

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2020 - 25

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on Monday 27 January 2020 at 7.03 pm.

Present: Trustees R Kemsley (Chairman), R Holmes, S Holmes, P Macklin and S Stockham

In Attendance: Mr D Kent – Trust Secretary
Miss C Wheeler – Lydney Town Council’s Assistant Clerk

Housekeeping – Trustee Kemsley 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.

- APOLOGIES**
Apologies for absence were received and noted from Trustees Carr, Harley, Leach and Tremlett.
- TO APPOINT A TRUST VICE-CHAIR**
Deferred to the next meeting due to a lack of Trustees.
- DECLARATIONS OF INTEREST**
None.
- MINUTES**
Approval of the Trust Minutes in respect of the meeting held on 25 November 2019 was **proposed by Trustee R Holmes, seconded by Trustee Macklin.** Vote carried.
- FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

JANUARY 2020

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	
Receipts NOVEMBER	13,308.80	
Receipts DECEMBER	253.39	See Separate Sheet
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
Total Receipts YTD	107,696.80	

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2020 - 26

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	
Payments NOVEMBER	8,373.98	
Payments DECEMBER	6,395.86	Detailed Below
Payments JANUARY	5,662.81	Detailed Below
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
Total Payments YTD	98,717.14	
	116,766.46	

Reconciled Bank Statements as at end	DECEMBER 2019	
LLOYDS BANK - Current		59,211.96
LLOYDS BANK – General Reserve	51,828.23	
LLOYDS BANK – E/M Summer Event	5,126.27	
LLOYDS BANK – E/M Donation Fireworks	600.00	
		57,554.50
Bank Balances as at: 31-Dec-19		116,766.46

DECEMBER PAYMENTS

Payments made by Direct Debit:

British Gas Business: 602478939	14.11.19	19.82	Monthly	DD	Workshop Costs
British Gas Business: 602478936	14.11.19	42.45	Monthly	DD	Workshop Costs
British Gas Business: 602478935	14.11.19	259.86	Monthly	DD	Water/Gas/Electric
British Gas Business: 602478938	21.11.19	92.08	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd	26.11.19	1,494.19	Monthly	STO	Litter Picking
Direct Debits: Sub Total		1,908.40			

Payments made in advance of the meeting:

Coinros Park Nurseries Ltd	25.11.19	978.00	Monthly	Chq No 1840	Plants Memorial Grds/Benches
M J Security (UK) Ltd	25.11.19	308.40	Monthly	1841	C/F Alarms/Alarms
Corporate Expenditure	03.12.19	87.85	Monthly	1842	Pavilion Cleaning
Corporate Expenditure	03.12.19	129.87	Monthly	1843	Gate Keeper
HMRC	03.12.19	38.60	Monthly	1844	Staff Costs
Payments in advance of meeting: Sub Total		1,542.72			

Payments for approval in lieu of meeting

C Freeman		370.00	Annual	1845	Wkshop/Bld Maintenance
Monmouthshire County Council		475.20	Ad Hoc	1846	Playarea Maintenance
Travis Perkins Trading Company Ltd		182.40	Annual	1847	Firework Event
Eagles		540.00	Ad Hoc	1848	Equipment Hire/Grds Maintenance
Equipment Hire Services		58.80	Ad Hoc	1849	Equipment Hire
C Freeman		460.00	Ad Hoc	1850	Wkshop/CF Bld Maintenance
Light Fantastic DIY Ltd		48.84	Monthly	1851	Grds Maintenance
Tindle Newspapers Wales & The Borders		384.00	Annual	1852	Firework Event
Lydney Town Council		325.00	Annual	1853	Firework Event
Cash		100.50	6 Monthly	1854	Admin
Payments in Lieu of meeting: Sub total		2,944.74			

TOTAL PAYMENTS DECEMBER 6,944.45

JANUARY PAYMENTS

Payments made by Direct Debit:

