

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 March 2018 – 37

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 26 March 2018 at 8.05pm.

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

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; Pugh, Preest, Holmes and Biddle

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Trustee Ives asked for an amendment to the minutes of 29 January 2018; Item 4.1 should have read 'phase two of the wrought ironworks', approval of the minutes for the meeting held on 29 January 2018 were **proposed by Trustee Leach seconded by Trustee Harris**. 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 Leach seconded by Trustee Berryman**. Unanimous.

Approval of payments therefrom it was **proposed by Trustee Leach and seconded by Trustee Harris**. Unanimous.

- 4.2 It was **proposed by Trustee Ives** that the Trust Secretary be given delegated Powers in order to complete the 2017/18 financial year end and month 13 payments. Unanimous.

M
4 June 2018
M. I.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 March 2018 – 38

FINANCIAL STATEMENT -

MARCH 2018

Opening Bank Balances as 1st April 2017

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

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	2,093.56	
Receipts FEBRUARY	7,579.91	
Receipts MARCH		
	Total Receipts YTD	91,898.21

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	3,885.46	
Payments JANUARY	3,606.67	
Payments FEBRUARY	4,807.40	Detailed Below
Payments MARCH	4,832.39	Detailed Below
Payments PRIOR TO YEAR END		
	Total Payments YTD	77,588.96
		89,720.10

Reconciled Bank Statements as at end

FEBRUARY 2018

YDS BANK - Current		27,138.58
YDS BANK – Current E/M Event		4,786.90
YDS BANK –E/M Archway	4,520.00	
YDS BANK – E/M Refurbish Toilets	4,000.00	
YDS BANK – Grant Toilets	1,000.00	
YDS BANK – E/M Donation Fireworks	2,000.00	
YDS BANK – LOAN Events 2018 Budget	-5,500.00	
Reserve	51,774.62	57,794.62
Bank Balances as at:	28-Feb-18	89,720.10

FEBRUARY PAYMENTS

Payments made by Direct Debit:

Workshop Gas Business: 602478936	23.01.18	23.24	Monthly	DD	Workshop: Electricity
Workshop Gas Business: 602478939	23.01.18	39.55	Monthly	DD	Workshop: Gas
Pavilion Gas Business: 602478935	23.01.18	81.75	Monthly	DD	Pavilion: Utilities Elec
Best Equipment Services Ltd	26.01.18	1,447.86	Monthly	STO	Litter Picking
Ter Plus	29.01.18	23.77	Quarterly	DD	Grds Maint/Pavilion Utilities
Direct Debits:	Sub total	1,616.17			

Interim Payments made in advance of meeting:

Workshop	31.01.18	60.00	Ad Hoc	1494	Park Event
Corporate Expenditure	05.02.18	87.85	Monthly	1495	Pavilion Cleaning
IRC	05.02.18	22.00	Monthly	1496	Pavilion Cleaning
Interim Payments:	Sub total	169.85			

04/06
H.I.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 March 2018 – 39

Payments for approval in Lieu of Meeting

Lean Mowers	2,880.01	Ad Hoc	1497	Machinery/Maintenance Repairs
Light Fantastic DIY Ltd	141.37	Ad Hoc	1498	Bld Maintenance/Park Event
Payments in Lieu of meeting: Sub total	3,021.38			

TOTAL PAYMENTS FEBRUARY 4,807.40

ARCH PAYMENTS

Payments made by Direct Debit:

British Gas: 602478936: Wkshop Elec	20.02.18	23.40	Monthly	DD	Workshop Costs
British Gas: 602478939: Wkshop Gas	20.02.18	41.20	Monthly	DD	Workshop Costs
British Gas: 602478935: Pav Elec	20.02.18	170.07	Monthly	DD	Pavilion Utilities

Rest Equipment Services Ltd	26.02.18	1,447.86	Monthly	STO	Litter Picking
Direct Debits: Sub total		1,682.53			

Interim Payments made in advance of meeting:

Sh	21.02.18	100.00	Ad Hoc	1499	Machinery Repairs
Corporate expenditure	06.03.18	87.85	Monthly	1500	Pavilion Cleaning
ARC		22.00	Monthly	1501	Pavilion Cleaning
Giles Landscaping		1,200.00	Ad Hoc	1502	H & S
Sh		121.00	Ad Hoc	1503	Postage
DDC		21.00	Ad Hoc	1504	Summer Event
Interim Payments: Sub total		1,551.85			

Payments for approval at meeting on: 26th March 2018

Charles Saunders Ltd	35.42	1505	Cleaning Materials
Community Heartbeat	252.00	1506	H & S
3C Solutions Ltd	109.20	1507	Building Maintenance
Southamptonshire County Council	345.43	1508	Play area Maintenance
Davis Perkins Trading Co Ltd	141.20	1509	Grant: Pond Filtration
Dorney Town Council	684.25	1510	Postage/Fuel/Wkshop/Grds
Sh	30.59	1511	Park Event/Wkshop/Grds Maint
Payments in Lieu of meeting: Sub total	1,598.01		

TOTAL PAYMENTS MARCH 4,832.39

List of unrepresented Cheques (For Information only)

Total 00.00

5.

