

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 30 September 2019 - 08

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on Monday 30 September 2019 at 7.18 pm.

Present: Trustees R Kemsley (Chairman), L Arnold, Z Arnold, J Carr, A Harley, R Holmes, W Leach, T Tremlett and C Vaughan

In Attendance: One member of the public
Mr A Maliphant – 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.

1. **TO REVIEW THE CHAIRMANSHIP OF THE TRUST**

Trustee Vaughan voiced her wish to stand down as Trust Chair and instead act as Deputy Chair. **Trustee Vaughan proposed** Trustee Kemsley for the position of Trust Chairman. **Seconded by Trustee Tremlett.** There being no other nominations the proposal was put to a vote. Unanimous. Trustee Kemsley chaired the meeting from this point.

Trustee Kemsley then proposed Trustee Vaughan for the position of Vice Chairman. **Seconded by Trustee Z Arnold.** There being no other nominations the proposal was put to a vote. Unanimous.

2. **APOLOGIES**

Apologies for absence were received and noted from Trustee Legge.

3. **DECLARATIONS OF INTEREST**

None.

4. **APPROVAL OF MINUTES**

Approval of the Trust Minutes in respect of the meeting held on 28 May 2019 and 19 August 2019 was **proposed by Trustee Vaughan, seconded by Trustee Kemsley.** Vote carried.

5. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

SEPTEMBER 2019

Opening Bank Balances as 1st April 2019

LLOYDS BANK - Current	00171608		38,111.25	<i>C/F £3,825.70</i>
LLOYDS BANK –General Reserve	29897960	51,804.51		
LLOYDS BANK –E/M Donation Fireworks	29897960	600.00		
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	26,944.32
Receipts JUNE	2,263.16
Receipts JULY	1,663.12



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Receipts AUGUST	4,874.31	
Receipts SEPTEMBER		
Receipts OCTOBER		
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		

Total Receipts YTD 65,030.96

PAYMENTS

Payments APRIL	29,948.72
Payments MAY	5,158.29
Payments JUNE	6,509.13
Payments JULY	17,490.69

Payments AUGUST

9,179.22

Detailed Below

Payments SEPTEMBER

3,053.99

Detailed Below

Payments OCTOBER
Payments NOVEMBER
Payments DECEMBER
Payments JANUARY
Payments FEBRUARY
Payments MARCH
Payments PRIOR TO YEAR END

Total Payments YTD 71,340.04
101,477.72

Reconciled Bank Statements as at end

August 2019

LLOYDS BANK - Current	43,649.81
LLOYDS BANK – Current – Summer Event	5,228.96
LLOYDS BANK – General Reserve	51,818.95
LLOYDS BANK – E/M Donation Fireworks	600.00
LLOYDS BANK – E/M Summer Event	180.00

52,598.95

Bank Balances as at: 31-August-19

101,477.72

AUGUST PAYMENTS

Payments made by Direct Debit:

Water Plus	16.07.19	14.25	Quarterly	DD	Grds Maintenance/Water/Gas/Electric
British Gas Business: 602478939	19.07.19	13.21	Monthly	DD	Workshop Costs
British Gas Business: 602478936	19.07.19	40.75	Monthly	DD	Workshop Costs
British Gas Business: 602478938	19.07.19	78.06	Monthly	DD	Water/Gas/Electric
British Gas Business: 602478935	19.07.19	322.99	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd	26.07.19	1,494.19	Monthly	STO	Litter Picking
Direct Debits: Sub Total		<u>1,963.45</u>			

Payments made in advance of the meeting:

Griffiths Marshall	29.07.19	948.00	Annual	Chq No 1795	Audit
Corporate Expenditure	06.08.19	87.85	Monthly	1796	Pavilion Cleaning
Corporate Expenditure	06.08.19	276.35	Monthly	1797	Gate Keeper
HMRC	06.08.19	75.20	Monthly	1798	Staff Costs
Payments in advance of meeting: Sub Total		<u>1,387.40</u>			

Payments for approval in lieu of meeting

Charles Saunders Ltd	90.17	Monthly	1799	Cleaning Materials
Eco Blue Plumbing & Heating Ltd	42.00	Ad Hoc	1800	Building Maintenance
Light Fantastic DIY Ltd	198.40	Monthly	1801	Summer Event/Cleaning Materials
M J Security (UK) Ltd	90.00	Ad Hoc	1802	Alarm
P S Neale	5,400.00	Ad Hoc	1803	E/M Ironworks
Cash	7.80	Monthly	1804	Workshop Costs

Payments in Lieu of meeting: Sub total

5,828.37

TOTAL PAYMENTS AUGUST

9,179.22

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SEPTEMBER PAYMENTS

Payments made by Direct Debit:

British Gas:602478939	22.08.19	1.64	Monthly	DD	Workshop Costs
British Gas: 602478936	22.08.19	58.71	Monthly	DD	Workshop Costs
British Gas: 602478938	22.08.19	72.92	Monthly	DD	Water/Gas/Electricity
British Gas: 602478935	22.08.19	400.40	Monthly	DD	Water/Gas/Electricity
Forest Equipment Services Ltd	27.08.19	1,494.19	Monthly	STO	Litter picking
Direct Debits:	Sub total	2,027.86			

Interim Payments made in advance of meeting:

Corporate Expenditure	05.09.19	87.85	Monthly	1805	Pavilion Cleaning
Corporate Expenditure	05.09.19	286.63	Monthly	1806	Gatekeeper
HMRC	05.09.19	77.60	Monthly	1807	Staff Costs
Interim Payments:	Sub total	13,311.84			

Payments for approval at meeting on: 30th Sept 2019

Charles Saunders Ltd	84.07	Ad Hoc	1808	Pav: Cleaning Materials
A Gillard	66.00	Annual	1809	C/F 2018/19
Light Fantastic DIY Ltd	98.78	Monthly	1810	Bld Maintenance/Wkshop/
Luke Cole Electrical	325.20	Ad Hoc	1811	Grds Main
Payments in Lieu of meeting: Sub total	574.05			Shutters

TOTAL PAYMENTS SEPTEMBER 3,053.99

A list of unrepresented Cheques (For Information only)

Abbey Loos Ltd	948.00	1795
Coinros Park Nurseries Ltd	90.17	1799
Dean Mowers Ltd	42.00	1800
Light Fantastic DIY Ltd	198.40	1801
Living Landscapes	90.00	1802
Luke Cole Electrical	5,400.00	1803
Total	6,768.57	

5.1 Financial Statement

Receipt of the monthly payment schedule was **proposed by Trustee Tremlett, seconded by Trustee Kemsley**. Vote carried.

5.2 & Approval of Payments/Noting of Virements

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

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

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5.4 Payment towards a lost Walkie-Talkie

Trustees were advised that a payment had been received from a member of the public in respect of a walkie-talkie which had been lost whilst under their control. After a short discussion it was **proposed by Trustee Leach, seconded by Trustee Z Arnold** that the payment would be refunded to the member of the public. Unanimous.

Action by – the Trust Secretary

5.5 Annual Report and Financial Statements sent to The Charity Commission

Trustees were provided with a copy of the report and Financial statement which had been submitted to The Charity Commission, the contents of which were duly noted.

6. BUSINESS

6.1 Bathurst Park Summer Event – “Party in the Park”

Trustees were provided with a copy of the closing financial balance sheet for their approval. During discussion Members were reminded that earlier in the meeting it had been suggested the purchase of a replacement walkie-talkie could be taken from the sum currently shown as “unspent”. Trustee Kemsley felt that consideration should be given towards reducing costs for any future events.

It was **proposed by Trustee Tremlett, seconded by Trustee Leach**, that the final closing balance would be approved. Unanimous.

Trustees were then asked to consider if they wished to hold a similar event in 2020. Trustee Vaughan spoke in favour of forming a Working Party to organise the event for 2020. Trustee Kemsley volunteered to lead the Working Party and extended an invitation to a former Lydney Town Councillor to join said Party, together with a representative from Lydney Music School. Trustees L Arnold, Z Arnold, Vaughan, Tremlett, Leach and Kemsley gave a commitment to join the Working Party.

Trustee Harley spoke on the community engagement benefits events in the Park afforded the Trust and Trustee Tremlett spoke on the need for the Trust to demonstrate value for money. During discussion a member of the public advised that another member of the public who had been involved in organising the 2019 event had already approached Robert Hitchins Limited to raise the prospect of their sponsorship of the 2020 event. The suggestion that Robert Hitchins Limited could be asked to sponsor part of the event, with other organisations invited to sponsor other sections was mooted.

It was **proposed by Trustee Kemsley** that the Trust would organise “Party in the Park” for 2020 and that a meeting of the Working Party would take place prior to the next Trust meeting. Unanimous. Trustee L Arnold suggested that the Working Party could also consider the other events which were organised for the Town. It was agreed that Trustee Kemsley would e-mail all Trustees and invite them to join the Events Working Party.

Action by – Trustee Kemsley

Members were asked to consider the purchase of a replacement walkie-talkie. It was **proposed by Trustee Kemsley**, that approval would be given for the purchase of a replacement walkie-talkie with the surplus from the 2019 Party in the Park event being used to fund the purchase. Unanimous.

Action by – the Trust Secretary



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6.2 Draft Budget for 2020/2021

Members were provided with a copy of the draft budget which had been produced for 2020/2021 for their information. The Trust Secretary advised that formal budget discussions would take place at the November meeting and stressed the critical effect the Town Council's donation had on the Trust's budget.

