

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 4 June 2018 - 01

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 4 June 2018 at 8.21 pm.

Present: Trustees H Ives (Chairman), B Berryman, R Christodoulides, R Holmes, C Legg, B Pearman and K White

In Attendance: Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

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. **APPOINTMENT OF VICE CHAIRMAN**

Trustee Berryman proposed Trustee White to the position. There being no other nominations Trustee Berryman's nomination was put the vote. Unanimous. Trustee White was duly elected to the position.

2. **APOLOGIES**

Apologies for absence were received and noted from Trustees Greening, Harris, Preest, Pugh and Vaughan.

3. **DECLARATIONS OF INTEREST**

Trustee White – Agenda item 6.7 – Pitch Charges – Bathurst Park

4. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 26 March 2018 were confirmed and signed as a true record. **Proposed by Trustee Christodoulides, seconded by Trustee Pearman.** Unanimous.

It was noted that since the last meeting it had been necessary to undertake the following actions under Delegated Powers (*approved prior by Trustees*):-

- Replacement sign – (welcoming responsible dog owners) due to vandalism (cost £87.00)
- New alarm system at Pavilion Building (cost £1,154.40)
- Remedial repairs to lightning conduction system at Pavilion Building (cost £287.65)
- Replacement light fittings at the Pavilion and Workshop (cost £335.00)

5. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

May 2018

Opening Bank Balances as 1st April 2017

LLOYDS BANK - Current	00171608	28,431.61	<i>C/F £5,548.12 17/18</i>
LLOYDS BANK - Current E/M Event	00171608	4,800.65	
LLOYDS BANK –General Reserve	29897960	51,776.76	
LLOYDS BANK –E/M Archway	29897960	4,520.00	
LLOYDS BANK –E/M Refurbish Toilets	29897960	4,000.00	
LLOYDS BANK –Grants Toilets	29897960	1,000.00	

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LLOYDS BANK –E/M Donation Fireworks	29897960	2,000.00	
LLOYDS BANK –LOAN Event 2018 Budget	29897960	-5,500.00	
		Bank Balance	<u>57,796.76</u>
			<u>91,029.02</u>

TRANSACTIONS

RECEIPTS

Receipts APRIL		5,309.69
Receipts MAY		
Receipts JUNE		
Receipts JULY		
Receipts AUGUST		
Receipts SEPTEMBER		
Receipts OCTOBER		
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
	Total Receipts YTD	5,309.69

PAYMENTS

Payments APRIL	10,217.44	Detailed Below
Payments MAY	14,694.37	Detailed Below
Payments JUNE		
Payments JULY		
Payments AUGUST		
Payments SEPTEMBER		
Payments OCTOBER		
Payments NOVEMBER		
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
	Total Payments YTD	24,911.81
		71,426.90

Reconciled Bank Statements as at end	April 2018	
LLOYDS BANK - Current		13,461.03
LLOYDS BANK – Current E/M Summer Event		4,686.65
LLOYDS BANK – General Reserve	51,779.22	
LLOYDS BANK – Archway awaiting repayment	-1,000.00	
LLOYDS BANK – E/M Refurbish Toilets	4,000.00	
LLOYDS BANK – E/M Grants Toilets	2,000.00	
LLOYDS Bank – E/M Donation Fireworks	2,000.00	
LLOYDS BANK – Loan Event 2018 Budget	-5,500.00	
		<u>53,279.22</u>
Bank Balances as at:	30-April-18	71,426.90

APRIL PAYMENTS

Payments for approval in Lieu of meeting

WPS Ltd	01.04.18	3,844.66	Annual	1561	Insurance
Heartburn Entertainment	01.04.18	450.00	Annual	1562	Summer Event
Corporate Expenditure	10.04.18	88.05	Monthly	1563	Pavilion Cleaning
Corporate Expenditure	10.04.18	292.93	Monthly	1564	Gate Keeper
HMRC	10.04.18	21.80	Monthly	1565	Pavilion Cleaning
Spoilt Chq				1566	
P Neale	26.04.18	5,520.00	Ad Hoc	1567	E/M Archway
Payments in Lieu of meeting: Sub total		10,217.44			

TOTAL PAYMENTS APRIL 10,217.44

MAY PAYMENTS

Payments made by Direct Debit:

Water Plus	03.04.18	17.67	Qrtly	DD	C/F 17/18 Pitch & Pavilion
Water Plus	03.04.18	38.20	Qrtly	DD	C/F 17/18 Bowling Green

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British Gas: 602478936	20.04.18	20.42	Monthly	DD	Workshop
British Gas: 6024783939	20.04.18	47.92	Monthly	DD	Workshop[p
British Gas: 602478935	20.04.18	229.93	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd	26.04.18	1,447.86,	Monthly	STO	Litter Picking

Direct Debits: Sub total 1,802.00

Interim Payments made in advance of meeting:

Corporate Expenditure	87.85	Monthly	1568	Pavilion Cleaning
Corporate Expenditure	318.28	Monthly	1569	Gate Keeper
HMRC	22.00	Monthly	1570	Pavilion Cleaning
Luke Cole	335.00	Ad Hoc	1571	C/F 17/18
Dean Mowers Ltd	318.00	Ad Hoc	1572	General Repairs
Gooch Group Ltd	38.59	Ad Hoc	1573	Pavilion Cleaning
Monmouthshire County Council	180.00	Annual	1574	Play Equipment Maintenance
P B Safety Supplies	44.30	Ad Hoc	1575	Tools/Protective Clothing
Rigby Taylor	279.46	Annual	1576	Bowling Green Maintenance
WPS Insurance	224.00	Annual	1577	C/F Summer Event
Cash	49.54	Monthly	1578	Grds Maintenance
Cash	100.00	Ad Hoc	1579	Summer Evevt

Interim Payments: Sub total 1,997.02

Payments for approval at meeting on: 29th MAY 2017

Gooch Group Ltd	17.86	Qrtly	1580	Cleaning Materials
Charles Saunders Ltd	86.90	Qrtly	1581	Cleaning Materials/Workshop
Fleet (Line) Markers	1,218.00	Annual	1582	Grds Maintenance
S Hall	50.00	Ad Hoc	1583	Machinery/Maintenance/Repairs
Light Fantastic DIY Ltd	124.91	Monthly	1584	Grds Maintenance/Pavilion Maint
M J Security (UK) Ltd	1,154.40	Ad Hoc	1585	Telephone/Alarms
P B Safety Supplies	33.48	Ad Hoc	1586	Cleaning Materials
R igby Taylor	689.81	Annual	1587	Bowling Green
TrunkArb	180.00	Ad Hoc	1588	H & S Including Tree Work
Wallgate Ltd	7,318.51	Ad Hoc	1589	Toilet Refurbish/EM Toilets
Cash	21.48	Monthly	1590	Grds Maintenanc/Maint & Repairs
Payments in Lieu of meeting: Sub total	10,895.35			

TOTAL PAYMENTS MAY 14,694.37

A list of unrepresented Cheques (For Information only)

Heartburn Entertainment	450.00	1562
Corporate Expenditure	292.93	1564
P Neale	5,520.00	1567
Total	6,262.93	

5.1 To approve Financial Statement

Receipt of the monthly payment schedule was **proposed by Trustee Pearman, seconded by Trustee Ives. Unanimous.**

5.2 Approval of Payments

Approval of payments from the monthly payment schedule (including the transfers/virements shown overleaf) was **proposed by Trustee Pearman, seconded by Trustee Ives. Unanimous.**

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Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£413.00	Building Maintenance	Telephone/Alarms

Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

5.3 Appointment of Independent Internal Auditor

Members were asked to consider/approve the appointment of Griffiths Marshall as that of the Trust's Independent Internal Auditor for Year End 2018/2019. Appointment **proposed by Trustee Legg, seconded by Trustee Pearman.** Unanimous.

5.4 Electronic Payment Schedule for 2018/2019

Prior to the meeting Trustees were provided with a copy of the electronic payment schedule for 2018/2019, approval of which was **proposed by Trustee Ives.** Unanimous.

6. BUSINESS

6.1 Bathurst Park Summer Event – “Party in the Park” Saturday 7 July 2018

Trustees noted that the Community Police Van would now be attending the event. Furthermore, that the climbing wall had now been booked, bringing to a close the list of attendees at the event.

Trustee Ives was delighted to advise that Trustee Christodoulides had managed to secure a sponsorship from Robert Hitchins Limited for the event. It was noted that whilst advertisement space had been sold in the event programme, payment had not been received from all advertisers. Accordingly, any adverts for which payment had not been received by 15 June 2018 would be removed from the programme.

Trustees were informed that the original event budget had amounted to £5,500.00, however, given the sponsorship sum received and stall fees the balance totalled £9,991.00; expenditure to date amounted to £6,539.72 which resulted in £3,451.28 remaining (plus £150.00 returnable deposit for bar and percentage of bar income). This residue figure would be placed into Ear Marked Reserves in order that it may be used towards the cost of next year's event.

Consideration was given as to how the event could receive greater publicity. Trustees recalled that previously they had erected advertising banners, however, the Trust Secretary reminded all present of the need to ensure that any advertising on the highway complied with Advertisement Consent (Gloucestershire County Council Highway Approval required). It was suggested that it may be possible to approach Lydney Rugby Club to ascertain if it would be possible to erect a large printed poster on their “fixture” board close to the Cross Hands junction.

It was noted that whilst no Working Party meetings would take place prior to the event, a pre-event meeting would take place with Mr & Mrs Adams (Dog Show) and members of Lydney Town Council's Groundstaff on Thursday 5 July 2018 to which all available Trustees were invited to attend. Pitches would then be marked out ready for the weekend.