BUSINESS

5.1 Bathurst Park Summer Event – ‘Party in the Park’ Saturday 7th July 2018

Trustee Ives updated Trustees of the most recent arrangements concerning ‘Party in the Park’; confirming that a ‘Celebrity Guest’ Mark Labbett aka The Beast from ITV’s The Chase had confirmed his attendance at the event. Trustee Ives thanked the Admin Assistant for her continued support and congratulated Trustee Christodoulides on her recent success in securing sponsorship from local companies supporting the event. Trustee Ives spoke of Mr & Mrs Adams who are to attend the event and organise the ‘fun dog show’ and asked Trustees for approval of a donation sum of £100.00 towards the couple’s grandchild whom they regularly raise funds for. The Trust Secretary asked Trustees to consider an entrance fee of £2.50 to cover ‘set up’ costs of the show.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 March 2018 – 40

It was **proposed by Trustee Ives** that a donation of £100.00 be paid to Mr & Mrs Adams. Vote Carried.

After a short discussion reference 'Oscar's Bar' Trustee Greening confirmed that he held a SIA Licence and he would be available to monitor consumed alcohol at the event. Trustee White requested that a 'free' stand be offered to the 'Community Police' as a Police presence would benefit the event.

Trustee Christodoulides spoke of a recent conversation with a local building developer and hoped to secure a sponsorship sum, this information was welcomed by Trustees. Trustees Christodoulides requested that based on this news that the Climbing Wall be considered as an addition for the event, after a short discussion it was **proposed by Trustee Pearman and seconded by Trustee Harris** that the Trust Secretary book the climbing wall and release the £500.00 contingency money to cover its costs. Vote carried.

Action Trust Secretary

5.2 Public Toilets

Prior to the start of the meeting Trustees were asked to consider two quotes received for fitting of the new public toilet facilities at the pavilion. The Trust Secretary referred Trustees to the payment scheduled and highlighted that a total of £10,720.00 had been secured the Trust would therefore remain in budget for the toilet refurbishment. It was **proposed by Trustee Ives** that the Trust Secretary organise for the said work to be started. Unanimous.

Action Trust Secretary

5.3 Annual Play Inspections

Trustees noted that the Annual Play Inspections had now been completed and that the report would be passed to the head ground staff. Noted

5.4 Churches Together

Prior to the start of the meeting Trustees were asked to consider the letter received from 'Churches Together' requesting that they hold an event in Bathurst Park. Trustees approved their request and requested that the usual bond of £100.00 was asked for. It was **proposed by Trustee Berryman and seconded by Trustee White** that the Trust Secretary contact Churches Together to confirm their request. Unanimous.

Action Trust Secretary

5.5 Bathurst Park -Cricket Square

It was noted that Bream Cricket Club have booked the cricket square for nine games. Noted

5.6 WPS Insurance

It was noted that the Insurance Policy with WPS Insurance was due for renewal on 1st April 2018. Noted.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 March 2018 – 41

5.7 **Avenue Andre Clement**

It was noted that resurfacing work had commenced on the avenue and was due to finish at the end of March. Noted

5.8 **Railings in Bathurst Park**

It was noted that Peter Neale had replaced two broken railings at not cost to the Trust. Noted

The Trust Secretary updated Trustees reference Bathurst Park Archway noting that the upright pillars had since been installed and the archway will be fitted upon completion of work on the avenue. Noted

5.9 **Fireworks**

Trustees noted that Lydney Music and Heatburn Entertainment had been booked and that a letter to Mr Carter inviting him to attend the evening with his light up novelty stand had been posted. Noted

6. **MEMBERS REPORTS**

Trustee White reported that youths had been seen using the new play equipment on the Mesne although security fencing was still in place – Agenda item Amenities. Noted

7. **CLOSED SESSION**

Personnel

The Trust Secretary advised Trustees that a payment from the year end residue of Lydney Town Council current account re financial year 2017/18, to the sum of £3000 had been transferred to Bathurst Park Current Account for use in financial year 2018/19 for ‘corporate’ in relation to gate keeper duties. The person filling this role will therefore be employed by Bathurst Park & Recreation Trust and not Lydney Town Council. This is a seasonal position – 1st April to the end of September and will be renewable thereafter. Trustees were asked to consider the necessity of closing the park gates, after a short discussion Trustees confirmed that the gates would need to be locked for security reasons and Trustees would revisit this decision once the term had finished.

8. Meeting closed at 8.50 pm

Chairman



Date ...4th June 2018...