Water Plus	12.12.19	25.28	Monthly	DD	Grds Maintenance/Water/Gas/Elec
British Gas:602478939	20.12.19	58.68	Monthly	DD	Workshop Costs
British Gas: 602478935	20.12.19	120.42	Monthly	DD	Workshop Costs
British Gas: 602478938	20.12.19	143.35	Monthly	DD	Water/Gas/Electricity
Forest Equipment Services Ltd	27.12.19	1,494.19	Monthly	STO	Litter picking
Water Plus	27.12.19	35.55	Monthly	DD	Grds Maintenance/Water/Gas/Electric
Direct Debits: Sub total		1,877.47			

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2020 – 27

Interim Payments made in advance of meeting:

Corporate Expenditure	87.85	Monthly	1855	Pavilion Cleaning
Spoilt Cheque	00.00		1856	
Spoilt Cheque	00.00		1857	
Corporate Expenditure	251.77	Monthly	1858	Gatekeeper
HMRC	68.80	Monthly	1859	Staff Costs
Interim Payments:	Sub total		7	
	<u>264.77</u>			

Payments for approval at meeting on:

27th January 2019

Aitkens Sportsturf Ltd	1,243.68	1860	Bowling Green
Arkell & Hurcombe Ltd	75.60	1861	Plants/Mem Grds/Benches
Charles Saunders Ltd	55.65	1862	Workshop Costs
Fleet (Line Markers) Ltd	487.20	1863	Grds Maintenance/Trees
FoDDC	23.00	1864	E/M Summer Events
Light Fantastic DIY Ltd	95.05	1865	Grds Maintenance/Trees
M J Security (UK) Ltd	576.00	1866	Telephone/Alarms
Monmouthshire County Council	57.13	1867	Vandalism
Omega Red Group Ltd	216.00	1868	Building Maintenance
Wallgate Ltd	158.99	1869	Building Maintenance
Worksafely Ltd	69.00	1870	Tools/Prof Clothing
Lydney Town Council	294.12	1871	Recharge Petrol/Oil/ Diesel
Cash	25.50	1872	Workshop Costs
Payments in Lieu of meeting: Sub total	3,376.92		

TOTAL PAYMENTS	JANUARY	5,662.81
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A list of unrepresented Cheques (For Information only)

Brentwood Communications Ltd	540.00	1848
Cleaning Products UK	58.80	1849
Total	598.80	

5.1 Financial Statement

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

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 Kemsley**. Unanimous.

Virements

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

Transfers

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

5.4 Bank Signatory

It was **proposed by Trustee R Holmes, seconded by Trustee Kemsley**, that the Trust Secretary would be added as a Trust bank account signatory. Unanimous.

5.5 Insurance Claim

The Trust Secretary advised that a court date had now been received in respect of the case, this being 1 May 2020. It was noted that Lydney Town Council's Head Groundsman would be called to give evidence.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2020 – 28

Responding to a question which was raised by Trustee Stockham, the Trust Secretary confirmed that the case was covered by the Trust's insurance policy.

5.6 Delegated Powers

Members noted that since the last meeting it had been necessary to undertake a repair to the boiler and hot water heating system in the Pavilion at a cost of £460.00.

5.7 Lydney Rugby Club

- & Trustee Kemsley advised that he and the Trust Secretary had met with representatives from Lydney Rugby Club regarding an unpaid invoice amounting to £108.90 relating to the Club's use of Bathurst Park in July 2019. Members were informed that the Club had stated that it had been necessary for them to use the Park as they had been unable to use their own pitch due to the work which had been undertaken by Lydney Recreation Trust.

Members were also informed that the Club had hired the pitch (which included the changing rooms in the Pavilion) on a Sunday in December, however, after the match a flare had been set off inside the Pavilion which activated the fire alarm system. This resulted in a member of Lydney Town Council's Groundstaff team being called to site to wait for the smoke to clear from the building before the detection system could be reset, for which a cost had been incurred.

