

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 November 2018 - 21

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 26 November 2018 at 7.00 pm.

Present: Trustees H Ives (Chairman), B Berryman, D Biddle, K Greening, C Harris, R Holmes, B Pearman, T Tremlett and C Vaughan

In Attendance: Two members of the public
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 Christodoulides Leach, Legg, Preest and White.

2. **DECLARATIONS OF INTEREST**

Trustee B Pearman – Agenda item 5.5 – Firework Display (relating to Lydney Rugby Club)

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 24 September 2018 were confirmed and signed as a true record. **Proposed by Trustee Berryman, seconded by Trustee Pearman.** Vote carried.

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

- Repair to gate hinges – repaired “free of charge”
- Replacement litter bin due to vandalism – cost £55.00 plus VAT

4. **FINANCE AND SUNDRY PAYMENTS**

**FINANCIAL STATEMENT -
Opening Bank Balances as 1st April 2018**

OCTOBER & NOVEMBER 2018

LLOYDS BANK - Current	00171608	28,431.61	<u>C/F £5,548.12</u>
LLOYDS BANK - Current E/M Event	00171608	4,800.65	<u>17/18</u>
LLOYDS BANK -General Reserve	29897960	57,796.76	
		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	6,052.11	
Receipts SEPTEMBER	1,361.02	
Receipts OCTOBER	2,735.75	Shown Separate
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		

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Receipts FEBRUARY
Receipts MARCH

Total Receipts YTD 85,214.60

PAYMENTS

Payments APRIL	10,217.44
Payments MAY	14,694.37
Payments JUNE	12,297.77
Payments JULY	10,694.50
Payments AUGUST	3,814.03
Payments SEPTEMBER	4,400.91
Payments OCTOBER	5,902.61
Payments NOVEMBER	10,103.77
Payments DECEMBER	
Payments JANUARY	
Payments FEBRUARY	
Payments MARCH	
Payments PRIOR TO YEAR END	

Detailed Below

Detailed Below

Total Payments YTD 72,125.40

104,118.22

Reconciled Bank Statements as at end	OCTOBER 2018	
LLOYDS BANK - Current	00171608	48,194.79
LLOYDS BANK – General Reserve	29897960	51,792.77
LLOYDS BANK – E/M Event 2019/2020	29897960	3,530.66
LLOYDS Bank – E/M Donation Fireworks	29897960	600.00
		<u>55,923.43</u>
Bank Balances as at: 30-Nov-18		<u>104,118.22</u>

OCTOBER PAYMENTS

Payments made by Direct Debit:

British Gas: 602478939	20.09.18	1.65	Mthly DD	Workshop Costs
British Gas: 602478936	20.09.18	42.65	Mthly DD	Workshop Costs
British Gas: 602478938	20.09.18	82.68	Mthly DD	Water/Gas/Electric
British Gas: 602478935	20.09.18	448.48	Mthly DD	Water/Gas/Electric
Forest Equipment Services Ltd (Sept)	26.09.18	1,447.86	Mthly STO	Litter Picking
Sub total		<u>2,023.32</u>		

Payment made in advance of meeting

Corporate Expenditure	02.10.18	88.05	1651	Pavilion Cleaning
HMRC	02.10.18	21.80	1652	Pavilion Cleaning
Heartburn Entertainment	08.10.18	450.00	1653	E/M Donation Fireworks
J Parker Dutch Bulbs (Wholesale) Ltd	22.10.18	181.14	1654	Plants/Memorial Garden
Sub Total		<u>740.99</u>		

Payments for approval in lieu of meeting:

Arkell & Hurcombe		96.60	1655	Plants/Memorial Garden
L Cole Electrical		60.00	1656	General Repairs
Eco Blue Plumbing & Heating		168.00	1657	C/F 17/18 & Building Maintenance
GDB Groundcare		288.00	1658	Bowling Green
MJ Security (UK) Ltd		79.20	1659	C/F 17/18 Alarms Bld
Light Fantastic DIY Ltd		107.51	1660	Maintenance/Worksho p Costs
Rigby Taylor		1605.99	1661	Bowling Green
Worksaftey Ltd		47.00	1662	Tools/PPE
Cash		61.00	1663	Pav Cleaning/Wkshop Costs
Cash		125.00	1664	Admin
Cash – Fireworks Float		500.00	1665	E/M Donation Fireworks
Payments in Lieu of meeting: Sub total		<u>3,138.30</u>		

TOTAL PAYMENTS OCTOBER 5,902.61

28/01

H.T.

