

LYDNEY RECREATION TRUST

TRUST MEETING – 25 September 2017 - 15

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 25 September 2017 at 7pm.

Present: Trustees D Biddle (Chairman) C Harris, C Legg, B Pearman, H Ives, A Preest, R Christodoulides & K White

In Attendance: Mrs J Smailes – Trust Secretary
Mrs S Lanfear – Trust Admin Assistant
Ms C Wheeler – Lydney Town Council, Executive Officer

Housekeeping – Trustee Biddle 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 Berryman, Leach and Pugh.
- DECLARATIONS OF INTEREST**
Trustee Biddle declared an interest in Agenda Item 5.1 as his grandson plays for Lydney AFC Juniors, Trustee Pearman also declared an interest in Agenda Item 5.1 as he is a season ticket holder for Lydney RFC.
- APPROVAL OF MINUTES**
Approval of the minutes of the meeting held on 31 July 2017 **Proposed by Trustee Ives, seconded by Trustee Harris.** Vote carried
- FINANCE & SUNDRY PAYMENTS**

August/September 2017 Financial Statement

FINANCIAL STATEMENT -		SEPTEMBER 2017
<u>Opening Bank Balances as 1st April 2017</u>		
LLOYDS BANK - Current account		18,787.19
LLOYDS BANK – General Reserves		55,648.40
EFG Harris Allday Share Portfolio: <i>as at 31.03.17</i>	£270,309.07	00.00
	Bank Balance	<u>74,435.59</u>
<u>TRANSACTIONS</u>		
<u>RECEIPTS</u>		
Receipts APRIL		2,954.08
Receipts MAY		24,003.28
Receipts JUNE		1,962.19
Receipts JULY		3,526.14
Receipts AUGUST		2,330.55
Receipts SEPTEMBER		
Receipts OCTOBER		
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
	Total Receipts YTD	<u>34,776.19</u>
<u>PAYMENTS</u>		
Payments APRIL		219.32
Payments MAY		13,750.47
Payments JUNE		4,007.45
Payments JULY		12,346.00
Payments AUGUST		1,245.15
Payments SEPTEMBER		3,547.14



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August/September 2017 Financial Statement

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

Total Payments YTD 35,115.53
74,096.25

Reconciled Bank Statements as at end	AUGUST 2017	
LLOYDS BANK - Current account 01727642		15,011.51
LLOYDS BANK – General Reserves 01451914		59,084.74
		<u>74,096.25</u>

AUGUST PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates	17.07.17	53.00	Mthly DD	Playing Fields & Premises
FoDDC Business Rates	17.07.17	145.00	Mthly DD	Car Park & Premises
Forest Equipment Services Ltd (July)	26.07.17	954.48	Mthly STO	Litter Picking
Direct Debits:	Sub total	<u>1,152.48</u>		

Interim Payments made in advance of meeting:

None

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NO
Interim Payments: **Sub total** **0.00**

Payments for approval in Lieu of meeting

Forest Equipment Services Ltd	54.84	1298	Monthly	Dog Waste/Disposal
Light Fantastic DIY Ltd	12.84	1299	Ad Hoc	Skatepark/MUGA
Lydney Town Council	24.99	1300	Ad Hoc	Repairs
Payments in Lieu of meeting: Sub total	<u>92.67</u>			General Maintenance

TOTAL PAYMENTS AUGUST **1,245.15**

SEPTEMBER PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates	15.08.17	53.00	Mthly DD	Playing Fields & Premises
FoDDC Business Rates	15.08.17	145.00	Mthly DD	Car Park & Premises
Forest Equipment Services Ltd (August)	29.08.17	954.48	Mthly STO	Litter Collection
Direct Debits:	Sub total	<u>1,152.48</u>		

Interim Payments made in advance of meeting:

P Hurcombe 450.00 1301 Ad Hoc Contingency

Interim Payments: **Sub total** **450.00**

**25th SEPTEMBER
2017**

Payments for approval at meeting on:

