

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 January 2018 – 31

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 29 January 2018 at 8.15pm.

Present: Trustees H Ives (Chairman), W Leach, B Pearman, C Harris, K White, C Vaughan, R Christodoulides,

In Attendance: Mrs J Smailes – Trust Secretary
Mrs S Lanfear – Trust Admin Assistant

Housekeeping – Trustee Ives informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APOLOGIES**

Apologies for absence were received and noted from Trustees; Biddle, Berryman, Legg and Pugh.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 27 November 2017 were **proposed by Trustee Ives**. Vote carried.

4. **FINANCE AND SUNDRY PAYMENTS**

Finance/Sundry Payments

- 4.1 Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule. Acceptance of the payment schedule **proposed Trustee Harris seconded by Trustee Pearman**. Unanimous.

Trustee Ives updated Trustees that Grant Funding for £1000 towards toilet refurbishment has been added to the earmarked sum of £4000.00 and that further funding for £4000 had been received towards phase three of the wrought iron works for which 75% was to be received immediately and 25% following completion of said work.

The Trust Secretary informed Trustees that on completion of wrought iron work that the Trust would qualify for a VAT refund for the amount of £900 (approx.).

- 4.2 Approval of payments therefrom **Proposed by Trustees Ives**. Unanimous

The Trust Secretary explained to Trustees that £5500 showing in red on the payment schedule which is being used to secure entertainment for the 'Party in the Park' would be repaid once the grant funding had been received from Lydney Town Council in the new financial Year. Noted.

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FINANCIAL STATEMENT -

JANUARY 2018

Opening Bank Balances as 1st April 2017

LLOYDS BANK - Current	00171608	21,725.55
LLOYDS BANK –General Reserve	29897960	53,685.30
	Bank Balance	75,410.85

TRANSACTIONS

RECEIPTS

Receipts APRIL		2,127.07
Receipts MAY		59,048.38
Receipts JUNE		1,342.35
Receipts JULY		1,364.49
Receipts AUGUST		5,525.73
Receipts SEPTEMBER		1,481.00
Receipts OCTOBER		724.94
Receipts NOVEMBER		10,407.06
Receipts DECEMBER		203.72
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
	Total Receipts YTD	82,224.74

PAYMENTS

Payments APRIL		7,095.28	
Payments MAY		9,394.89	
Payments JUNE		6,064.77	
Payments JULY		3,436.58	
Payments AUGUST		5,140.59	
Payments SEPTEMBER		13,957.69	
Payments OCTOBER		8,027.58	
Payments NOVEMBER		7,339.66	
Payments DECEMBER		3885.46	Detailed Below
Payments JANUARY		3,606.67	Detailed Below
Payments FEBRUARY			
Payments MARCH			
Payments PRIOR TO YEAR END			
	Total Payments YTD	67,949.17	
		89,686.42	

Reconciled Bank Statements as at end

DECEMBER 2017

LLOYDS BANK - Current		32,542.47
00171608		4953.70
LLOYDS BANJ – Current E/M Event		
LLOYDS BANK – E/M Refurbish Toilets	4,000.00	
29897960		
LLOYDS BANK – LOAN Events 2018 Budget	-5,500.00	
Free Reserves	53,690.25	52,190.25
Bank Balances as at:	31-Dec-17	89,686.42

DECEMBER PAYMENTS

Payments made by Direct Debit:

British Gas Business: 602478936	15.11.17	31.68	Monthly	DD	Workshop: Electricity
British Gas Business: 602478939	16.11.17	6.62	Monthly	DD	Workshop: Gas
British Gas Business: 602478939	20.11.17	1.65	Monthly	DD	Workshop: Gas
British Gas Business: 602478936	20.11.17	8.92	Monthly	DD	Workshop: Electricity
British Gas Business: 602478935	22.11.17	304.62	Monthly	DD	Pavilion: Utilities Elec
British Gas Business: 602478938	22.11.17	209.54	Monthly	DD	Pavilion: Utilities Gas
Forest Equipment Services Ltd	22.11.17	1,447.86	Monthly	STO	Litter Picking
Direct Debits:	Sub total	2,010.89			

Interim Payments made in advance of meeting:

Corporate Expenditure	05.12.17	87.85	Monthly	1473	Pavilion Cleaning
HMRC	05.12.17	22.00	Monthly	1474	Pavilion Cleaning
Abbey Loos Ltd	07.12.17	79.50	Annual	1475	Summer Event
Monnow Marquees	07.12.17	285.00	Annual	1476	Summer Event
Interim Payments:	Sub total	474.35			

Payments for approval in Lieu of Meeting

Charles Saunders Ltd	51.48	Qrtly	1477	Workshop Costs
Gloucestershire County Council	479.55	Ad Hoc	1478	Park Railings Refurbish

