council may dissolve the Advisory Group if it believes that the Group is neither:-
 - (i) fulfilling its remit (as set out in paragraphs 3(i) – (iii))
 - (ii) serving the best interests of the Trust or
 - (iii) is no longer required.

The District Council will consult with the Advisory Group and consider any representations that the Group might wish to make before taking such a decision.

- (p) If the District Council resolves to devolve or transfer the Trust then the Advisory Group shall cease to exist on the date when the devolution/transfer is made.