

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 January 2019 - 28

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 28 January 2019 at 7.00 pm.

Present: Trustees H Ives (Chairman), R Christodoulides, C Harris, R Holmes, H Ives, C Legg, 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 Berryman, Biddle, Greenwood, Leach, Preest and White.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 26 November 2018 were confirmed and signed as a true record. **Proposed by Trustee Ives.** 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 fire alarm (*estimated cost £100.00*)

4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

DECEMBER 2018 & JANUARY 2019

Opening Bank Balances as 1st April 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
Receipts NOVEMBER	11,599.69

Receipts DECEMBER 347.77

Shown Separate

Receipts JANUARY
Receipts FEBRUARY
Receipts MARCH

Total Receipts YTD 97,162.06

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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	6,443.07	Detailed Below
Payments JANUARY	8,181.27	Detailed Below
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
	Total Payments YTD	86,749.74
		101,441.34

Reconciled Bank Statements as at end	DECEMBER 2018	
LLOYDS BANK - Current	00171608	45,513.14
LLOYDS BANK – General Reserve	29897960	51,797.54
LLOYDS BANK – E/M Event 2019/2020	29897960	3,530.66
LLOYDS Bank – E/M Donation Fireworks	29897960	600.00
		55,928.20
Bank Balances as at:	31-Dec-18	101,441.34

DECEMBER PAYMENTS

Payments made by Direct Debit:

Water Plus	13.11.18	26.75	Mthly DD	Water/Gas/Electric
Water Plus	13.11.18	46.37	Mthly DD	Water/Gas/Electric
British Gas: 602478939	23.11.18	24.85	Mthly DD	Workshop Costs
British Gas: 602478936	23.11.18	28.94	Mthly DD	Workshop Costs
British Gas: 602478938	23.11.18	101.67	Mthly DD	Water/Gas/Electric
British Gas: 602478935	23.11.18	260.47	Mthly DD	Water/Gas/Electric
Forest Equipment Services Ltd (Nov)	26.11.18	1,447.86	Mthly STO	Litter Picking
Sub total		1,936.91		

Payment made in advance of meeting

Corporate Expenditure	04.12.18	87.85	1684	Pavilion Cleaning
Corporate Expenditure	04.12.18	117.27	1685	Gate Keeper
HMRC	04.12.18	51.20	1686	Pav Cleaning/Gatekeeper
Sub Total		256.32		

Payments for approval in lieu of meeting:

Coinros Nurseries Ltd	972.00	1687	Plants/Memorial Garden
Light Fantastic DIY Ltd	53.45	1688	Bld Maintenance/Firework s
MJ Securities (UK) Ltd	756.00	1689	Telephone/Alarms
Monmouthshire County Council	968.44	1690	Play Equipment wet Pour Repairs
Spoilt Chq		1691	
Lydney Settled Estate	70.38	1692	Plants/Memorial Grds/Benches
Lydney Park Estate	80.00	1693	Grds Maintenance/Tree Works
Lydney Town Council	492.33	1694	Petrol/Oil/Diesel
ESE Direct Ltd	435.42	1695	Cycle Racks
Cash	81.02	1969	Bld Maintenance/Machiner y Repairs
Travis Perkins Trading Co Ltd	340.80	1697	Fireworks
Payments in Lieu of meeting: Sub total	4,249.84		

TOTAL PAYMENTS	DECEMBER	6,443.07
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JANUARY PAYMENTS

Payments made by Direct Debit:

British Gas: 3024783936	20.12.18	26.55	Monthly	DD	Workshop
British Gas: 3024783939	20.12.18	38.01	Monthly	DD	Workshop
British Gas: 3024783935	20.12.18	101.30	Monthly	DD	Water/Gas/Electric
British Gas: 3024738938	20.12.18	114.06	Monthly	STO	Water/Gas/Electric
Forest Equipment Services Ltd (December)	27.12.18	1,447.86	Monthly	DD	Litter Picking
Direct Debits:	Sub total	1,727.78			

Payments made in advance of Meeting:

Corporate Expenditure	06.01.19	87.85	Monthly	1698	Pavilion Cleaning
HMRC	06.01.19	198.27	Monthly	1699	Pavilion Cleaning
Corporate Expenditure	06.01.19	71.60	Monthly	1700	Gate Keeper
Interim Payments:	Sub total	357.72			

Payments for approval at meeting on: 28th January 2019

Abbey Loos	61.50	1701	Summer Event 2019
Charles Saunders Ltd	55.65	1702	Cleaning Materials
Light Fantastic DIY Ltd	15.46	1703	General Repairs
P Hurcomb	5,900.00	1704	C/F 17/18 & VAT
Travis Trading Co Ltd	32.46	1705	Plants Memorial Garden/Benches
Cash	30.70	1706	Benches/Workshop/General Repairs
Payments in Lieu of meeting: Sub total	6,095.77		

TOTAL PAYMENTS JANUARY 8,181.27

A list of un-presented Cheques (For Information only)

Charles Saunders Ltd	37.89	1671
Coinros Nurseries Ltd	972.00	1687
Forest of Dean & Wye Valley Review	968.44	1690
Greenworks Solutions Ltd	435.42	1691
Total	2,413.75	

