

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 25 March 2019 - 34

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 25th March 2019 at 7.00 pm.

Present: Trustees H Ives (Chairman), B Berryman, R Holmes, W Leach, C Legg, B Pearman and T Tremlett

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; R Christodoulides, C Harris A Preest and K White.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 28th January 2019 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*):-

- **Removal of two broken branches addressed under H&S at a cost of £204.00**
- **Consent had been given by the Trust Chairman for the Royal British Legion to hold a memorial ceremony in the Park on 14th April 2019**
- **Consent given to Churches Together 'songs of Praise' Event to take place in the Park on Sunday 7th July 2019**

4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

FEBRUARY & MARCH 2019

Opening Bank Balances as 1st April 2018

LLOYDS BANK - Current	00171608	28,431.61	
LLOYDS BANK - Current E/M Event	00171608	4,800.65	
LLOYDS BANK - General Reserve	29897960		
		57,796.76	
		Bank Balance	
		57,796.76	
			<u>91,029.02</u>

C/F £5,548.12 17/18

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

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Receipts JANUARY	1425.99	
Receipts FEBRUARY	6,916.58	Shown Separate
Receipts MARCH		

Total Receipts YTD 105,504.63

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	
Payments JANUARY	8,181.27	
Payments FEBRUARY	2,922.70	Detailed Below
Payments MARCH	7,061.86	Detailed Below
Payments PRIOR TO YEAR END		

Total Payments YTD 96,734.30

99,799.35

Reconciled Bank Statements as at end

FEBRUARY 2019

LLOYDS BANK - Current	00171608		44,154.74
LLOYDS BANK - General Reserve	29897960	51,802.37	
LLOYDS BANK - E/M Event 2019/2020	29897960	3,424.24	
LLOYDS Bank - E/M Donation Fireworks	29897960	600.00	

55,644.61

Bank Balances as at: 28-FEB-19

99,799.35

FEBRUARY PAYMENTS

Payments made by Direct Debit:

British Gas: 602478936	22.01.19	21.84	Mthly DD	Workshop Costs
British Gas: 602478939	22.01.19	41.20	Mthly DD	Workshop Costs
British Gas: 602478935	22.01.19	135.98	Mthly DD	Water/Gas/Electric
Forest Equipment Services Ltd	28.01.19	1,447.86	Mthly STO	Litter Picking
British Gas: 302478938	28.01.19	111.43	Mthly DD	Water/Gas/Electric
Sub total		1,758.31		

Payment made in advance of meeting

Corporate Expenditure	05.02.19	87.85	1707	Pavilion Cleaning
Corporate Expenditure	05.02.19	164.42	1708	Gate Keeper
HMRC	05.02.19	63.20	1709	Pav Cleaning/Gatekeeper
Cash	11.02.19	135.00	1710	Gen Maintenance/Grds Maintenanc
Sub Total		450.47		

Payments for approval in lieu of meeting:

The Community Heartbeat Trust	126.00	Annual	1711	H & S
Forest of Dean & Wye Valley Review Ltd	271.92	Ad Hoc	1712	Summer Event 2019
Omega Red Group Ltd	216.00	Annual	1713	Building Maintenance
Lydney Town Council	100.00	Ad Hoc	1714	Summer Event 2019

Payments in Lieu of meeting: Sub total

713.92

TOTAL PAYMENTS

**FEBRUAR
Y**

2,922.70

MARCH PAYMENTS

Payments made by Direct Debit:

British Gas: 3024783936	21.02.19	37.73	Monthly	DD	Workshop
British Gas: 3024783939	21.02.19	56.03	Monthly	DD	Workshop
British Gas: 3024783935	21.02.19	72.88	Monthly	DD	Water/Gas/Electric
British Gas: 3024738938	21.02.19	164.12	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd (December)	26.02.19	1,447.86	Monthly	STO	Litter Picking
Direct Debits: Sub total		1,778.62			

Payments made in advance of Meeting:

M j Security (UK) Ltd	25.02.19	75.60	Ad Hoc	1715	Telephone/Alarms
Corporate Expenditure	05.03.19	87.85	Monthly	1716	Pavilion Cleaning
HMRC	05.03.19	324.60	Monthly	1717	Pavilion Cleaning
Corporate Expenditure	05.03.19	103.00	Monthly	1718	Gate Keeper

Interim Payments:

Sub total

591.05

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Payments for approval at meeting on: 25th March 2019

