BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 May 2019 - 01

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 28 May 2019 at 7.02 pm.

Present: Trustees C Vaughan (Chairman), J Carr, C Harris, R Holmes, H Ives, R Kemsley, T Legge and B Pearman

In Attendance: Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Housekeeping – Trustee Vaughan 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.

The Trust Secretary reminded all present that the Trust was operated in line with the Town Council's Governing Documents/Procedures.

1. **ELECTION OF VICE CHAIRMAN**
Trustee Legge proposed Trustee Kemsley for the position. **Seconded by Trustee Carr.** **Trustee Vaughan proposed** Trustee Ives for the position, however, Trustee Ives declined the nomination. **Trustee Vaughan then proposed** Trustee Harris for the position. **Seconded by Trustee Ives.** The nominations were then put to a vote and Trustee Kemsley was duly elected to the position.

2. **APOLOGIES**
Apologies for absence were received and noted from Trustees W Leach, A Preest and T Tremlett.

3. **DECLARATIONS OF INTEREST**
None.

4. **APPROVAL OF MINUTES**
The approved Trust Meeting Minutes in respect of the meeting held on 25 March 2019 (end of Term of Office) had been circulated to all Trustees for information only in advance of the meeting.

It was noted that since the last meeting the following action had been taken under Delegated Powers:

- Following completion of the wooden throne, Delegated Powers were bestowed in order that the sculpture could be treated with fire retardant chemicals (cost £720.00 including VAT).

5. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT -	**May 2019**			
Opening Bank Balances as 1st April 2019				
LLOYDS BANK - Current	00171608		**38,111.25**	*C/F £3825.70*
LLOYDS BANK –General Reserve	29897960	**51,804.51**		
LLOYDS BANK –E/M Donation Fireworks	29897960	**600.00**		

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LLOYDS BANK –E/M Summer Event	29897960	**7,271.04**	
LLOYDS BANK –E/M Iron Works	29897960	**10,000.00**	
		Bank Balance	**69,675.55**
			107,786.80

TRANSACTIONS

RECEIPTS

Receipts APRIL		**29,286.05**
Receipts MAY		
Receipts JUNE		
Receipts JULY		
Receipts AUGUST		
Receipts SEPTEMBER		
Receipts OCTOBER		
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
	Total Receipts YTD	**29,286.05**

PAYMENTS

Payments APRIL		**29,948.72**	**Detailed Below**
Payments MAY		**5,158.29**	**Detailed Below**
Payments JUNE			
Payments JULY			
Payments AUGUST			
Payments SEPTEMBER			
Payments OCTOBER			
Payments NOVEMBER			
Payments DECEMBER			
Payments JANUARY			
Payments FEBRUARY			
Payments MARCH			
Payments PRIOR TO YEAR END			
	Total Payments YTD	**35,107.01**	
		101,965.84	

Reconciled Bank Statements as at end	**April 2019**		
LLOYDS BANK - Current			33,961.91
LLOYDS BANK – General Reserve		51,807.43	
LLOYDS BANK – E/M Donation Fireworks		600.00	
LLOYDS BANK – E/M Ironwork		15,596.50	
			68,003.93
Bank Balances as at:	**30-April-19**		**101,965.84**

APRIL PAYMENTS

Payments for approval in Lieu of meeting

WPS Ltd	01.04.19	4,284.91	Annual	1741	Insurance
Heartburn Entertainment	02.04.19	540.00	Annual	1742	Summer Event
Corporate Expenditure	09.04.19	88.05	Monthly	1743	Pavilion Cleaning
Corporate Expenditure	09.04.19	263.75	Monthly	1744	Gate Keeper
HMRC	09.04.19	87.60	Monthly	1745	Staff Costs
Fleet (Line Markers) Ltd	25.04.19	1,218.00	Annual	1746	Grounds Maintenance
Lydney Music	25.04.19	180.25	Annual	1747	Fireworks
Lydney Music	25.04.19	3,885.00	Annual	1748	Summer Event
P S Neale	25.04.19	18,120.00	Ad Hoc	1749	Ironworks
Rigby Taylor	25.04.19	685.27	Annual	1750	Grds Maintenance/Bowling Green
SWS Medics Ltd	25.04.19	582.50	Annual	1751	Summer Event
Travis Perkins Trading Co Ltd		13.39	Monthly	1752	Grds Maintnenace
Payments in Lieu of meeting: Sub total		**29,948.72**			
TOTAL PAYMENTS	**APRIL**	**29,948.72**			

MAY PAYMENTS

Payments made by Direct Debit:

British Gas: 602478936	18.04.19	34.84	Monthly	DD	Workshop Costs
British Gas: 602478939	18.04.19	44.61	Monthly	DD	Workshop Costs

Ref: Mins - Park Trust Mtg 190528

British Gas: 602478938	18.04.19	103.30	Monthly	DD	Water/Gas/Electric
British Gas: 602473935	18.04.19	122.41	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd	26.04.19	1,494.19	Monthly	STO	Litter picking
Direct Debits:	**Sub total**	**1,799.35**			

Interim Payments made in advance of meeting:

Corporate Expenditure	07.05.19	87.85	Monthly	1753	Pavilion Cleaning
Corporate Expenditure	07.05.19	263.55	Monthly	1754	Gate Keeper
HMRC	07.05.19	88.00	Monthly	1755	Staff Costs
Interim Payments:	**Sub total**	**439.40**			

Payments for approval at meeting on: **28th MAY 2019**

Abbey Loos Ltd	184.50	Annual	1756	Summer Event
Charles Saunders Ltd	37.89	Ad Hoc	1757	Pavilion Cleaning Materials
Light Fantastic (DIY) Ltd	63.32	Monthly	1758	Tools/Grds Maintenance/Pavilion
Hugh Harris T/A Fresh Air Fitness	685.58	Annual	1759	Play Equipment Contract
Wood Art Works	1,200.00	Ad Hoc	1760	C/F 18/19
Flame Protect UK Ltd	720.00	Ad Hoc	1761	H & S Inc Tree Works
Cash	28.25	Ad Hoc	1762	PPE
Payments in Lieu of meeting: Sub total	**2,919.54**			

TOTAL PAYMENTS	**MAY**	**5,158.29**

A list of unpresented Cheques (For Information only)

P.S Neale	18,120.00	1749
SWS Medics	582.50	1751
Total	**18,702.50**	

5.1 **Trust Budget for 2019/20**

Trustees noted that they had been provided with a copy of the Trust Budget for 2019-2020 and payment schedules in respect of End of Year 31 March 2019 and Month 1 for 2019-2020.

The Trust Secretary provided all present with an overview of the Trust's Budget and financial statement and requested that Trustees retain such information with their Trust documentation.

5.2 **Financial Statement**

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

5.3 **Approval of Payments**

Approval of payments from the monthly payment schedule (including any transfers/virements shown below) was **proposed by Trustee Harris and seconded by Trustee Ives.** Vote carried.

Virements

Amount	From	To
£690.00	Contingency	Play Equipment (Fresh Air Fitness Contract)

Transfers

Amount	From	To
None		

5.5 **Year End Accounts**

Trustees noted that the Trust accounts for year ending 31 March 2019 had been submitted to Griffiths Marshall for Independent Internal Audit.

5.6 **Independent Internal Auditor**

It was **proposed by Trustee Ives, seconded by Trustee Harris,** that Griffiths Marshall would be appointed as the Trust's Independent Internal Auditor for Year ending 31 March 2020. Unanimous.

Action by – the Trust Secretary

6. **BUSINESS**

6.1 **Bathurst Park Summer Event – "Party in the Park" Saturday 6 July 2019 – Event Overview**

Trustee Ives advised his fellow Trustees that:-

- The organisation of the event was now largely complete, with only advertising of the event to be undertaken.
- Posters would be displayed in shopfront windows and the Town Council would be requested to display the poster on Parish Noticeboards and on its Facebook page. Large banners would be displayed elsewhere within the Parish.
- Trustee Carr was informed that it would not be possible to use paper cups at the event as the Trust still held a supply of plastic cups from previous events.
- Trustees noted that members of Groundstaff would be on site from 7.30 am to erect the Trust's marquees, install pitch markers and would then return in the event to remove same. It was stressed that no Officers would be in attendance from the Town Council.
- Trustee Kemsley gave a commitment to remind Mr Biddle regarding the use of a number of chairs for the event and it was noted that Groundstaff would be required to collect and return same to Hurst Farm.
- Trustees were reminded that whilst no entry charge would be made, Trustees would need to operate a "Banksman" for the whole of the event. It was **proposed by Trustee Harris, seconded by Trustee Pearman,** that the minutes would record the names of the Trustees as the meeting who would be willing to marshal the event. Unanimous. Trustees Kemsley, Vaughan, Carr, Harris, Pearman and Ives gave a commitment to attend the event at some point. Trustees Ives and Vaughan gave a commitment to attend all day. It was agreed that due to a number of Trustees being absent from the meeting the Trust Secretary would contact all Trustees to request they advise their availability.

