

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 25 November 2019 - 15

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on Monday 25 November 2019 at 7.02 pm.

Present: Trustees W Leach (Chairman), L Arnold, J Carr, A Harley, R Holmes, W Leach, T Legge, P Macklin and T Tremlett

In Attendance: Four members of the public
Mr D Kent
Mr J Young – Lydney Town Council’s Head Groundsman (Agenda Item 6.1 only)
Mr A Maliphant – Trust Secretary
Miss C Wheeler – Lydney Town Council’s Assistant Clerk

As Trustee Kemsley was not present Trustee Leach offered to chair the meeting. No objections were received.

Housekeeping – Trustee Leach 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. **APPOINTMENT OF DEPUTY CHAIRMAN**

Responding to a comment made by Trustee L Arnold, Trustee Leach advised that by convention Trustees were not normally nominated for appointments unless they were present at a meeting. It was therefore agreed that the appointment of a Deputy Chairman would be considered at the next meeting.

2. **APOLOGIES**

Apologies for absence were received and noted from Trustees Z Arnold and Greenwood.

3. **DECLARATIONS OF INTEREST**

None.

4. **APPROVAL OF MINUTES**

Approval of the Trust Minutes in respect of the meeting held on 30 September 2019 was **proposed by Trustee L Arnold, seconded by Trustee Harley**. Unanimous.

Members noted that since the last meeting the following actions had been taken under Delegated Powers:

- Repair of safety surfacing around Multi-play unit. Cost £50.00 including VAT
(*Health & Safety*)

At this point Trustee Leach brought forward Agenda Item 6.1 –Report from Lydney Town Council’s Head Groundsman, however, the minutes reflect the order as shown on the agenda.

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5. FINANCE AND SUNDRY PAYMENTS

FINANCIAL STATEMENT -

OCTOBER & NOVEMBER 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		
Receipts AUGUST		4,874.31		
Receipts SEPTEMBER		27,448.01		
Receipts OCTOBER		1,655.64		See Separate Sheet
Receipts NOVEMBER				
Receipts DECEMBER				
Receipts JANUARY				
Receipts FEBRUARY				
Receipts MARCH				
	Total Receipts YTD		94,134.61	

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		
Payments SEPTEMBER		3,053.99		
Payments OCTOBER		6,944.45		Detailed Below
Payments NOVEMBER		8,373.98		Detailed Below
Payments DECEMBER				
Payments JANUARY				
Payments FEBRUARY				
Payments MARCH				
Payments PRIOR TO YEAR END				
	Total Payments YTD		86,658.47	
			115,262.94	

Reconciled Bank Statements as at end

OCTOBER 2019

LLOYDS BANK - Current		57,713.26	
LLOYDS BANK – General Reserve	51,823.41		
LLOYDS BANK – E/M Summer Event	5,126.27		
LLOYDS BANK – E/M Donation Fireworks	600.00		
		57,549.68	
Bank Balances as at:	31-Oct-19		115,262.94

OCTOBER PAYMENTS

Payments made by Direct Debit:

British Gas Business: 602478939	17.09.19	1.65	Monthly	DD	Workshop Costs
British Gas Business: 602478936	17.09.19	42.71	Monthly	DD	Workshop Costs
British Gas Business: 602478938	17.09.19	65.61	Monthly	DD	Water/Gas/Electric
British Gas Business: 602478935	17.09.19	355.63	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd	26.09.19	1,494.19	Monthly	STO	Litter Picking
Direct Debits: Sub Total		1,959.79			

Payments made in advance of the meeting:

Corporate Expenditure	01.10.19	88.05	Monthly	Chq No 1812	Pavilion Cleaning
Corporate Expenditure	01.10.19	276.55	Monthly	1813	Gate Keeper
HMRC	01.10.19	74.80	Monthly	1814	Staff Costs
Payments in advance of meeting: Sub Total		439.40			

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Payments for approval in lieu of meeting

