

## **Acton Field Trust Governance Document**

Acton Field Trust (AFT) is a Charity formed by a deed of gift from Innominate Trust dated 29<sup>th</sup> November 2023 (copy attached). Acton Parish Council (APC) is the sole Corporate Trustee of the charitable trust.

As part of the AFT setting up project, AFT project solicitors (Trethowans) have been instructed to register AFT with the Charity Commission, thus changing the AFT status to that of a registered charity.

On formation of the Trust an interim management committee will be formed from the three Woking Party Acton Parish Councillors delegated for setting up the trust. (Cllrs. Antill, Johnson and Round).

At its council meeting in January 2024, APC will replace the interim Management Committee. The replacement Committee will remain in place until a new committee is appointed by APC in May 2025. From May 2026 the committee will be appointed each year at APC's annual council meeting.

The management committee will consist of up to 6 members, ideally, three parish councillors and three local residents, members must reside within the parish of Acton or within 3 miles of the parish boundary.

At the first AFT committee meeting each year the committee will appoint a chairman and may assign administration duties, such as treasurer, secretary and inspection wardens to committee members.

Rules for membership, management of AFT and committee meetings will mirror those which apply to APC and its members. APC Governance, Finance and Policy documents can be viewed at <https://actonparishcouncil.gov.uk/council-documents>.

Parish Councillors who are members of the AFT committee must be very careful to make decisions at AFT meetings in the best interest of the charity and be careful to avoid decisions that could result in conflict-of-interest concerns.

AFT Management Committee will meet a minimum of 3 times each council year (April to March).

Day to day management and maintenance of the charity's land at Acton Field will be delegated to Acton Parish Council Clerk. The AFT management committee will set an annual budget to be used for day to day/emergency work commissioned on behalf of the charity by Acton Parish Clerk.

The funds of the charity will be managed by the committee with the aim of financing the cost of maintaining the Acton Field and meeting the objects of the charity.

Objects of the Charity as defined in schedule one of the Deed of Gift.

The objects of the Charity shall be for the benefit of the inhabitants of the parish of Acton in the County of Suffolk and the neighbourhood thereof and of those working studying or otherwise for the time being located within the said area to promote all or any of the following charitable purposes:

To maintain a public open space and to provide in the interests of social welfare facilities for recreation and other leisure-time occupation for the use of the public with the object of improving the conditions of the life of such persons; and/or

To promote the protection of wildlife and the protection and improvement of the physical and natural environment; and/or

To advance education, skills and capacity among such persons.