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6.2 Public Toilets

Members noted that the refurbishment of the external public toilets had commenced, however, due to an omission by a former member of staff an additional cost would need to be approved in order to cover the false wall totalling £2,934.51. It was **proposed by Trustee Ives** that a request would be submitted to Lydney Town Council to cover £2,800.00 (funded via the reduction which had been negotiated on the new play scheme at Primrose Hill), with the outstanding amount taken from the Trust's contingency budgetary heading. Vote carried.

Action by – the Trust Secretary

6.3 Avenue Andre Clement & Bathurst Park Archway

Trustees noted that resurfacing work on the Avenue had since been completed and that expressions of thanks had been forwarded to Gloucestershire County Council/Amey accordingly.

Attention was drawn to the Bathurst Park Archway which had been erected since the last meeting and it was felt that in future gold paint should be applied to the lettering in order to further enhance its appearance.

Trustees also noted that in order to complete the final phase of ironworks (the enclosure of the Memorial Gardens) it would be necessary to gain grant funding.

6.4 Pavilion Building

Trustees noted that the annual boiler and water heater service had been conducted.

6.5 Easter Egg Hunt

Members were informed that the event had been well received by all who had attended and had generated favourable/supportive comments on social media. Trustee Pearman advised that he had attended the event and welcomed the fact that children collaborated in their social groups during the "hunt". Trustees expressed thanks to the Assistant Secretary and Lydney Town Council's Ground Staff Leading Hand for their organisation of the event.

Trustees were asked to consider if they wished Lydney Town Council's staff to arrange/administer a similar event in 2019 and if so, to agree a budget for the event. It was **proposed by Trustee Berryman, seconded by Trustee Pearman**, that the Town Council's staff would be requested to arrange/administer a similar event in 2019, for which a budget would be set at £200.00. Unanimous.

Action by – the Trust Secretary

6.6 Little Learners UK

Prior to the meeting Trustees were provided with a copy of a request which had been received to hold an outdoor activity class "taster session" for children in Bathurst Park for one hour. The class would take place during August on a date to be agreed.

Extensive discussion took place regarding the provision of such classes within the Park and also an appropriate charge to be levied. Trustees were reminded that previously the Trust had levied charges for use of its Park/set a returnable bond. It was **proposed by Trustee Berryman, seconded by Trustee Pearman**, that a

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charge of £11.00 would be levied, subject to receipt of copies of insurance documentation and risk assessment. Vote carried.

Action by – the Trust Secretary

6.7 Pitch Charges – Bathurst Park

Prior to the meeting Trustees were provided with a copy of a letter which had been received from Mr Mark Harper MP with respect to the charges levied for the use of the Park. Members were also provided with a copy the response which had been formulated by the Trust Secretary advising him that Trustees had an obligation to maintain/retain the Park and as such were within their rights to determine whatever they believed an acceptable charge to be and that such was not determined/controlled by Lydney Town Council. Noted.

6.8 Virgin Money London Marathon Charity Ballot

Trustee Ives had desired that the Trust consider whether it wished to register an entry for the 2019 Virgin Money London Marathon, however, during the meeting Trustee Ives advised that the deadline for registration had now passed.

6.9 Seating for Dog Owners

Prior to the meeting Trustees were provided with a copy of a letter which had been received calling for the Trust to consider providing seating for dog owners around the Pavilion Café. It was **proposed by Trustee Legg, seconded by Trustee Pearman**, that the Trust would continue to exclude dogs from being taken into the Ladies' Park given this area was used predominately by parents with small children and would therefore decline the request to provide seating for dog owners within the Ladies' Park. Vote carried.

6.10 Annual Tree Survey

Prior to the meeting Trustees were provided with a copy of the Annual Tree Survey which had been carried out. The Trust Secretary informed Trustees of the need to conduct remedial work to address issues identified during the survey amounting to £2,558.40. Noted.

Members also noted the requirement for a PiCUS reading to be taken for two trees (T82 and T188) in the Park at a cost of £225.00), the results of which may require work to be conducted on said trees at an additional cost.

6.11 Replacement Machinery

Trustees were asked to consider the purchase of a replacement pedestrian sprayer/line marker at a cost of £858.00. Approval for purchase **proposed by Trustee Berryman, seconded by Trustee Christodoulides**. Unanimous.

7. MEMBERS REPORTS

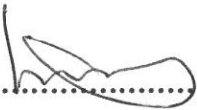
Trustee Ives informed Members that representatives from Two Rivers Housing would attend the Park on 11 July 2018 at 9.00 am in order to paint the boundary railings. Trustee Ives confirmed his attendance on the day and encouraged his fellow Trustees to join him.

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Trustee Berryman congratulated Trustees Ives, White, Christodoulides and the staff/Groundsmen for their work in organising the “Party in the Park” which he hoped would be a resounding success.

Meeting closed at 8.59 pm

Chairman

Dateth30 July 2018