Luke Cole Electrical	80.00	Ad Hoc	1815	Building Maintenance
Dean Mowers Ltd	711.89	Ad Hoc	1816	Machinery/Maintenance Repairs
Green Works Solutions Ltd	354.00	Annual	1817	Building Maintenance
GDB Groundcare	288.00	Annual	1818	Bowling Green
Hale & Co (Drybrook) Ltd	48.96	Ad Hoc	1819	Equipment Hire
Light Fantastic (DIY) Ltd	124.76	Monthly	1820	Gen Repairs/Bld Maintenance
Lydney Music	721.00	Annual	1821	Firework Display
Lydney Settled Estate	30.00	Ad Hoc	1822	Play Equipment Maintenance
Keith Morgan Mowers Ltd	364.13	Ad Hoc	1823	Machinery/Maintenance Repairs
Monmouthshire County Council	154.50	Annual	1824	Play Equipment Maintenance
J Parker Dutch Bulbs (Wholesale) Ltd	103.14	Annual	1825	Plants/Memorial Garden
Mr H Ives	186.70	Ad Hoc	1826	E/M Park Events 19/20
Lydney Town Council	571.18	Quarterly	1827	Recharge Petrol
Cash	800.00	Annual	1828	Firework Display
Cash	7.00	Monthly	1829	Pav: Cleaning Materials
Payments in Lieu of meeting: Sub total	4,545.26			

TOTAL PAYMENTS	OCTOBER	6,944.45
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NOVEMBER PAYMENTS

Payments made by Direct Debit:

Water Plus	17.10.19	5.26	Monthly	DD	Grds Maintenance/Water/Gas/Elec
Water Plus	17.10.19	20.87	Monthly	DD	Grds Maintenance
British Gas:602478939	18.10.19	6.62	Monthly	DD	Workshop Costs
British Gas: 602478936	18.10.19	44.99	Monthly	DD	Workshop Costs
British Gas: 602478938	18.10.19	91.38	Monthly	DD	Water/Gas/Electricity
British Gas: 602478935	18.10.19	398.19	Monthly	DD	Water/Gas/Electricity
Forest Equipment Services Ltd	28.10.19	1,494.19	Monthly	STO	Litter picking
Actavo UK Ltd	28.10.19	1,092.00	Annual	DD	Fireworks
SWS Medics	28.10.19	725.00	Annual	DD	Fireworks
Heartburn Entertainment	28.10.19	540.00	Annual	DD	Fireworks
Direct Debits: Sub total		4,418.50			

Interim Payments made in advance of meeting:

Corporate Expenditure		87.85	Monthly	1830	Pavilion Cleaning
Spoilt Cheque		00.00		1831	
Corporate Expenditure		136.72	Monthly	1832	Gatekeeper
HMRC		40.20	Monthly	1833	Staff Costs
Interim Payments: Sub total		264.77			

Payments for approval at meeting on: 25th November 2019

Brentwood Communications Ltd	95.99	Ad Hoc	1834	E/M Summer Event Residue
Cleaning Products UK	88.13	Quarterly	1835	Cleaning Materials
Light Fantastic DIY Ltd	43.39	Monthly	1836	Bld Maintenance/Grds Maintenance
M J Security (UK) Ltd	128.40	Annual	1837	C/F Alarms
Star Fireworks Ltd	3,180.00	Annual	1838	Fireworks
Travis Perkins Trading Co Ltd	154.80	Annual	1839	Fireworks
Payments in Lieu of meeting: Sub total	3,690.71			

TOTAL PAYMENTS	NOVEMBER	8,373.98
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A list of unrepresented Cheques (For Information only)

Green Works Solutions Ltd	354.00	1817
GDB Ground care	288.00	1818
Light Fantastic DIY Ltd	124.76	1820
Lydney Music	721.00	1821
Lydney Settled Estate	30.00	1822
Keith Morgan Mowers Ltd	364.13	1823
Monmouthshire County Council	154.50	1824
J Parker Dutch Bulbs (Wholesale) Ltd	103.14	1825
Mr H Ives	186.70	1826
Lydney Town Council	571.18	1827
Cash	800.00	1828
Cash	7.00	1829
Total	3,704.41	

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5.1 **Financial Statement**

Receipt of the monthly payment schedule was **proposed by Trustee Legge, seconded by Trustee Harley**. Unanimous.