Trustees raised a number of points regarding the Trust's financial commitments including the cost of litter collection, staff costs and the need for Trustees to be informed of expiry dates for supply contracts which existed for the Trust. Responding to a question which had been posed by Trustee Carr, the Trust Secretary gave a commitment to ascertain why the sum for contingency had been reduced.

Action by – the Trust Secretary

The Trust Secretary drew Trustee's attention to the need to establish a fund to replace the play equipment in the Park. Trustees were provided with a copy of the report which had been produced by the Town Council's Events and Grants Administrator regarding the need for to budget for the replacement of some of the Park's play equipment. Trustees were also provided with a copy of the Officer's report on a proposal to secure grant funding to replace some of the outdoor gym equipment with inclusive gym equipment.

After an extensive discussion it was **proposed by Trustee Kemsley** that budgetary provision should be included towards replacement play equipment. Unanimous. **Trustee Tremlett proposed** that a sum of £15,000 should be included in the Trust's draft budget in respect of replacement play equipment. **Seconded by Trustee L Arnold subject to the sum being able to be found within the budget.** Unanimous.

Action by – the Trust Secretary

Trustee Harley called for Trustees to be provided with a 5-10 year plan detailing the equipment to be replaced/development projects in order that Trustees may prioritise any work. The Trust Secretary felt that the Town Council's Events and Grants Administrator would be able to produce such a document on behalf of the Trust in the future.

Action by – the Trust Secretary

Regarding the report on a proposal to secure grant funding to replace some of the outdoor gym equipment with inclusive gym equipment, it was **proposed by Trustee Kemsley** that approval would be given for the Town Council's Events and Grants Administrator to commence work on the project. Unanimous.

Action by – the Trust Secretary

6.3 Firework Display

The need to ensure that a sufficient number of Trustees attended the event to undertake Marshal responsibilities was stressed to Trustees. Trustees Vaughan, Harley, Leach, Tremlett, Z Arnold, L Arnold, Kemsley and Carr confirmed that they would attend the event and a number of Trustees also offered to secure the services of volunteers. Trustees requested an increase in the amount of the float and it was noted that prior to the event instructions would be issued to each Trustee regarding their responsibilities as a Marshal.



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Members were asked to consider the request which had been received from DanTERS regarding an increase to their attendance fee. After a short discussion it was **proposed by Trustee Tremlett, seconded by Trustee Carr**, that the fee would be set at £160.00 and that DanTERS would be requested to provide the Trust with an additional donation if their attendance was financially successful on the night. Vote carried.

Action by – the Trust Secretary

Trustees were then informed of a request to provide additional catering at the event which had been received from Mr T Marx. After an extensive discussion it was **proposed by Trustee Kemsley** that the Trust would allow Mr Marx to attend the event and would levy a charge of £100 for said attendance. Vote carried.

Action by – the Trust Secretary

6.4 Poem Plaque

Trustees were reminded of the poem about the Park which had been received from a member of the public which they had agreed to display in the Park.

Members were advised that it would cost £727.00 including VAT and postage to cast the poem into a bronze plaque. After a short discussion it was agreed that further consideration of the matter would be deferred in order that costings could be obtained from local suppliers to make and install a suitable product to display the poem. Trustee L Arnold called for costings to also be obtained for carving the poem into a piece of stone.

Action by – the Trust Secretary

6.5 Environmental

Trustees noted that the Trust was now using environmentally friendly toilet tissue in the Pavilion Toilets which seemed to have reduced the frequency of their blocking.

7. CORRESPONDENCE

The Trust Secretary advised that it was taking longer than anticipated for the football pitch to settle on the Recreation Ground following the sand slitting works. Accordingly, Lydney Town AFC youths were now unable to use their additional pitches for youth matches.

Trustees were advised that earlier in the year the previous Trust Secretary had agreed that youth matches could be played in the Park free of charge if it was not possible for youth teams to use the pitches due to the work commissioned by Lydney Recreation Trust. It was **proposed by Trustee Z Arnold, seconded by Trustee Kemsley**, that Lydney Town AFC youths would be able to use the football pitch in the Park free of charge until the end of October. Unanimous.

Action by – the Trust Secretary

8. TRUSTEE REPORTS

Trustee Leach advised that historically Lydney Town Council's Head Groundsman had attended Trust meetings to provide Trustees with a verbal report on the Park. Trustee Leach called for an invitation to be extended to the Head Groundsman to attend the next Trust meeting and provide Trustees with a report.

Action by – the Trust Secretary



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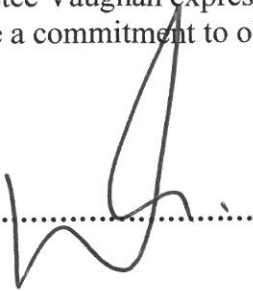
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Trustee Vaughan expressed a desire to introduce recycling litter bins in the Park and gave a commitment to obtain costings for such.

Action by – Trustee Vaughan

Meeting closed at 9.12 pm

Chairman



Date

25/11/19