Trustee Kemsley requested that Members consider writing off the charge which had been made for the use of the Park in July and not to levy a charge for calling out a member of staff. During discussion Members felt that the Club should be informed of the need to better supervise players and it was felt that if the situation occurred again in the future the Trust would need to take a tougher line.

It was **proposed by Trustee Kemsley** that the Trust would write off the charge which was outstanding from the Club's use of the Park in July 2019 amounting to £108.90; that it would not levy a charge on the Club in respect of a member of the Town Council's staff being called to site due to the Club's actions; that the Club would be informed of the conduct the Trust expected to be observed when using its premises. Vote carried.

Action by – the Trust Secretary

6. BUSINESS

6.1 2020-21 Proposed Charges

Prior to the meeting Members were provided with a copy of the proposed charging options for consideration.

After a short discussion it was **proposed by Trustee R Holmes, seconded by Trustee Stockham**, that the Trust would not levy an increase for 2020-21. Unanimous.

6.2 Lightning Protection System

Prior to the meeting Trustees were provided with a copy of the annual inspection report for the system together with a quote amounting to £234.46 plus VAT in respect of the repairs which needed to be undertaken. It was **proposed by Trustee Kemsley** that the repairs would be undertaken.

Action by – the Trust Secretary

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2020 – 29

6.3 Designated Premises Supervisor

Members were asked to consider appointing Trustee Kemsley as the Trust's Designated Premises Supervisor in respect of its alcohol licence and to authorise the payment of the £23.00 fee in respect of the change of Designated Premises Supervisor. **Proposed by Trustee Kemsley.** Unanimous.

Action by – the Trust Secretary

7. EVENTS – FOR APPROVAL

7.1 Easter Egg Hunt

Trustees were asked to consider if they wished to hold an Easter Egg Hunt on Thursday 9 April 2020. Members were also asked to consider if they wished to allocate the same budget for the event as in previous years (£250.00).

Trustees were informed that previous events, which had been targeted at children of primary school age, had been very well received by members of the public and had taken place during half term. Trustee Kemsley gave a commitment to assist at the event and he invited his fellow Trustees to join himself. Accordingly, it was **proposed by Trustee Kemsley** that the Trust would hold an Easter Egg Hunt on 1 April 2020; that the budget for the event would be the same as allocated in 2019; that Delegated Powers would be bestowed on the Trust Secretary in order that arrangements for the event may commence. Unanimous.

Action by – the Trust Secretary

7.2 Party in the Park

Members were asked to consider/approve the following items:

- Event date – 4 July 2020
- Event will commence at 2.00 pm and conclude at 7.00 pm, with the following outline timetable:-
 - 2.00 pm – Event Opens
 - 3.00 pm – 4.00 pm – Children's races and activities
 - 4.00 pm – 5.00 pm – 5K run
 - 5.00 pm – 7.00 pm – Live music
 - 7.00 pm – Event Closes
- The proposed event budget would be as 2019
- That stall and catering charges would remain the same as last year (£30 for stalls, £75 for catering/drinks concessions, £50 for activities (e.g. bouncy castle, etc)
- That a charge for Danters would once again be levied (£90 in 2019)
- Delegated Powers bestowed on Trust Secretary to commence organisation of the event

During discussion it was noted that Robert Hitchins Limited had generously provided a donation of £3,500.00 for the 2019 event and it was hoped that a similar donation would be forthcoming for the 2020 event. It was also noted that Churches Together in Lydney had requested that they be permitted to participate in Party in the Park.

It was **proposed by Trustee Kemsley** that the following would be agreed:

- Party in the Park would take place on 4 July 2020

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2020 – 30

- Event would commence at 2.00 pm and conclude at 7.00 pm, with the timetable agreed as outlined above.
- The event budget would be as 2019
- That stall and catering charges would remain the same as last year (£30 for stalls, £75 for catering/drinks concessions, £50 for activities (e.g. bouncy castle, etc)
- That a charge for Danters would be £120.00
- Delegated Powers would be bestowed on Trust Secretary to commence organising the event.

Unanimous.