5.2 **Approval of Payments/Noting of Virements**

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

Virements

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

Transfers

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

Trustees were reminded of the need to amend the Trust's Bank Mandate. Accordingly, the following was **proposed by Trustee Leach**:-

“That Lydney Town Council (the successor to the Lydney Parish Council) sitting as the Trustee of the Bathurst Park and Recreation Trust resolve:

That the following are to be removed as a signatory from the accounts held with Lloyds Bank.

- *Norma Jayne Smailes*
- *Brian Pearman*
- *Harry Ives*
- *Carol Harris*
- *Claire Vaughan*

That the following are to be appointed as signatory to the account at the Power category specified.

- *Walter Charles Leach – Full Power Signatory*
- *Roger Edward Holmes – Limited Power Signatory*
- *Jane Carr – Limited Power Signatory*

We confirm that the signing power for Theresa Tremlett is to be amended from Limited Power to Full Power.

We confirm that the signing instructions for the account will be amended to any two Trustees to sign and Carol Ann Wheeler”.

The above proposal was put to a vote which was unanimously agreed.

5.3 **Outstanding Accounts**

Trustees were informed that an invoice to Lydney Rugby Club remained outstanding from 1 August 2019 as the Club felt that they had not been advised that

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their use of the Park had been chargeable. Trustees were informed that the Club had used the Park for the same purpose in 2018 for which the same charge had been levied. Trustee Leach requested that the Trust Secretary arrange for settlement of the outstanding account to be progressed with the Club. Trustee Legge gave a commitment to also raise the issue with the Club.

Action by – the Trust Secretary/Trustee Legge

6. BUSINESS

6.1 Report from Lydney Town Council's Head Groundsman

Trustee Leach welcomed Lydney Town Council's Head Groundsman to the meeting. Trustees were provided with copies of the Head Groundsman's reports (Appendix A).

Trustees were advised that one of the many jobs undertaken by Groundstaff would be cleaning out the memorial pond over the next few weeks in a bid to reduce the amount of algae which had accumulated. The pond would be pressure washed and refilled, however, Trustees were advised of the need to purchase a large quantity of oxygenating weed during Spring at an anticipated cost of £800.00-£1,200.00.

The Head Groundsman spoke on the actions which had already been undertaken by Groundstaff to improve ecology and biodiversity in the Park (e.g. making bird boxes, in-house composting, planting new trees, leaving longer areas of grass, planting shrubs attractive to bees/butterflies/etc). The Head Groundsman spoke of a desire to provide information boards in the Park detailing the species of trees/types of wildlife which could be seen and he gave a commitment to provide Trustees with costings for such in the future. Trustees also noted the Head Groundsman's ideas to encourage recycling at the Park and to engage local primary schools with a gardening competition, if possible.

Trustees were informed that members of Groundstaff had visited SALTEX which had enabled them to view new battery-powered machinery which was being introduced for commercial operations (felt to be unsuitable at present for the work undertaken by Groundstaff) and also possible alternative options to the use of glysohate. The Head Groundsman advised that alternatives to glysohate appeared to be 3-4 times more expensive and he felt that if the Trust wished to consider moving towards such options it would need to reconsider the areas where it was used.

The Head Groundsman also spoke on his desire to undertake more functions in-house (e.g. summer floral tubs) and the difficulties Groundstaff were facing when watering floral displays on streetlighting columns due to the increase in traffic and the abuse Council staff suffered from drivers. Responding to questions raised by Trustees, the Head Groundsman felt that the level of Groundstaff was sufficient to address the current duties required. Trustee Leach suggested that future consideration could be given towards hosting a treasure hunt in the Park. Trustee L Arnold suggested that old benches could be utilised to make plaques for a nature trail. Trustee Harley suggested that old wheelbarrows could also be utilised as gardens too.

There being no other questions the Head Groundsman excused himself from the meeting at this point.

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6.2 “Party in the Park” 2020

Due to the absence of Trustee Kemsley it was not known whether the Events Working Party had held their first meeting. Trustee Leach expressed concern that arrangements may not have started to be put in place for next year’s event and he stressed the need for any events in 2020 to run well. Trustee Tremlett spoke on the need to involve the community in the event and queried if the aim was to make the event “cost neutral”. Noting that no discussion had taken place on this aim, Trustee Leach felt that it was not a priority for the event to be “cost neutral” due to the benefit it added to the community. Trustee Harley felt that a minimum of 50% of the event costs should be covered by income.

