

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 September 2018 - 15

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 24 September 2018 at 7.00 pm.

Present: Trustees H Ives (Chairman), B Berryman, R Christodoulides, C Harris, R Holmes, W Leach, C Legg, B Pearman and Preest

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. **APOLOGIES**
Apologies for absence were received and noted from Trustees Biddle, Greening and White.
2. **DECLARATIONS OF INTEREST**
None.
3. **APPROVAL OF MINUTES**
The minutes of the Bathurst Park and Recreation Trust meeting held on 30 July 2018 were confirmed and signed as a true record. **Proposed by Trustee Harris, 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*):-

- Child safe synthetic surfacing around multi play area (cost £968.44) Contract awarded to MCC
- Remedial repairs to entrance by workshop (cost £5,900.00)
- Removal of conifers in park – remedial action due to vandalism threat and replacement (£570.00 approximate cost)
- Replacement of damaged/worn coping stones on wall around memorial pond (cost £468.00)

Trustees were advised that shortly before the meeting the results of the survey on the Holm Oak tree had been received, together with a selection of options provided by the Trust's contractor to address the health and safety issue the Trust faced. Members were provided with a copy of the contractor's report. It was felt that realistically the Trust was faced with two options – to either completely fell the tree and grind out the stump (cost £1524.00 including VAT) or to remove the limbs to a specific point on the trunk (£822.00 including VAT) which would then enable the trunk to be sculptured into a feature for the Park. After a short discussion **Trustee Harris** proposed that Delegated Powers were bestowed on the Trust Secretary to arrange for the tree to be felled to a specific point on the trunk which would enable the remaining section to be carved; that the Trust Secretary would obtain costings for carving a feature into the remaining trunk the costing would then be considered at future meeting. **Seconded by Trustee Pearman.** Unanimous.

Action by – the Trust Secretary

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4. FINANCE AND SUNDRY PAYMENTS

FINANCIAL STATEMENT -

August & September 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	<u>C/F £5,548.12 17/18</u>
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	
			<u>91,029.02</u>	

TRANSACTIONS

RECEIPTS

Receipts APRIL	5,309.69
Receipts MAY	58,503.74
Receipts JUNE	3,996.43
Receipts JULY	7,255.86

Receipts AUGUST

Receipts SEPTEMBER	6,052.11
Receipts OCTOBER	
Receipts NOVEMBER	
Receipts DECEMBER	
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

Total Receipts YTD 81,117.83

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	3,814.03	Detailed Below
Payments OCTOBER	4,400.91	Detailed Below
Payments NOVEMBER		
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		

Total Payments YTD 56,119.02

116,027.83

Reconciled Bank Statements as at end

AUGUST 2018

LLOYDS BANK - Current		59,158.94
LLOYDS BANK – Current E/M Summer Event		3,530.66
LLOYDS BANK – General Reserve	51,788.23	
LLOYDS Bank – E/M Donation Fireworks	1,550.00	
		<u>53,338.23</u>

Bank Balances as at: 31-August-18

116,027.83

AUGUST PAYMENTS

Payments made by Direct Debit:

British Gas: 602478939	23.07.18	3.29	Mthly DD	Workshop Costs
British Gas: 602478936	23.07.18	38.92	Mthly DD	Workshop Costs
British Gas: 602478938	23.07.18	169.17	Mthly DD	Water/Gas/Electric
British Gas: 602478935	23.07.18	341.04	Mthly DD	Water/Gas/Electric
Water Plus	24.07.18	24.91	Qrtly DD	Grounds Maintenance
Water Plus	24.07.18	26.20	Qrtly DD	Grds
Forest Equipment Services Ltd (July)	26.07.18	1,447.86	Mthly STO	Main/Water/Gas/Electric
Water Plus	31.07.18	55.18	Qrtly DD	Litter Picking
Direct Debits:	Sub total	<u>2,106.57</u>		Bowling Green

Payments for approval in Lieu of Meeting:

worksafety Ltd	10.20	1625	Tools/Protective Clothing
Corporate Expenditure	87.85	1626	Pavilion Cleaning

26/11 H.F.