Action by – the Trust Secretary

- Responding to a question posed by Trustee Ives, Trustee Kemsley advised that he held a personal licence, if required.
- Trustees noted that Trustees Ives and Vaughan would be provided with a folder containing copies of the event Risk Assessment; Site Plan and Safety Plan (for which they were responsible for implementing on the day if there was an incident). Furthermore, the folder would also include a full "contact sheet".
- It was **proposed by Trustee Harris, seconded by Trustee Holmes,** that a Memorial Cup and "plate" would be purchased for £200.00; that whilst the Cup would be retained by the Trust and be used for presentations the winner would be

provided with a "plate" to retain in order to commemorate their award; that if possible "shields" would be placed around the base of the cup onto which the winners name would be annually engraved. Vote carried.

6.2 **Musical Performances in the Park**

Trustee Ives noted that the agenda item was regularly deferred due to the absence of Trustee Preest.

After a short discussion it was **proposed by Trustee Harris, seconded by Trustee Carr,** that the item would be removed from the Trust agenda for the remainder of the year; that the item would be an agenda item for early 2020. Vote carried.

Action by – the Trust Secretary

6.3 **Firework Display**

Trustees noted that arrangements were "in hand" for the 2019 Firework Display and that Trustee would be provided with an overview of the arrangements/asked to confirm their attendance closer to the event date.

Trustee Ives requested that he be assigned a "gate" role for this year.

Action by – the Trust Secretary

6.4 **Litter Pick (2nd Lydney Rainbows)**

Trustees were asked to consider a requested from 2nd Lydney Rainbows to undertake a litterpick in the Park between 5.30 pm and 6.30 pm on 18 June 2019. It was noted that this activity would coincide with the attendance of the Trash Converter to the Park and that whilst the "Rainbows" would be supported by equipment from Forest of Dean District Council, the Trust had been requested to dispose of any litter which was collected.

It was **proposed by Trustee Ives, seconded by Trustee Legge,** that the Trust would consent to the request and would agree to dispose of any litter collected as a result of the event. Vote carried.

Action by – the Trust Secretary

6.5 **Future Tree Planting**

Members were reminded of the obligation which had been placed on the Trust to replace the Holm Oak, and two trees which had been felled due to vandalism and it was noted that the size and variety of such had been agreed with the Local Planning Authority's Tree and Countryside Officer.

Trustees were advised that the above Officer had expressed a desire to meet with Trustees to discuss a future planting scheme for the Park and Members were asked to inform the Trust Secretary if they would be available to attend such a meeting, along with the Trust Secretary, Lydney Town Council's Executive Officer and Head Groundsman. Trustees Pearman and Carr gave a commitment to attend the meeting.

Action by – the Trust Secretary

6.6 **Annual Play Inspection**

Prior to the meeting Trustees were provided with a copy of the Annual Play Inspection which had been received, the contents of which were noted.

It was **proposed by Trustee Pearman, seconded by Trustee Ives,** that Delegated Powers would be bestowed on the Trust Secretary to arrange for any necessary repairs to be undertaken. Unanimous.

Action by – the Trust Secretary

7. **CORRESPONDENCE**

Trustees were informed that a letter had been received from a member of the public expressing a belief that a number of the immature trees towards the "Church end" of the Park should have guards fitted to protect against vandalism. The Trust Secretary advised whilst 21 immature trees remained (of which 17 could possibly be guarded at a cost of £2,280.00), it was the opinion of the Town Council's Head Groundsman that such trees should not be guarded, but rather the Trust should purchase substantial tree guards for the three trees it was already obliged to replace. It was **proposed by Trustee Kemsley, seconded by Trustee Legge,** that the Trust would accept the advice of the Town Council's Head Groundsman and purchase three substantial tree guards for the three new trees at a cost of £402.27 (plus delivery). Unanimous.

Action by – the Trust Secretary

8. **TRUSTEE REPORTS**

Trustee Pearman advised that on the weekend a group of 35 junior cadets from St John's Ambulance had gathered in the Park whilst vising the Forest of Dean for a weekend. He was pleased to report that the group were very complimentary regarding the Park and its facilities.

Trustee Ives reported that he had received lots of very positive feedback regarding the wooden throne. Furthermore, as this was the last Trust meeting prior to Party in the Park Trustee Ives expressed thanks to his fellow Trustees for their efforts.

Trustee Vaughan expressed thanks to all Town Council staff and Working Party Members for their help with Party in the Park. Trustee Vaughan advised that she too had received positive comments about the Park and she felt privileged to act as Trust Chairman.

Meeting closed at 7.40pm

Chairman ..... **Date** 30/9/19