Action by – the Trust Secretary

7.3 **Churches Together**

Members were informed that Churches Together wished to hold their annual Praise Event in Bathurst Park on Sunday 5 July 2020 from 5.00 pm to 6.00 pm. Furthermore, they had requested that they be provided with key for the electrical outlet on the Bandstand in advance of their event. The Clerk reported that he had received a copy of the organisation's public liability insurance and had advised that it would not be possible to obtain a key to the electrical outlet on the bandstand as it would be required for the Trust's event the day prior.

It was **proposed by Trustee Kemsley** that the use of the Park by Churches Together on Sunday 5 July 2020 would be granted. Unanimous.

Action by – the Trust Secretary

8. **EQUIPMENT AND SUPPLIES**

Members were provided with a number of reports on issues which required direction from Trustees, these being:-

Bathurst Park Poem

Members were reminded that the Trust had previously agreed to immortalise a poem which had been written by a member of the public about the Park. Furthermore, that Trustees had requested that additional quotes be obtained from a local supplier for inscribing the poem in stone.

Members were asked to consider the two quotations which had been obtained. It was **proposed by Trustee Kemsley** that Quote 1 (M E Damsell) would be accepted at a cost of £1,261.20 including VAT. Furthermore, that the expenditure would be taken from the 2019/2020 unallocated budget. Unanimous.

Action by – the Trust Secretary

Outdoor Fitness Equipment

Trustees were provided with an overview of the outdoor fitness equipment trail in the Park which currently did not provide any equipment for people to use in their wheelchairs. It was noted that Trustees had previously been provided with a report from Lydney Town Council's Grants and Events Officer outlining a proposal to secure grant funding for items of inclusive gym equipment.

In the report Trustees' attention was drawn to the fact that the Trust would need to provide a contribution towards the cost of a maintenance contract for the equipment and the deodorising unit to be installed in the "Changing Place" facility in the Pavilion. Accordingly, Trustees were asked how they wished to fund such and were provided with a number of options. It was

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2020 – 31

proposed by Trustee Kemsley that the Trust would accept Option C – commit the Trust to match funding to cover the maintenance contract element of the project over 10 years at £283.80 plus VAT per annum, commencing 2021-2022 budget. Unanimous.

Action by – the Trust Secretary

Multi Use Play Equipment Renewal

Trustees were reminded that they had previously been provided with a report from Lydney Town Council's Grants and Events Administrator highlighting the need for the Trust to commence building a fund to replace the equipment in the future.

In the most recent report from Lydney Town Council's Grants and Events Administrator Trustees were provided with a number of options for play equipment and were asked to provide guidance on the preferred option and provide a commitment to placing a sum in a future budget to contribute towards the scheme. After a short discussion on the merits of the different pieces of equipment it was **proposed by Trustee Kemsley** that Option 2 – Scramble and Slide (with accessible access included) and rubber mulch safety surface at a cost of £32,006.00 plus VAT, would be selected as the preferred scheme. Furthermore, that the Trust would commit the sum of £6,000.00 net in its 2021-22 budget as its contribution towards the scheme and that the Trust reserved the right to reconsider the preferred play scheme if sufficient funding was not obtained to cover the cost of the equipment. Unanimous.

Action by – the Trust Secretary

It was noted that Lydney Town Council would also be asked to contribute £4,000.00 towards the scheme in their 2021/22 budget.

Action by – the Trust Secretary

Equipment Repairs & Renewal Schedule

Members were provided with a copy of a report on the work which had been undertaken to date to compile an itemised list of equipment including a photograph, purchase date, price and warranty (where possible). Furthermore, that the annual Play Inspection would take place in April 2020 during which the Inspector had agreed to provide their opinion on which of the equipment would need to be replaced first. Noted.

9. CORRESPONDENCE

None.

10. TRUSTEES REPORTS

None.

Confidential Matters – Page 32

11. STAFFING

- Trust Secretary to convey Trusts decision and apologies to a member of staff.

Meeting closed at 8.26 pm

Chairman

Date