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Light Fantastic DIY Ltd	158.76	Mthly	1479	Park Event/Grns
M J Security (UK) Ltd	558.00	Annual	1480	Maint/Workshop Costs
Travis Perkins Trading Co Ltd	48.00	Ad Hoc	1481	Telephone/Alarms
Work Safety Ltd	65.80	Ad Hoc	1482	Grant – Pond Filtration
Cash	38.63	Ad Hoc	1483	Tools/PPE
				Cleaning
				Materials/Grant(Pond)
Payments in Lieu of meeting: Sub total	1,400.22			
TOTAL PAYMENTS DECEMBER	3,885.46			

JANUARY PAYMENTS

Payments made by Direct Debit:

British Gas: 602478936: Wkshop Elec	21.12.17	24.31	Monthly	DD	Workshop Costs
British Gas: 602478939: Wkshop Gas	21.12.17	33.22	Monthly	DD	Workshop Costs
British Gas: 602478935: Pav Elec	21.12.17	116.83	Monthly	DD	Pavilion Utilities
Forest Equipment Services Ltd	27.12.17	1,447.86	Monthly	STO	Litter Picking
Water Plus	29.12.17	12.40	Qrtly	DD	Pitch/Pavilion
Water Plus	29.12.17	38.33	Qrtly	DD	Bowling Green
Direct Debits: Sub total		1,672.95			

Interim Payments made in advance of meeting:

Corporate Expenditure	02.01.18	87.85	Monthly	1484	Pavilion Cleaning
HMRC	02.01.18	22.00	Monthly	1485	Pavilion Cleaning
Interim Payments: Sub total		109.85			

Payments for approval at meeting on: 29th January 2018

Forest of Dean & Wye Valley Review	327.60	1486	Summer Events
Gooch Group Ltd	620.70	1487	Contingency
Light Fantastic DIY Ltd	55.33	1488	Alarms
M J Security (UK) Ltd	90.00	1489	General Maintenance
Omega Red Group Ltd	216.00	1490	Building Maintenance
Lydney Town Council	325.14	1491	Fuel/Postage
J Watkins	100.00	1492	Contingency
Cash	89.10	1493	Postage/Pavilion/Gen Maintenance
Payments in Lieu of meeting: Sub total	1,823.87		

TOTAL PAYMENTS JANUARY 3,606.67

A list of unpresented Cheques (For Information only)

Travis Perkins Trading Co Ltd	479.04	1472
Charles Saunders Ltd	51.48	1477
Gloucestershire County Council	479.55	1478
Light Fantastic DIY Ltd	158.76	1479
M J Security (UK) Ltd	558.00	1480
Travis Perkins Trading Co Ltd	48.00	1481
Work Safety Ltd	65.80	1482
Cash	38.63	1484
Total	1,879.26	

5. BUSINESS

5.1 Pavilion Cafe

Trustees noted that the transfer of the Pavilion Lease had now been completed and that the Pavilion Café would re-open on Monday 19th March 2018. Noted.

Trustee Ives expressed his approval for the new ideas being introduced by the Pavilion Café Tenant for the coming year, and referred to correspondence received from the tenant for which Trustees which outlined her proposals. After a short discussion re; the tenant requesting sole trading rights at future Trust events, it was resolved that having only one trader may result in the tenant potentially struggling to meet the requirements of its events; such would also result in reduced income to the Trust and for this reason Trustees resolved to instead invite only those food traders

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that would compliment the Pavilion Café and not be in direct competition. Trustees did however confirm that at the annual fireworks display only the Pavilion Café and Edward Danter, Fairground would be invited to provide catering, enabling the Pavilion Tenant to capitalise at this event. It was **proposed by Trustee Harris seconded by Trustee Pearman** that the new tenant would not have sole trader rights at the present time. Vote carried.

5.2 Fireworks

Trustees noted the provisions which had been booked in respect of the 2018 Fireworks event. Noted.

Trustee Ives referred to item 5.2 and noted that only the Pavilion Café and Edward Danter, Fairground would be invited to provide catering provisions.

Trustees discussed the fee which would be charged to other traders ie light up novelties who are to be invited to the fireworks display 2018 and concluded that £80.00 per unit would be levied. It was **proposed by Trustee Harris seconded by Trustee Ives** that £80.00 pitching fee would be implement. Unanimous.

Prior to the start of the meeting Trustees were provided with quotes and correspondence for additional entertainment at the 2018 Fireworks Display. Trustees discussed the proposed entertainment supplied by Lydney Music and Heart Burn Entertainment and concluded that it would benefit the display as no other local organisations offered similar entertainment. The Trust Secretary reminded Trustees that the Fireworks Display is a profitable event but would benefit in the long run from improving its evening of family entertainment. Trustee Pearman expressed that the Trust would need to consider ways of advertising the event in order that residents knew of the extra value to its entertainment so that the Trust could ensure a larger number of spectators to the event. Trustee White offered to assist with the advertising of the event. It was **proposed by Trustee Harris seconded by Trustee Vaughan** that the Trust Secretary should secure bookings with Lydney Music and Heart Burn Entertainment. Unanimous.