Essential Signs & Graphics	57.60	1302	Ad Hoc	Grds Maintenance
Forest Equipment Services Ltd	287.81	1303	Ad Hoc/Mthly	Litter Picking/Dog Waste
Light Fantastic DIY Ltd	13.93	1304	Monthly	General Maintenance
A Martin (Nature Conservation Services)	347.40	1305	Annual	Grds Maintenance
N Power	34.93	1306	Quarterly	Utilities

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Oakey & Son Electrical Services	1,022.40	1307	Ad Hoc	Skatepark Repairs
Lydney Town Council (Recharge)	82.63	1308	Ad Hoc	Gen
Travis Perkins	38.16	1309	Monthly	Maintenance/Postage
Lydney Settled Estate	60.00	1310	Ad Hoc	General Maintenance
Incorrect Chq amount	-0.20			General Maintenance
Payments in Lieu of meeting: Sub total	1,944.66			

TOTAL PAYMENTS	SEPTEMBER	3,547.14
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<u>A list of unrepresented Cheques (For Information only)</u>		
Forest Equipment Services Ltd	54.84	1298
Total	54.84	

4 **FINANCE AND SUNDRY PAYMENTS**

4.1 Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule. Receipt of the payment schedule **Proposed by Trustee Ives seconded by Trustee Harris** Vote carried

4.2 Approval of payments therefrom **Proposed by Trustee Pearman, seconded by Harris.** Vote carried

4.3 A copy of the proposed Draft Budget for 2018/2019 had been issued to Trustees and they were informed that the budget included a provision for grass cutting contract in which additional cuts were being addressed also additional Dog Waste bin emptying. Whilst it was noted by Trustees that this had resulted in a slight increase to the Trust's budget, both elements were considered to be necessary increases.
After a short discussion, it was **proposed by Trustee Preest, seconded by Trustee Pearman** that the Draft Budget for 2018/19 of £53,177 be approved. Vote carried

It was **proposed by Trustee Harris, seconded by Trustee Ives** that the Trust would request a donation sum of £10,515 from Lydney Town Council. Vote carried

Noting the deficit in the probable income against Budget may result in a £19,162 shortfall, it was resolved that once the Town Council had received confirmation of the Tax Base and had agreed its Budget that it would be prudent for the Trust to consider applying for a further donation of £10,000 such would then require £9,162 minimum to be taken from General Reserves as a minimum. It was **proposed by Trustee Harris, seconded by Trustee Ives** that the Trust would request a further donation sum of £10,000 from Lydney Town Council once the tax base calculation was known.

Vote carried



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5. BUSINESS

5.1 Lydney RFC Lease

Trustee Biddle made comment that he was surprised that Lydney Rugby Club had been offered the whole of the 'free' area on Recreation Trust ground. The Trust Secretary reminded Trustee Biddle of prior conversations and supplied copies of numerous emails/minutes that confirmed Trustee Biddle had been fully aware of this proposal and had previously agreed to such. The Trust Secretary then provided a map of the 'free' area and email correspondence received from KJ Toombs for Trustees consideration. The Trust Secretary informed those present that she took offence to Trustee Biddle's comment that she was supportive of a Draft Lease in favour of Lydney RFC as her son played for Lydney RFC seconds team.

The Trust Secretary reminded Trustees that she was an impartial officer of the Trust and had acted only on instructions from a previous Trust Meeting. The Trust Secretary referred attendees to the minutes taken in earlier meetings between 2012-2015 where it stated that Lydney Football Club Juniors/Seniors had previously been offered the use of a second pitch for which they never responded to the offer. The Trust Secretary then referred to the email received from Lydney Cricket Club that day, advising of their intention to reinstate the use of the second square and provided a copy of the response tendered to Lydney Cricket Club explaining that the Trusts offer of the use of a second square in November 2015 had never been followed up by them and the Trust had since engaged KJ Toombs to act on its behalf to negotiate a Lease between the Trust and Lydney Rugby Club. Whilst Lydney Rugby Club had expressed an interest in leasing the whole area referred to on the map it had advised the Trust/Trust Chairman of its intention to secure RFU funding in the future to improve the drainage on Recreation Trust Ground for the betterment of all.