Arkell & Hurcombe	115.98	Ad Hoc	1719	Plants/Mem Grds/Benches
Dean Mowers Ltd	1,117.73	Ad Hoc	1720	Bowling Green/Grds Maintenance/
Forest of Dean & Wye Valley Review	121.20	Ad Hoc	1721	Summer Event 2019/2020
TrunkArb Tree Surgery Ltd	3,296.40	Annual	1722	Vandalism/Grds Maintenance/Trees
Cancelled Chq	-37.89		1671	
Reissued Cheque	37.89		1723	
Cash	40.88	Monthly	1724	Gen Maintenance/Bld Maintenance
Payments in Lieu of meeting: Sub total	4,692.19			

TOTAL PAYMENTS	MARCH	7,061.86
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A list of unrepresented Cheques (For Information only)

Charles Saunders Ltd	37.89	1671
Community Heartbeat Trust	126.00	1711
Forest of Dean & Wye Valley Review Ltd	271.92	1712
Omega Red Group	216.00	1713
Cash	100.00	1714
Total	751.81	

4.1 Financial Statement

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

4.2 Approval of Payments

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

The Trust Secretary advised that the Trust would once again be ending the Financial Year within its approved budget.

Trustees were asked to consider bestowing delegated powers in order that Mth 13 Payments may be addressed; **proposed by Trustee Tremlett, seconded by Trustee Legg**. 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:-

- A further Working Party Meeting would be held on 14th March at such time all arrangements were expected to have been finalised.
- That currently there was one Band slot remaining which Lydney Music had been tasked with filling.
- Catering units had all confirmed their attendance however Oscars Bar had withdrawn from the event as the Trust would not agree to them having sole trading alcohol rights.
- FOD Athletics were hoping to organise a 250m circuit for those wishing to run in the Park; Trustee Leach had given an undertaking to contact local sporting clubs to see if they wished to enter a team. Trustee Tremlett gave an undertaking to contact Freedom Leisure to ascertain if they would be willing to write to the club addresses the held on file to advise them of the event date.
- That the W/P were gaining prices for banners/posters to be printed
- Trustee Ives informed Trustees that a number of rides had been booked and attractions included; Zorbing, Football and Kickboxing demonstrations.

Trustee Ives stressed the need for sufficient Marshals to be secured and attend the event, Trustee Tremlett said that she was willing to contact Rely for Life to see if they were willing to assist.

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5.2 Premises Licence

Trustee Ives advised that despite an initial petition signed by 50 -60 residents, objecting to the Trust's Licence Application he had attended the hearing to speak on the Trust's behalf in favour of the licencing authority granting a licence. Trustee Ives stated that residents had believed that the Trust were looking to host weekly events and when it was explained that this was not the case and that any/all events (and any music) would end at 11pm most of the residents were comfortable with the proposal with Forest of Dean District Council therefore granting the application.

Trustee Ives reiterated the importance of ensuring all future events concluded by 11pm
Noted.

5.3 Musical Performances in the Park

Deferred due to the absence of Trustee Preest.

5.4 Vandalism in the Park

Trustees noted the increased level of vandalism, both in the Park and town in general. Trustee Ives highlighted the graffiti that was now evident on the steps of the Bandstand. Trustee Tremlett advised that FODDC Street Wardens had a water bowser which they are able to use to power wash any/all graffiti and suggested the office contact the Street Wardens to request that they remove all offending language/slogans.

Action – Trust Secretary

5.5 Provision of a Cricket Square

It was proposed by Trustee Ives to defer consideration to improving the standard of the Cricket Pitch/Wicket until after the May elections – July agenda item

Action – Trust Secretary

5.6 Firework Display

Trustees were asked to consider the fee to be imposed in respect to Danters Fair's attendance at the annual Firework Display. **It was proposed by Trustee Ives that a fee of £175.00 be charged for the next two years.** Unanimous

5.7 Tree Replacement

Consideration given to the advice received from FODDC's Conservation Officer concerning the replacement tree that should be selected in order to replace the Holms Oak. Trustee Ives stated that the Conservation Officer had suggested four species. Trustee Pearman believed there was a necessity to ensure the Park was maintained to its current standard and that trees were readily replaced and proposed that the Holms Oak was replaced with another Holm Oak, suggesting a prior site meeting with the Conservation Officer also took place to determine the correct location to plant the new sapling.

6. Trustee Reports

Trustee Ives thanked the Administration Officer for securing the sum of £25,000 which would be used to complete phase three of the Park railing project, enclosing the Memorial Gardens.


The Trust Secretary advised that there was likely to be an amendment to the plotted fencing line to enable larger vehicles to enter/leave site safely. Noted

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7. Approval of Minutes (last meeting prior to current Trustees end of Term of Office)

I Sign these minutes as retiring Trust Chairman as confirmation that the content of such is a true reflection of the last meeting of current Trustees.

Chairman 

→ Close of meeting @ 7.52pm

Date 1st May 2019