Action – Trust Secretary & Trustee White

5.3 Bathurst Park Summer Event, 'Party in the Park' Saturday 7th July 2018

Trustee Ives provided Trustees with an update in respect of the Summer Event and thanked the Admin Assistant for her assistance in the matter. Trustee Ives spoke of a full day of entertainment already secured and that 'Boycie' from Only Fools and Horses was likely to be the 'Celebrity' opening this year's event, at no cost to the Trust. After a discussion regarding a charge being levied to visitors to the event Trustees concluded that a £2.00 charge per adult should be imposed with under 16's going free, Trustee Ives was to source additional help to 'man' the gates. Trustee Christodoulides had spoken with Angela Fryers Dance School who had suggested that 'dancers' from her academy could sell raffle tickets at the event. Trustee White offered to assist as 'Master of Ceremony' at the event, Trustee Ives invited Trustee White to the next 'working party' meeting. The Trust Secretary asked Trustee Ives to confirm arrangements concerning the Athletics Club's attendance and to confirm details of the trader who would be providing Bar facilities at the event.

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It was **proposed by Trustee Ives** that a charge of £2 per adult with Under 16's free implemented at the 'Party in the Park' 2018 event. Unanimous.

Action – Trust Secretary & Trustee Ives

5.4 **Bathurst Park Pond/Fountain**

Trustees noted that the pond clearance had now been completed. Noted

5.5 **Public Toilets**

Trustees noted that cleaning of the public toilets had now been completed and that a grant funding amount of £1000 had been received toward the refurbishment of in order to update the toilet facilities. Noted.

5.6 **Hayter Large Area Amenity Lawnmower**

Trustees noted that the Hayter service had now been completed. Noted

5.7 **Review Charges**

Prior to the start of the meeting Trustees were asked to consider a 10% increase to pitch hire in Bathurst Park. After a short discussion Trustees agreed that a 10% increase would be levied. It was **proposed by Trustee Harris seconded by Trustee Christoloudides** that the Trust Secretary implement the 10% increase on pitch hire as of 1/4/2018 for the 2018/19 financial year. Unanimous.

Action by – The Trust Secretary

5.8 **Annual Play Inspections**

Prior to the start of the meeting Trustees were provided with a quote from Monmouthshire County Council and asked to consider the costs for the 2018/19 annual inspection at Bathurst Park. After a short discussion Trustees agreed that good working relationships were had between the Trust and Monmouthshire County Council. It was **proposed by Trustee Ives** that Monmouthshire County Council would be the contractor used for the 2018/19 annual inspection at Bathurst Park. Unanimous.

Action by – The Trust Secretary

5.9 **Bathurst Park, Community Events – Trustee Ives**

Prior to the start of the meeting Trustees were provided with an email from Trustee Ives showing the list of performances. The Trust Secretary inquired of Trustee White whether he would use his expertise to lend weight to the advert in order that it could be included in the Wye Valley and Forest of Dean Tourism magazine. It was **proposed by Trustee Ives** that Trustee White would amend the advert on behalf of the Trust. All in favour

Action by – Trust Secretary & Trustee White

5.10 **Bathurst Park – Cricket Square**

Trustees noted Bream Cricket Clubs request to use the cricket square and asked the Trust Secretary to inform Bream Cricket Club that the only weekend Bathurst Park was unavailable was the day of the Summer Event, 7th July 2018. Noted

Action by – Trust Secretary

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5.11 Bathurst Park - Workshop

Prior to the start of the meeting Trustees were asked to consider the quote received in order to carry out repairs at Bathurst Park workshop. The quote was to be shared 50/50 with Lydney Town Council at a cost to the Trust of £400. It was **proposed by Trustee Harris seconded by Trustee Ives** that the Trust would accept the quote. Unanimous.

Action by – Trust Secretary

6. MEMBERS REPORTS

Trustee Ives reported to Trustees that resurfacing work of ‘Avenue Andre Clement’ was due to commence on 1st February 2018 and be completed on 14th February 2018.

Trustee Ives informed Trustees that an 8m x 4m marquee had been purchased at a cost of £100.00 to the Trust, the marquee could be used at future events saving the Trust money.

Trustee Leach requested reflective strips be placed on the bollards at either end of the ‘Avenue Andre Clement’ as it could be considered a hazard on darker evenings.

Meeting closed at 9.00 pm

Chairman



Date

26th March 2018