

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 30 July 2018 - 08

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 30 July at 7.00 pm.

Present: Trustees H Ives (Chairman), K White, B Berryman (Late arrival) , R Christodoulides, J Greenwood, C Harris, R Holmes, W Leach, C Legg, A Preest and C Vaughan

In Attendance: Miss C Wheeler – Executive Officer
Mrs C Whittington – Minute Taker

One minutes silence was observed in memory of Trustee Don Pugh.

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, Greening and Pearman.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 4 June 2018 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Legg.** 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*):-

- Pavilion Shutters – not working (cost £598.00)

Trustees were informed that on 23/7/18 a large conifer tree had been destroyed due to an arson attack. Trustees noted that it had been necessary to arrange for a contractor to fell the remains of the tree (cost of work to be advised). Trustee Harris called for a Press Release to be issued on the arson attack. Trustee Ives volunteered to provide said release.

Action by – Trustee Ives

Trustee Berryman arrived at this point.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

June & July 2018

Opening Bank Balances as 1st April 2017

LLOYDS BANK - Current	00171608		28,431.61	
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		
LLOYDS BANK –E/M Donation Fireworks	29897960	2,000.00		
LLOYDS BANK –LOAN Event 2018 Budget	29897960	-5,500.00		
		Bank Balance	57,796.76	
			91,029.02	

C/F £5,548.12 17/18

24/09
H.I.

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TRANSACTIONS

RECEIPTS

Receipts APRIL	5,309.69
Receipts MAY	58,503.74
Receipts JUNE	3,996.43
Receipts JULY	
Receipts AUGUST	
Receipts SEPTEMBER	
Receipts OCTOBER	
Receipts NOVEMBER	
Receipts DECEMBER	
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

Total Receipts YTD 67,809.86

PAYMENTS

Payments APRIL	10,217.44
Payments MAY	14,694.37
Payments JUNE	12,297.77
Payments JULY	10,694.50
Payments AUGUST	
Payments SEPTEMBER	
Payments OCTOBER	
Payments NOVEMBER	
Payments DECEMBER	
Payments JANUARY	
Payments FEBRUARY	
Payments MARCH	
Payments PRIOR TO YEAR END	

Total Payments YTD 47,904.08

110,934.80

Reconciled Bank Statements as at end

JUNE 2018

LLOYDS BANK - Current	54,877.94
LLOYDS BANK – Current E/M Summer Event	3,722.92
LLOYDS BANK – General Reserve	51,783.94
LLOYDS BANK – Archway awaiting repayment	-1,000.00
LLOYDS Bank – E/M Donation Fireworks	1,550.00
	52,333.94

Bank Balances as at: 30-June-18

110,934.80

JUNE PAYMENTS

Payments made by Direct Debit:

Natures Habitat	01.05.18	400.00	BACS	C/F Grant Pond Filtration
British Gas: 602478939	17.05.18	26.50	DD	Workshop
British Gas: 602478936	17.05.18	26.73	DD	Workshop
British Gas: 602478935	18.05.18	272.08	DD	Water/Gas/Electricity
British Gas: 602478939	18.05.18	6.64	DD	Workshop
British Gas: 602478936	23.05.18	7.48	DD	Workshop
British Gas: 602478935	23.05.18	55.78	DD	Water/Gas/Electric
British Gas: 602478938	23.05.18	373.49	DD	Water/Gas/Electric
Forest Equipment Services Ltd (May)	29.05.18	1,447.86	STO	Litter Picking
Sub total		2,616.56		

Payments for approval in Lieu of Meeting:

Corporate Expenditure	87.85	1591	Pavilion Cleaning
Corporate Expenditure	292.93	1592	Gate Keeper
HMRC	22.00	1593	Pavilion Cleaning
Abbey Loos Ltd	238.50	1594	Summer Event
A Gillard	240.00	1595	Summer Event
Event Higher Ltd	446.25	1596	Summer Event
Forest Equipment Services Ltd	163.20	1597	Summer Event
D J May	100.00	1598	Summer Event
Monnow Marquees	855.00	1599	Summer Event
SWS Medics	587.50	1600	Summer Event
Whitehouse Press (Printers) Ltd	300.00	1601	Summer Event
Lydney Music	675.00	1602	Summer Event
Luke Cole Electrical	66.00	1603	Workshop
Coinros Nurseries Ltd	2,251.80	1604	Plants/Memorial Garden
Griffiths Marshall	900.00	1605	Audit
Light Fantastic (DIY) Ltd	87.32	1606	Pavilion/Building Maintenance
Lydney Music	175.00	1607	Firework Event

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Omega Red Group Ltd	287.65	1608	C/F 17/18
Rigby Taylor	858.00	1609	Machinery/Maintenance /Repairs
Lydney Town Council	811.41	1610	Petrol/Oil/Diesel/Insura nce
Cash	200.00	1611	Summer Event
Cash	35.80	1612	Summer Event/Cleaning Pavilion
Payments in Lieu of meeting: Sub total	9,681.21		
TOTAL PAYMENTS	JUNE	12,297.77	

JULY PAYMENTS

Payments made by Direct Debit:

British Gas: 6024783939	21.06.18	13.28	Monthly	DD	Workshop
British Gas: 6024783936	21.06.18	41.62	Monthly	DD	Workshop
British Gas: 6024783935	21.06.18	410.31	Monthly	DD	Water/Gas/Electric
British Gas: 6024783935	25.06.18	55.78	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd (June)	26.06.18	1,447.86	Monthly	STO	Litter Picking
Direct Debits: Sub total		1,968.85			

Interim Payments made in advance of meeting:

Corporate Expenditure	87.85	Monthly	1613	Pavilion Cleaning
Corporate Expenditure	309.83	Monthly	1614	Gate Keeper
HMRC	22.00	Monthly	1615	Pavilion Cleaning
Mr D Adams	44.65	Annual	1616	Park Event
Interim Payments: Sub total		464.33		

Payments for approval at meeting on: 30th JULY 2018

Brainy Beast Media Ltd	400.00	1617	Summer Event
EcoBlue Plumbing & Heating Ltd	6,620.40	1618	Refurbish Toilets/C/F Bld Maintenance
Forest of Dean & Wye Valley Review	234.00	1619	Summer Event
Light Fantastic DIY Ltd	221.92	1620	Gen Repairs/Plants/Benches
Living Landscapes	300.00	1621	C/F Pond Filtration
Monmouthshire County Council	298.12	1622	Play Equipment/Wet Pour
Mincost Ltd	91.95	1623	Summer Event
Cash	94.93	1624	Summer Even/Gen Repairs/Wkshop
Payments in Lieu of meeting: Sub total	8,261.32		

TOTAL PAYMENTS JULY 10,694.50

A list of unpresented Cheques (For Information only)

Corporate Expenditure	87.85	1591
Corporate Expenditure	292.93	1592
Abbey Loos Ltd	235.50	1594
Event Higher Ltd	446.25	1596
Forest Equipment Services Ltd	163.20	1597
Monnow Marquees	855.00	1599
SWS Medics	587.50	1600
Whitehouse (Press) Printers Ltd	300.00	1601
Lydney Music	675.00	1602
Luke Cole Electrical	66.00	1603
Coinros Park Nurseries Ltd	2,251.80	1604
Griffiths Marshall	900.00	1605
Light Fantastic DIY Ltd	87.32	1606
Lydney Music	175.00	1607
Omega Red Group	287.65	1608
Rigby Taylor	858.00	1609
Lydney Town Council	811.41	1610
Cash	200.00	1611
Cash	35.80	1612
Total	9319.21	

24/09
H.L.

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4. Financial/Sundry Payments

- 4.1 Receipt of the monthly payment schedule was **proposed by Trustee Vaughan, seconded by Trustee Harris**. Unanimous.
- 4.2 Approval of payments as shown on the monthly payment schedule (including the virements shown below) were **proposed by Trustee Preest, seconded by Trustee Ives**. Unanimous.

The Executive Officer informed Trustees that the Trusts External Auditor had submitted a copy of the accounts for Year End 31st March 2018 to the Charity Commission – Noted

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£1,000.00	Building Maintenance	Water/Gas/Electric
£2,000.00	Health & Safety (Inc Tree Works)	Grounds Maintenance

Transfers

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

5. BUSINESS

5.1 Incident in Park

Trustees were informed that on 9th July 2018 a member of the public had been knocked down by their dog in the park. **Noted**

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

Trustee Ives stated that he had been happy with the event arrangements in general and the number of attendees (estimated at 2,000), and advised of all the positive feedback that has been received from members of the public and the press. Trustee Preest congratulated Trustee Ives on the event and Trustee Harris thanked the whole Working Party with special thanks to Trustee Christodoulides for obtaining the sponsorship from Robert Hitchins Limited for the event. Thanks were also expressed to Trustee White for his assistance on the day, together with the Groundstaff and Officers who also attend the event in their professional capacity.

Trustees then considered future areas for improvement: eg the lack of disabled parking was a concern which Trustees felt could be addressed permitting such parking by the workshop, the Ambulance space needs to be re-sited, that shelter be provided in the case of adverse weather. Need for greater advertising for the event was mooted. The Executive Officer made Trustees aware that any advertising on the highway should comply with Advertisement Consent (Gloucestershire County Council Highway Approval required). Consideration towards a mini music event for teenagers in the evening was also suggested. Trustee Leach offered to organise a formal series of running/sport events (eg: interschool competition).

Members were informed that an overview of the Financial success of the event would be available for the next meeting.

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Trustees were then asked to consider if they wished to organise an event for 2019. Trustees were adamant that after the success of this year's event another should be organised for 2019, regardless of the results of the Ordinary Elections. It was resolved to hold the event on the first Saturday in July (6th July 2019) with event arrangements to be completed prior to elections. The Executive Officer expressed concern that following the Ordinary Elections newly elected Trustees may not wish to Marshall the event and asked if Trustees present were prepared to Marshall on the day regardless of whether they remain a Councillor/Trustee or not. Trustee's Harris, Ives, White, Leach, Vaughan, Christodoulides and Preest all gave their assurances that they would help at next year's event.