4.1 To approve Financial Statement

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

4.2 Approval of Payments

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

Virements

Amount	From	To
£100.00	Workshop Costs	Machinery Repairs

Transfers

Amount	From	To
None		

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Charges for 2019-2020

In advance of the meeting Trustees were provided with a copy of the proposed charges for 2019-2020. Members were advised that over the 2018 season the hire of the cricket and football pitches had declined. The Trust Secretary advised that Primrose Hill Cricket Club had only hired the cricket pitch a handful of times; that whilst the pitch had also been used by Bream Cricket Club they had previously complained about the standard to which it was maintained which was influenced by the fact that the pitch was sited in a public park, not a dedicated facility. Members noted that Bream Cricket Club had only used the Park's pitch whilst their facility was being worked on and it was unknown if they would hire the pitch again in 2019. Members were advised that, based on the limited usage, in the future the Trust may need to consider if they wished to continue to provide a cricket pitch in Bathurst Park when considering the expenditure the Trust incurred to provide/maintain such. It was agreed that the provision of a cricket pitch would be a future agenda item for consideration by Trustees.

Acton by – the Trust Secretary

In view of the discussion it was **proposed by Trustee Ives** that the charge for the use of the football pitches for Junior games would be held at the 2018/2019 rates with the proposed increase then agreed for all other charges. 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:-

- Trustee Christodoulides had, for the second year, secured a large donation from Robert Hitchins Limited towards the cost of the event.
- That “Boycie” (John Challis) had agreed to be the star guest for the event.
- That it would be necessary to find another “compere” for the event due to Trustee White’s health. It was suggested that Mark Sargent could be asked to compere the event and Trustee Tremlett gave a commitment to approach Jamie Cook to ascertain if he would be interested/available.
- A number of acts had already confirmed their attendance (e.g. Wyedean Gospel Choir, Dance Academy 1; Angel School of Dance, etc).
- That the Working Party had considered booking The Wurzels for the headline act, however, had decided to heed the advice of Lydney Music that the event should be allowed to grow naturally, rather than trying to rapidly grow the event. The Working Party had therefore agreed to ask Lydney Music to book a number of young local bands.
- A number of stalls had already paid for their “pitch” and that there were a number of stall holders who had expressed an interest in attending but had yet to pay their pitching fee.
- That a meeting would take place with Mr Danter in the future to agree the rides which could be brought to the event.
- The dog show would not take place this year as no one was willing to organise.

Trustee Ives stressed the need for sufficient Marshals to be secured for the event. Accordingly, Trustees were asked to confirm that they would still be willing to attend and marshal the event, irrespective of the outcome of the forthcoming Ordinary

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Elections in May. It was noted that at the July Trustee meeting Trustees Harris, Ives, Leach, Vaughan, Christodoulides and Preest had committed to attend the event. During the current meeting Trustees Tremlett advised that she would be willing to attend if she were in the Country; Trustee Pearman gave a commitment to attend; Trustee Holmes advised that he would be willing to attend if he was available and was still a Trustee following the Elections; Trustee Vaughan offered the assistance of her son to assist with marshalling. Trustee Ives gave a commitment to ascertain if members of Lydney Hub would assist with marshalling; Trustee Tremlett gave a commitment to ascertain if members of Relay for Life would be available to assist. The Trust Secretary stressed the need to ensure that all personnel were identified in order that they may be covered by the Trust's insurance.

During discussion Trustees noted that it would be necessary to ensure that the Trust had sufficient marshals to cover the duration of the event from start to finish. It was agreed that a definitive list of Trustees and volunteers would be formulated by the Working Party after the Ordinary Elections.

Trustee Ives advised that the next Working Party meeting would take place at 7.15 pm on 12 February 2019 at 3 Hill Street and extended an invitation to all Trustees to attend. It was agreed that members of Relay for Life and Lydney Hub would also be invited to attend.

It was noted that whilst Lydney Town Council's Groundstaff would attend in the morning and evening to erect/take down the marquee there would be no Officer attendance at this event. Noted.

Trustee Ives advised that a poster advertising the event would be published on line and in the local press a few weeks prior to the event.

Premises Licence

The Trust Secretary advised that the Trust's Premises Licence had been submitted to the Licensing Authority (Forest of Dean District Council) and a consultation period was currently in effect.

5.2 Musical Performances in the Park

Deferred due to the absence of Trustee Preest.

5.3 Pavilion Cafe

Trustees noted that the Pavilion Café would reopen on 22 March 2019, initially from 10.00 am to 3.00 pm, however, the opening hours would be extended when the clocks change in order to confirm with the terms and conditions of the Lease Agreement.

5.4 Easter Egg Hunt

Members noted that the Town Council would be hosting its joint annual Easter Egg Hunt in the Park on Wednesday 17 April 2019. Two sessions would be operated – 11.00 am to 12 noon and 2.00 pm to 3.00 pm.

5.5 Firework Display

Trustees noted that arrangements for this year's event were "in hand" and that an overview of the arrangements would be provided to Trustees closer to the event. It was

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also noted that Trustees would be asked to confirm their attendance in order to marshal the event.

5.6 **Annual Play Inspections**

Members noted that the cost of the Annual Play inspection for 2019 would be £128.75.

5.9 **Bathurst Park Entrance/Area outside of the Workshop**

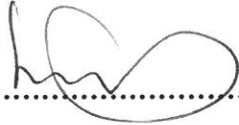
Trustees noted that the remedial groundwork outside of the workshop had since been completed.

6. **MEMBERS REPORTS**

Responding to a question raised by Trustee Ives, the Trust Secretary advised that delivery of the cycle racks had been arranged for the following day.

Meeting closed at 7.29 pm

Chairman



Date

25th March 2019