The Trust Secretary advised Trustees that the Lease would include a clause that the 'free' space would not be enclosed further by fencing; that the Lease would also state that the Rugby Club would not prevent other clubs from using the area upon receipt of payment (sum would be fixed) which may be used to offset any additional grass cuts the Club may choose to undertake. It was noted by the Trust Secretary that Trustee Biddle had engaged in a conversation with Mr D Pomeroy of Lydney RFC with regard to the aforementioned point and that he was happy with such an arrangement. Trustees resolved to await a copy of the Draft Lease given it had entered into a legal binding Contract with KJ Toombs as per prior minuted approval; once the Lease document was available a Delegated Powers Meeting would be convened and representatives from each club would then be invited to attend so that the Clauses of the Lease could be fully explained. The Trust Secretary reported that the Trust would still retain a degree of maintenance responsibilities on the Recreation Trust ground; access for scheduled cuts and access to the pump house would also be retained. Any additional adhoc grass cuts would then need to be addressed by Lydney RFC. The Trust would also retain a level of liability for the ground; Insurance provision may well need to be shared.



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It was also noted that the overflow carpark would be incorporated in the Rugby Club Lease and that if the Rugby club wished to offer the Football Club/Cricket Club use of such then they would be able to negotiate a parking charge with the clubs. In response to a query raised by Trustee Pearman the Trust Secretary reiterated that the Rugby Club would not be fencing off the 'free' area as such would be detrimental to any S106, unlike the Football and Cricket Club who had both enclosed their pitch areas without the Trusts consent. **Trustee Preest proposed that Delegated Powers were bestowed to an Officer/Trustees Berryman, Pearman and the Trust Chairman** to meet with the relevant clubs once the Draft Lease document was available and had been discussed with the Rugby Club in order that the clauses contained within such may be fully explained to neighbouring clubs prior to it being executed **seconded by Trustee Harris**.
Vote carried

The Trust Secretary reported that local sporting clubs had been using the Trust Ground without booking pitches/making payment for the facilities and this was highlighted through a complaint that the grass on Recreation Trust Ground was 'too long for juniors to train on' this had since been addressed by the Trust Secretary which the clubs duly invoiced.

5.2 Lydney Recreation Trust Ground (S106 Contribution Pending)

Prior to the meeting Trustees were provided information with regard to pending S106 Contribution. Trustee Preest informed those present that he intended ensuring that Lydney received the sums it was owed. Trustee Preest gave a commitment to also address the introduction of the Community Infrastructure Levy (CIL) with Forest of Dean District Council.

Action – Trustee Preest

5.3 Lydney Skate Park

Prior to the meeting Trustees were provided with costings relating to additional Skate Park equipment and noted that a Grant Application in respect of purchasing a number of used items of Skate Park Equipment at a cost of £69,084.48 had been submitted by the Grant Administrator to the Gannett Trust. Confirmation as to the application's success was awaited. It was noted that if the bid was successful it would be a future Agenda item in order Trustees may consider possible match funding.

Noted

5.4 Picnic Bench at Lake

The Trust Secretary informed Trustees that a picnic bench had been removed because it was broken and a new bench would be constructed in house through the winter months at a cost of £150.00

Noted



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5.5 **Forest of Dean and Wye Valley Visitor Guide**

The Trust Secretary informed Trustees of the cost to advertise in the Forest of Dean and Wye Valley Visitor Guide; ½ page advert, if a member, cost £905.00 + VAT and for non-members £1280.00 + VAT. The costs of becoming a member, Silver membership £120.00 + VAT and Gold membership £250.00 + VAT. Trustees discussed the cost implications of the advert and how it would benefit the Trust and agreed that it would not be cost effective at this time to advertise.

Proposed by Trustee Legg, seconded by Trustee Pearman Vote carried

6. **Members Reports**

Trustee Preest advised that Gloucestershire County Council Activity fund still held a sum of £2000.00. Trustees discussed the possibility of applying for funding for play equipment. Trustee Preest suggested funding should be applied for as soon as possible.

Action Trust Secretary

The meeting closed at 7.53pm.

Chairman



Date

27.11.17