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Corporate Expenditure	292.93	1627	Gate Keeper
HMRC	22.00	1628	Pavilion Cleaning
Charles Saunders Ltd	35.42	1629	Cleaning Materials
The Forest of Dean & Wye Valley Review	240.00	1630	Staff Cleaning Costs
Light Fantastic DIY Ltd	115.68	1631	S Events/Gen Rep/Grds Maintenance
TPS Gates & Doors Ltd	105.60	1632	Shutters
T Cox – Friends Ukenited	100.00	1633	Summer Event
L Blatchly – Dance Academy 1	50.00	1634	Summer Event
Wydean School	50.00	1635	Summer Event
Lydney Town Council	502.78	1636	S Event/Grds Maintenance
Cash	95.00	1637	Building Maintenance
Payments in Lieu of meeting: Sub total	1,707.46		
TOTAL PAYMENTS AUGUST	3,814.03		

SEPTEMBER PAYMENTS

Payments made by Direct Debit:

British Gas: 6024783936	21.08.18	37.22	Monthly	DD	Workshop
British Gas: 6024783935	21.08.18	408.51	Monthly	DD	Water/Gas/Electric
British Gas: 6024783938	22.08.18	67.18	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd (August)	22.08.18	1,447.86	Monthly	STO	Litter Picking
Direct Debits: Sub total		1,960.77			

Interim Payments made in advance of meeting:

Corporate Expenditure	87.85	Monthly	1638	Pavilion Cleaning
HMRC	22.00	Monthly	1639	Pavilion Cleaning
Corporate Expenditure	87.88	Monthly	1640	Gate Keeper
Interim Payments: Sub total	197.73			

Payments for approval at meeting on: 24th SEPT 2018

Dean Academy Singers	50.00	1641	Summer Event
Forest of Dean & Wye Valley Review Ltd	240.00	1642	Staff Cleaning Cost
Gooch Group Ltd	27.36	1643	Cleaning Materials
Light Fantastic DIY Ltd	7.01	1644	Workshop/General Repairs
Keith Morgan Mowers Ltd	23.45	1645	Machinery/Maintenance/Repairs
TPS Gates & Doors Ltd	493.20	1646	Shutters
Travis Perkins Trading Co Ltd	54.19	1647	Building Maintenance
SWS Medics Ltd	725.00	1648	Firework Event
Lydney Town Council	596.45	1649	Petrol/Oil/Fireworks Building
Cash	25.75	1650	Maintenance/Cleaning Materials
Payments in Lieu of meeting: Sub total	2,242.41		

TOTAL PAYMENTS SEPTEMBER 4,400.91

A list of unrepresented Cheques (For Information only)

Griffiths Marshall	900.00	1605
Mincost Ltd	91.95	1623
Corporate Expenditure	292.93	1626
Charles Saunders Ltd	35.42	1629
Forest of Dean & Wye Valley Review	240.00	1630
Light Fantastic DIY Ltd	115.68	1631
TPS Gates & Doors Ltd	105.68	1632
T Cox	100.00	1633
L Blatchly	50.00	1634
Wydean School	50.00	1635
Lydney Town Council	502.78	1636
Total	2,484.36	

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4.1 To approve Financial Statement

Trustees were advised that £3,530.66 residue from the “Party in the Park” event had been shown on the Financial Statement as Earmarked Reserves and would be added to the budget for 2019.

Receipt of the monthly payment schedule was **proposed by Trustee Harris, seconded by Trustee Leach.** Unanimous.

4.2 Approval of Payments

Approval of payments from the monthly payment schedule (no transfers/virements were required) was **proposed by Trustee Harris, seconded by Trustee Ives.** Unanimous.

5. BUSINESS

5.1 Bathurst Park Summer Event – “Party in the Park” Saturday 6 July 2019 – Event Overview

It was **proposed by Trustee Ives** that the Trust would form a Working Party (to include non-Trustees) which would meet on a monthly basis to organise the 2019 event. Vote carried.

It was **proposed by Trustee Harris, seconded by Trustee Leach** that Delegated Powers would be bestowed on the Trust Chairman, Trust Secretary and Finance Chairman in order that they may approve expenditure (within the allocated budget of £8,530.66). Vote carried.

It was **proposed by Trustee Harris, seconded by Trustee Leach**, that Delegated Powers would be bestowed on the Trust Secretary/CEO in order that Town Council staff may commence booking event ancillaries (e.g. marquee, toilets, stage, PA, etc). Vote carried.

It was noted that Trustees would endeavour to ensure all arrangements were in place/bookings made prior to the Ordinary Elections in May 2019.