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NOVEMBER PAYMENTS

Payments made by Direct Debit:

British Gas: 6024783936	22.10.18	38.27	Monthly	DD	Workshop
British Gas: 6024783935	22.10.18	73.57	Monthly	DD	Water/Gas/Electric
British Gas: 6024783938	22.10.18	336.34	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd (October)	26.10.18	1,447.86	Monthly	STO	Litter Picking
British Gas: 302478939	26.10.18	9.94	Monthly	DD	Workshop
Lydney Town Council	31.10.18	988.80	Annual	BACS	Fireworks
Direct Debits:	Sub total	2,894.78			

Payments made in advance of Meeting:

Corporate Expenditure	06.11.18	87.85	Monthly	1666	Pavilion Cleaning
HMRC	06.11.18	136.08	Monthly	1667	Pavilion Cleaning
Corporate Expenditure	06.11.18	56.00	Monthly	1668	Gate Keeper
Interim Payments:	Sub total	279.33			

Payments for approval at meeting on: 24th SEPT 2018

Cancelled Chq		-91.95		1623	
Reissued Chq		91.95		1669	
Actavo (UK) Ltd		19.20		1670	Firework Event
Charles Saunders Ltd		37.89		1671	Pav: Cleaning Materials
Fields In Trust		50.00		1672	Admin
The Forest of Dean & Wye Valley Review		121.20		1673	Firework Event Play Eq
Hugh Harris/TA Freshair Fitness		692.88		1674	Maintenance/Contingency
Greenworks Solutions Ltd		353.98		1675	Building Maintenance
Lydney Music		700.00		1676	Firework Event Play Eq
Lydney Settled Estate		527.00		1677	Maintenance/Plants/Benches Grds
Light Fantastic DIY Ltd		102.62		1678	Maintenance/Pavilion/ Play Eq
R J Glover Builders Ltd		468.00		1679	Grds Maintenance
Star Fireworks Ltd		3,180.00		1680	Firework Event
Travis Perkins Trading Co Ltd		135.36		1681	Firework Event
Lydney Town Council		530.23		1682	Firework Event
Cash		10.70		1683	Firework Event
Payments in Lieu of meeting: Sub total		6,929.06			

TOTAL PAYMENTS NOVEMBER 10,103.77

A list of unpresented Cheques (For Information only)

Dean Academy Singers	50.00	1461
Arkell & Hurcombe	96.60	1655
L Cole Electrical	60.00	1656
Eco Blue Plumbing & Heating	168.00	1657
GDB Groundcare	288.00	1658
M J Security (UK) Ltd	79.20	1659
Light Fantastic DIY Ltd	107.51	1660
Rigby Taylor	1,605.99	1661
Worksafety Ltd	47.00	1662
Cash	125.00	1664
Cash	500.00	1665
Total	3,127.30	

4.1 To approve Financial Statement

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

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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 Vaughan.**
Unanimous.

5. BUSINESS

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

Trustee Ives advised his fellow Trustees that:-

- The event would start at 2.00 pm and would conclude at 9.00 pm
- Trustee White had agreed to comper the event
- Mr John Challis (Boycie from Only Fools and Horses) had agreed to open the event in return for being provided with a table from which he may conduct book sales
- To date the Wyedean Gospel Choir, Dance Academy 1, the Angel School of Dance had confirmed their attendance
- The Worzels had advised that they would be available to attend the event but would charge a performance fee of £3,500.00
- Trustee Christodoulides was in discussion with Robert Hitchins Limited regarding sponsorship of this year’s event, which was currently being considered by the Directors of the company. However, if Robert Hitchins Limited declined to sponsor the event Lydney Music School had identified a number of musical artists which they felt would enhance the event.
- To date the Petting Zoo, bouncy castle, balloon man, ice cream van, Latino Coffee, Forest of Dean Athletic Club and The Dressing Room had confirmed their attendance.
- The next Working Party Meeting would take place on Thursday 6 December 2018.

The Trust Secretary informed Trustees of the recommendation which had been received from Lydney Music that the Trust consider allowing the event to naturally evolve over a number of years, rather than rushing to engage a higher profile headline act, which would require the Trust to increase arrangements for welfare facilities, electrical provision, etc and necessitate the services of security personnel, the cost of which had not been calculated into the event budget for 2019. Trustee Ives advised that Trustee Christodoulides had provided Robert Hitchins Limited with details of a range of sponsorship packages and Trustee Harris suggested that approaches should also be made to Bluebell Homes and Persimmon as they were also creating housing developments in the Town, however, fellow Trustees felt that Robert Hitchins Limited may not be willing to co-sponsor the event. Trustee Ives felt that it may be possible for the Trust to charge an admittance fee if it secured the services of The Worzels in addition to John Challis.

Trustee Vaughan emphasised the need to ensure that the provider of the bar facilities brought their own generator to the 2019 event.