6.3 Firework Display

Trustees were invited to conduct a review of the 2019 event and were provided with a copy of the event review report which had been produced by Lydney Town Council’s Events and Grants Administrator.

The Trust Secretary advised that the event had “broken even”. Trustee Tremlett felt that consideration should be given to discounting admission charges for persons in receipt of benefit should the Trust wish to consider “pre-sale” tickets. It was suggested that the Trust may wish to discuss this option at a future event.

Trustees were asked to consider if they wished to hold a similar event in 2020. It was **proposed by Trustee Leach** that the Trust would organise a similar event for 2020. Unanimous.

Trustees were then asked to consider bestowing Delegated Powers on the Trust Secretary in order that bookings may be made for key items. Attention was drawn to the offer which had been made by the current firework contractor offering 15% extra fireworks for all displays booked prior to 6 December 2019. It was **proposed by Trustee Leach** that Delegated Powers would be bestowed on the Trust Secretary to book the same firework contractor to provide the 2020 display (enquiries to be made regarding “low noise” fireworks and the ability to set the display to music) and to also book the security fencing. Unanimous.

Action by – the Trust Secretary

6.4 Tree Replacement Plan

Trustees were provided with a report on the meeting between the Trust Secretary, Lydney Town Council’s Assistant Clerk and Head Groundsman, a number of Trustees and Forest of Dean District Council’s Tree and Countryside Officer which had taken place during early summer. Trustees were informed that due to the age of the Park’s tree stock the Tree and Countryside Officer had recommended that the Trust consider developing a “planting plan” in order that any replacement tree species provided variety. The Trust was advised to consider planting Red Oak, Copper Beech, Tulip and Fruiting trees. Trustee Carr recalled the concern which had been expressed by Lydney Town Council’s Head Groundsman over unpicked waste from fruiting trees and suggested that Lydney Town Council’s Environmental Working Party would need to arrange for the produce from any fruiting trees to be picked in order that it could be used by the local Foodbank.

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Trustees were reminded that of the Trust's current application to conduct works to trees within a conservation area which had been submitted by the Trust Secretary and noted that it was highly likely that the Trust would be obliged to replace any felled trees. Trustee Leach called for the matter to be an agenda item for the next meeting in order that Trustees may be informed of the outcome of the application and determine how they wished to proceed.

Action by – the Trust Secretary

6.5 Annual Tree Survey

Members were provided with a copy of the annual Tree Survey which had been conducted by Trunkarb Tree Surgery Limited. Noted.

The Trust Secretary advised that he had obtained three quotations for the work which had been identified in the tree survey and provided Trustees with an overview of costs involved/confirmed that the quotations had been obtained on a "like for like" basis. The Trust Secretary advised that it would be possible for additional sums to cover the cost of the work to be vired from the following budgetary headings: health & safety, building maintenance and Bowling Green maintenance.

After a short further discussion it was **proposed by Trustee Tremlett, seconded by Trustee Legge**, that the quotation from Chapel Tree Services Ltd should be accepted at a cost of £3,850.00 plus VAT. Unanimous.

Action by – the Trust Secretary

6.6 Pavilion Cafe

Prior to the meeting Trustees were provided with a copy of a letter which had been received from the tenant of the Café detailing their proposed closure date for Winter and their intention to open the café on Friday 20 March 2020 from 10.00 am to 3.00 pm until the clocks change on the last Sunday in March, then returning to 10.00 am to 4.00 pm. Trustees voiced no object to the proposed dates/opening times as long as they conformed to the hours specified in the formal lease.

Action by – the Trust Secretary

The Trust Secretary advised that the tenant had raised concern over the fact that they were classed as an "anytime" contact for the intruder alarm system in the Pavilion despite the fact that they did not own the building/the building was used by sporting clubs when the café was closed. During discussion the Trust Secretary advised that a rota system was operated which incorporated Lydney Town Council's Groundstaff at specified times. Furthermore, that the formal lease for the premises obliged the tenant to be a keyholder for the building. It was **proposed by Trustee Leach** that the current rota system would continue unchanged. Unanimous.