5.2 Pavilion Public Toilets

Members were asked to consider if they wished to enter into a maintenance contract with Wallgate in respect of the handwashing system at a cost of £596.00 per annum to cover both units.

During discussion Members were reminded that each unit originally cost £1,973.46 and that the Trust had purchased two units. It was noted that some suppliers offered a discounted rate if the decision was taken to enter into a longer contract term.

Accordingly, it was **proposed by Trustee Harris, seconded by Trustee Pearman**, that the Trust would enter into a maintenance contract for the units; that Delegated Powers would be bestowed on the Trust Secretary to negotiate a preferential rate, if possible, for a four-year term. Vote carried.

Action by – the Trust Secretary

5.3 Cycle Racks

Members were informed that the Trust awaited confirmation from Gloucestershire County Council that the Trust’s grant application had been formally approved.

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5.4 Gatekeeper Duties

The Trust Secretary advised that interviews for the position had been held, with the successful candidate commencing their post on 27 October 2018. It was noted that initially the new employee would undertake “Winter” hours until approximately the end of March and would thereafter work “Summer” hours, including weekends and holiday cover.

The Gatekeeper would also be responsible for opening/securing the gates over the Christmas closure period.

5.5 Musical Performances in the Park

Trustee Preest advised that he had made enquiries of three brass bands to ascertain if they would be available to perform in the Park in 2019. Trustee Preest informed his fellow Trustees that he was also investigating the possibility of obtaining sponsorship for the performances, in order to reduce the costs which would be incurred by the Trust.

Trustee Preest gave a commitment to report back to the Trust at a future meeting.

Action by – the Trust Secretary

5.6 Trust Draft Budget for 2019/20

Trustees were provided with a copy of the draft Trust Budget for 2019/20 for their consideration. It was noted that the potential donation of £6,200 from Lydney Town Council had yet to be confirmed and was pending the Council’s budget discussions. The Trust Secretary advised that should this funding not be forthcoming from Lydney Town Council it would be necessary for the Trust to take this additional sum from its General Reserves.

After taking an opportunity to peruse the draft budget it was **proposed by Trustee Ives**, that the Trust would approve a budget for 2019-2020 of £91,790.00, made up as follows:-

- £47,500.00 donation
- £6,200.00 staffing
- £10,000.00 offset residue
- £19,524.00 to be taken from General Reserves

Unanimous.

5.7 Painting of Park Railings

Trustee Ives advised that due to a lack of response from his fellow Trustees further painting of the railings would be deferred until the Spring, when attempts would be once again made to obtain volunteers.

5.8 Fireworks

The following actions were agreed in respect of the forthcoming Fireworks Display:-

- i) Trustees and Town Council Staff would arrive on site 5.00 pm to 5.15 pm.
- ii) It was **proposed by Trustee Harris, seconded by Trustee Leach**, that the

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entrance price would remain at 16+ - £5.00; 5-16 years - £2.00; under 5s - free of charge. Unanimous.

- iii) It was **proposed by Trustee Harris, seconded by Trustee Pearman**, that Trustee Ives would be appointed as Lead Trustee for the event. Unanimous.
- iv) Trustees were informed that Heartburn Entertainment, who were supplying the Fire Dancers, had now made contact with the Trust Office and had supplied all required health and safety/insurance information.
- v) Trustees were reminded that they had previously resolved that catering at the event would only be provided by Danters and the Pavilion Tenant. Accordingly, the Trust Secretary had declined an approach by another caterer to attend the event.
- vi) Trustees noted that a Road Closure and Temporary Event Notice for the event had been applied for.
- vii) It was noted that a copy of the risk assessment for the event and designated gate list would be provided to all Trustees prior to the event.
- viii) Trustees Berryman, Harris, Holmes, Ives, Leach, Legg, Pearman and Preest advised that they were available to attend and marshal the event.

6. MEMBERS REPORTS

Trustee Holmes advised that an out of date notice remained on the noticeboard sited at the entrance to the Park.

Trustee Christodoulides enquired if it would be possible to create a facility to enable members of the public in wheelchairs to gain closer access to the Memorial Pond. The Trust Secretary informed Trustees of the intention to site two benches/platforms closer to the wall surrounding the Memorial Pond during the winter months.

Meeting closed at 7.35 pm

Chairman



Date ..th26... November 2018