Trustees were then asked to consider the Budget for the Summer Event 2019. It was **proposed by Trustee Ives** that a sum of £5,000 be included in the 2019/2020 Trust Budget, with the residue of this year's Grant Budget being earmarked towards next year's event. **Vote Carried.** It was noted that the first Working Party meeting would be organised for October 2018.

5.3 Pavilion Public Toilets

The completion of the work on the public toilets was noted by Trustees.

Prior to the meeting Trustees were provided with a copy of a maintenance contract for the two new washroom units in order that provision could be included in the 2019/2020 budget. Trustee White requested that financial provision be initially included in the 2019/2020 budget, with Trustees then making a final decision as to whether to enter into a maintenance contract at the September Meeting.

Action by – the Trust Secretary

5.4 GPFA Assessment Reports for 2017/18

Prior to the meeting Trustees were provided with a copy of the report which had been received from GPFA. The contents of the report were noted by Trustees, together with the need to work towards replacing some of the Play Equipment. Trustees to start to build into future budgets provision which will allow some of the equipment to be updated. **Trustees Ives proposed** that Delegated Powers be bestowed to the Trust Secretary and two Trustees in order that repair work as identified by the report may be duly addressed. **Unanimous.**

The Executive Officer showed photographs of how the Forestry have incorporated longer tables to enable wheel chairs and pushchairs to be included in a picnic seating area. Trustees felt this was an excellent idea.

Action by – the Trust Secretary

5.5 Matting around Multi Play Area

Prior to the meeting the Trustees had been provided with a quote from Monmouthshire County Council and this was Noted. The Executive Officer reminded Trustees that this work had already been identified in the Annual Play Report. Trustees were informed that no provision for the replacement had been included in the Trusts Budget. **Trustee Leach proposed** that a second quote be obtained **seconded Trustee Greenwood.** **Trustee Harris proposed an amendment** which was accepted by Trustees Leach & Greenwood that due to

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Health and Safety the work needed to be completed, therefore on receipt of a second quote Delegated Powers be bestowed on the Trust Secretary and two members of the committee to authorise the work

Action by – the Trust Secretary

5.6 Cycle Racks

The Trustees agreed to the purchase of a cycle rack (cost approx £665.00, subject to the Grant Administrator applying to “Growing into our Community Fund”).

Proposed Trustee Ives.

Action by – the Trust Secretary

5.7 Recycling Bins

Trustee noted that FoDDC would be unwilling to site further recycling bins in the Park due to its location being within close proximity of those already sited by FoDDC at Tesco’s/Bream Road car park. Consideration to be given towards installing recycling bins near the picnic area to encourage children to use the Litter bins.

Action by – the Trust Secretary

5.8 Gate Keeper Duties

Due to the impending departure of the current Gate Keeper Trustees were asked to consider if they wished to commit to closing the Park gates themselves. Trustees discussed the options and Trustees Ives, Leach and Vaughan gave a commitment to undertake such duties. Trustee Ives asked if the office could produce and circulate a “draft rota” to those Trustees to enable them to pencil in the times they could commit to attending.

Trustee Harris proposed an agenda item for the September meeting to renew the success/consider the employment of a permanent Gate Keeper, **seconded Trustee Preest – Unanimous**

Action by – the Trust Secretary

5.9 The Pouring of Cremated Remains

Trustees were asked to consider if they were willing to permit the interment of cremated remains in any one area at the park (subject to a fee being levied which mirrored Lydney Town Council charges). Trustees discussed this matter in detail, but decided they did not want to allow the interment of cremated remains in the park. It was proposed by **Trustee Vaughan, seconded by Trustee Christodoulides** that the Trust would not allow the interment of cremated remains in the park. **Vote carried**

5.10 Use of Bathurst Park Tennis Courts

A discussion took place as to whether the Tennis Courts could generate more income if they were to be upgraded. It was noted that staff had been given permission to use the Tennis Courts by the Personnel Committee, outside of working hours. Trustee Harris agreed that the facilities were in a poor condition. It was suggested that the Lawn Tennis Association be approached regarding the possibility of a Grant. Trustees agreed that Lydney Tennis Club be asked to give their view on the courts and their assistance/support be canvassed concerning the Trust’s approach to the LTA.

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Trustee Greenwood proposed that the Trust look into Grant Funding for such works, with improved access then made available to Lydney Tennis Club/Public when the Café is closed (subject to T &C's being agreed.) **seconded by Trustee Legg. Vote carried.**

7. **MEMBERS REPORTS**

Trustee Ives informed Members that representatives from Two Rivers Housing attended the Park on 11 July 2018 and together with himself and Trustees Pearman and Leach the painting of the boundary railings took place. It was suggested that this could become a quarterly event with all Trustees taking part. Trustee Vaughan asked if members of the public could be encouraged to help. Trustee Ives resolved to circulate a list of suggested future dates for Trustee's due consideration.

Trustee Preest requested an agenda item for the next meeting, utilisation of the Bandstand for Youth Concerts and Brass Bands

Action by – The Trust Secretary

Meeting Closed at 7.55 pm

Chairman

Dateth 24 September 2018