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Premises Licence

Prior to the meeting Members were provided with a copy of the Premises License Application form. Trustees were reminded that the Park did not possess its own premises licence which resulted in the Trust having to apply for a Temporary Event Notice for any events held in the Park which incorporated licenced activities at a cost of £21 per application.

It was **proposed by Trustee Harris, seconded by Trustee Tremlett** that the Trust would apply for a Premises Licence. Unanimous.

Action by – Trustee Ives

5.2 Cycle Racks

Members were advised that funding had been received from Gloucestershire County Council for the purchase of a cycle rack. It was noted that an order would be placed for the cycle rack once the size of most appropriate rack to fit the allocated space had been confirmed.

5.3 Gatekeeper Duties

Members noted that since the last meeting a Gate Keeper had commenced their employment providing weekend cover and that they would also be providing Christmas closure cover.

5.4 Musical Performances in the Park

Item deferred due to the absence of Trustee Preest.

5.5 Firework Display

Members were provided with a copy of the cost analysis for the 2018 display and noted that the sum of £599.95 would be carried forward as Earmarked funds. Trustee Ives expressed thanks to the Assistant Secretary for organising the event.

The Trust Secretary informed Trustees that a complaint had been received from a neighbouring resident concerning the noise level of the “live” music. Members were appraised of the response which had been provided to the resident by the Mayor of Lydney Town Council. Noted.

Members were asked to consider and agree the date for the 2019 Fireworks Display. It was **proposed by Trustee Ives** that the display would take place on Tuesday 5 November 2019. Vote carried.

The Trust Secretary informed Members that Lydney Rugby Club had once again expressed an interest in partnership working with the Trust to enable the display to take place at Lydney Rugby Club. Members noted that the Club felt that this arrangement would negate the requirement for the Trust to hire security fencing to restrict public access to the firework display area and would provide the Club with an income from on-site catering and their bar.

During discussion it was felt that the fireworks display had established itself in the Park and Trustees noted that it generated an income for the Trust. Concern was expressed that the sale of alcohol may change the nature of the event and Trustee Biddle advised that the display initially been held on ground used by the Club to which the Club had

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objected as it was customary for members of the public to bring sparklers to the display.

It was therefore **proposed by Trustee Harris, seconded by Trustee Ives**, that the firework display would continue to be held in Bathurst Park. Vote carried.

Trustees noted that the Trust had already set a budget of £8,500.00 for the 2019 display and that “holding” e-mails had been sent to the following organisations:-

- Lydney Music (one hour of music 6.00 pm – 7.00 pm and at end of event)
- Heartburn Entertainment (for a 30 minute display from Fire Dancers)
- Star Fireworks (25 minute display)
- South West Medic (First Aid provision)

It was **proposed by Trustee Ives** that Star Fireworks would be retained for a further four years as the Trust’s Firework provider. Vote carried.

It was **proposed by Trustee Harris, seconded by Trustee Ives**, that Delegated Powers would be bestowed on the Trust Secretary in order that all ancillaries may be booked and arrangements confirmed. Unanimous.

Action by – the Trust Secretary

It was **proposed by Trustee Berryman, seconded by Trustee Vaughan**, that the admission charge of 16+ = £5.00, 5-16yrs = £2.00 and under 5s would remain unchanged from 2018. Unanimous.

It was noted that, as per the Trust’s prior resolution, a tendering process re catering would not be operated at the 2019 event.

5.6 Pavilion Cafe

Prior to the meeting Trustees were provided with a copy of the letter which had been received from the Tenant of the Pavilion Café in which they requested that they be permitted to open from 3 December 2018 to 14 December 2018 (11.00 am to 3.00 pm). Trustees were informed that the tenant wished to offer seasonal food/Liqueur coffees during the specified period. It was **proposed by Trustee Ives** that the Trust would consent to the proposed opening, however, it was the responsibility of the Tenant to contact Forest of Dean District Council to ascertain/comply with any necessary licensing requirements. Unanimous.

Action by – the Trust Secretary

5.7 Holm Oak Tree

Prior to the meeting Trustees were provided with a copy of the quotation which had been received for the sculpture of the trunk of a Holm Oak which was required to be felled due to Health and Safety concerns. Trustees were also provided with a copy of a number of designs which the trunk could be carved into, which included a Sword Throne type design inspired by Game of Thrones.

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During discussion Trustees felt that the carving would provide the Park with a tourist attraction and it was **proposed by Trustee Holmes, seconded by Trustee Ives**, that the Trust would accept the Sword Throne design at a cost of £1,200.00. Unanimous.

Action by – the Trust Secretary

6. **MEMBERS REPORTS**

None.

Meeting closed at 7.36 pm

Chairman



Dateth 28 January 2019