Action by – the Trust Secretary

The Trust Secretary advised that following an act of vandalism earlier in the year the tenant requested the Trust to consider installing CCTV to cover the building. Members were advised that it would cost £6,600.00 including VAT if the Trust wished to link the Pavilion to the CCTV system operated by Lydney Town Council. Trustee Tremlett noted that no provision had been included in the 2020-21 draft budget in respect of the installation of CCTV and it was agreed that no further action could be taken on this matter.

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Trustees were informed that following a power cut in the summer, the tenant had voiced concern that the current shutter system did not provide any form of “back up” operation. Members were advised that due to the age of the system it was not possible to retrospectively fit a manual operation system, therefore it would cost £6,950.00 plus VAT to install five new shutters. Again, Trustees noted that no provision had been included in either their current or 2020/21 draft budget for such a purchase. Accordingly, Trustees felt that should a power failure occur again whilst the café was open the tenant, or someone they appoint, would need to remain on site until such time as the power supply was restored in order to close the shutters. Trustees believed this to be a reasonable obligation which would be undertaken by any tenant of a premises which provided such a system.

Action by – the Trust Secretary

6.7 Memorial Pond

Trustees noted the need to purchase a quantity of oxygenating weed during Spring to place in the pond in order to ensure its aeration. It was estimated that the cost could amount to £800-£1,200.00 due to the size of the pond.

6.8 Provision of Cricket Wicket

Members were provided with details of the cost of preparing the cricket wicket, excluding labour, which amounted to £1,093.00 for the 2019 season. The Trust Secretary drew attention to the income which had been gained through the use of the cricket pitch this season (£1,004.72); advised that the pitch was now only used by Bream Cricket Club and it was uncertain if they would require the pitch in 2020. Accordingly, Trustees were asked to consider if they wished to continue to provide a cricket pitch at the Park.

After a short discussion, during which Trustee Legge advised his fellow Trustees that Primrose Hill Cricket Club used an alternative cricket pitch, it was **proposed by Trustee Tremlett, seconded by Trustee Carr**, that Lydney Town Council’s Assistant Clerk would be requested to contact Bream Cricket Club to ascertain if they would require use of the cricket pitch in Bathurst Park in 2020. Furthermore, that if Bream Cricket Club did not require use of the pitch the Trust would no longer provide a cricket pitch in the Park. Unanimous.

Action by – Lydney Town Council’s Assistant Clerk

6.9 2020 Annual Play Inspection

Members were asked to approve the appointment of Monmouthshire County Council to undertake the Annual Play Inspection for 2020, at a cost of £131.97 plus VAT.

Proposed by Trustee Leach. Unanimous.

Action by – the Trust Secretary

6.10 Trust Budget for 2020/21

Trustees were provided with a copy of the draft Trust budget for 2020/21. The Trust Secretary explained the draft budget to Trustees and it was **proposed by Trustee Tremlett, seconded by Trustee Legge** that the Trust’s budget for 2020/21 would be set at £97,580.00 and that £11,364.00 would be utilised from the Trust’s General Reserves to offset the Trust’s budget, assuming this year’s current budgetary expenditure. Unanimous.

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Trustee Leach proposed that the Trustee would request a donation of £53,700.00 from Lydney Town Council towards the Trust's budget. Unanimous.

Trustees were reminded that the Trust's donation request to the Town Council was not guaranteed and was dependent upon the Town Council's discussions.

7. TRUSTEE REPORTS

Trustee Holmes requested that the Trust be provided with costings in order that it may consider the use of more environmentally friendly weedkillers.

Action by – the Trust Secretary

Trustee Leach requested an agenda item for the next meeting in order that Trustees may consider its policy of levying a charge for the use of the Park by an organisation.

Action by – the Trust Secretary

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8. STAFFING

- Approval of the extension of the Part-time Gatekeepers contract of employment.
- To take steps to greater publicise the closure of the Park each evening.
- To approve arrangements for the Christmas opening/closing of Bathurst Park.

Meeting closed at 8.52 pm

Chairman



Date 27/05/20