

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 January 2015 - 35

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 26 January 2015 at 7.40 pm.

Present: Trustees C Harris (Chairman), R Bonser, V Hobman, J Openshaw, B Pearman, A Preest, S Rudge and B Thomas

In Attendance: One member of the public
Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Due to the absence of Trustees Osborne and Ives, **Trustee Rudge proposed** that Trustee Harris be appointed Chairman of the meeting. **Seconded by Trustee Preest.**

Housekeeping – Trustee Harris 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. **APOLOGIES**

Apologies for absence were received and noted from Trustees Berryman, Bevan, Biddle, Greenwood, Ives and Osborne.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 24 November 2014 were confirmed and signed as a true record. **Proposed by Trustee Thomas, seconded by Trustee Bonser.** Unanimous

4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT

DECEMBER 2014 & JANUARY 2015

Bank Balance as 1st April 2014

LLOYDS BANK - Current	00171608	23,015.96
LLOYDS BANK - Deposit Account	29897960	34,364.41

Bank Balance 57,380.37

TRANSACTIONS

RECEIPTS

Receipts APRIL	229.13	
Receipts MAY	4,741.52	
Receipts JUNE	19,661.67	
Receipts JULY	2,378.10	
Receipts AUGUST	1,791.57	
Receipts SEPTEMBER	975.25	
Receipts OCTOBER	19,889.00	
Receipts NOVEMBER	12,279.90	See attached
Receipts DECEMBER	1,468.89	See attached
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	

Total Receipts YTD **63,415.03**

PAYMENTS

Payments APRIL	4,886.04	
Payments MAY	2,367.62	
Payments JUNE	4,936.14	Detailed below

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Payments JULY	7,350.63	Detailed below
Payments AUGUST	1,975.37	
Payments SEPTEMBER	12,207.55	
Payments OCTOBER	4,247.96	
Payments NOVEMBER	2,988.72	
Payments DECEMBER	5,112.20	Detailed below
Payment JANUARY	2,761.00	Detailed below
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
Total Payments YTD	48,833.23	
Total	71,962.17	

Reconciled Bank Statements as at end	DECEMBER 2014		
LLOYDS BANK - Current	00171608	33,227.26	
LLOYDS BANK - General Reserve	29897960	38,734.91	
Bank Balances as at	31-Dec-14	71,962.17	0.00 check

DECEMBER PAYMENTS

Payments made by Direct Debit:

Scottish Power: 73349704013	10.11.14	40.00	Monthly	DD	Workshop: Electricity
Scottish Power: 73349749017	10.11.14	200.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 73349703019	17.11.14	49.00	Monthly	DD	Workshop: Gas
Forest Equipment Services Ltd	28.11.14	1,369.79	Monthly	STO	Litter Picking (Nov)
Direct Debits: Sub Total		1,658.79			

Payments made in advance:

Corporate Expenditure	81.22	Monthly	941	Pavilion Cleaning
HMRC	20.40	Monthly	942	Pavilion Cleaning
Direct Debits: Sub Total	101.62			

Payments for approval in lieu of meeting:

Mr Cackett	510.00	943	Plants
L Cole Electrical Contractors	90.00	944	Grounds Maintenance
Light Fantastic DIY Ltd	108.96	945	Vandalism/General Repairs
Lydney Town Council: Recharge - Fuel	1,622.83	946	Recharges: Fuel & Postage
Keith Morgan Mowers Hire Ltd	480.00	947	Bowling Green Maintenance
M J Security - Fire & Int Alarms Ann Maint (Pav)	540.00	948	Pavilion: Building Maintenance
<i>cheque cancelled</i>		949	<i>cheque cancelled</i>
Payments in lieu of meeting: Sub total	3,351.79		

TOTAL PAYMENTS DECEMBER 2014 5,112.20

JANUARY PAYMENTS

Payments made by Direct Debit:

Scottish Power 16003809836: Gas-Pav	09.12.14	35.00	Monthly	DD	Pavilion: Gas
Scottish Power 73349704013: Elec-Wksp	10.12.14	40.00	Monthly	DD	Workshop: Electricity
Scottish Power 73349709017: Elec-Pav	10.12.14	200.00	Monthly	DD	Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	15.12.14	49.00	Monthly	DD	Workshop: Gas
STWA (Pitch&Pavilion) (9.6.14 - 2.12.14)	22.12.14	33.76	Quarterly	DD	Water: Pitch&Pavilion 9.6.14 - 2.12.14
STWA (Bowling Green) (9.6.14 - 2.12.14)	22.12.14	125.90	Quarterly	DD	Water: Bowling Green 9.6.14 - 2.12.14
STWA (Park) (9.6.14 - 2.12.14)	22.12.14	169.05	Quarterly	DD	Water: Park 9.6.14 - 2.12.14
Forest Equipment Services Ltd (Dec)	29.12.14	1,369.79	Monthly	STO	Litter Picking (Dec)
Direct Debits: Sub Total		2,022.50			

Payments made in advance of the meeting:

Corporate Expenditure	81.22	950	Pavilion Cleaning
HMRC	20.40	951	Pavilion Cleaning
Payments in advance of meeting: Sub total	101.62		

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<u>Payments for approval at meeting on:</u>		26th January 2015		
British Gas		303.88	952	Pavilion Gas: Revised Final Bill
Monmouthshire CC		288.00	953	Play areas
Travis Perkins		45.00	954	General Repairs/Benches
	Sub total	<u>636.88</u>		
TOTAL PAYMENTS	JANUARY 2015	<u>2,761.00</u>		
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A list of unrepresented Cheques (For Information only)				
Mr Cackett		510.00	943	
	Total	<u>510.00</u>		

4.1 To approve Financial Statement

Trustees' attention was drawn to the financial sheet and it was noted that, barring unforeseen circumstances, the Trust should finish the current financial year within budget.

Approval of the Financial Statement was **proposed by Trustee Preest, seconded by Trustee Rudge**. Unanimous.

4.2 Appointment of Independent Auditor for Year Ended 2014/15

Trustee Harris proposed that Griffiths Marshall would once again be appointed to the role. Unanimous. It was noted that Griffiths Marshall had agreed to hold their audit charges at the 2013/14 rates (i.e. £900).

Action by – the Secretary

5. BUSINESS

5.1 Funding Bids

Trustee Rudge reported no meeting of Working Party Members had taken place since the last meeting.

Trustees noted that Trustee Biddle had submitted a "first stage" grant application to Awards for All in respect of a ground based trampoline. Prior to the meeting Trustees were provided with a copy of the final quotation for the equipment which had been obtained by Trustee Biddle. Trustee Pearman drew attention to the requirement for the Trust to dispose of any spoil generated as a result of the works and it was felt that the spoil could be dispersed around the Park. The need for Trustees to discuss what improvements were required in the Park was highlighted by Trustee Bonser and it was agreed that the matter would be an agenda item for the next meeting, in order that Trustees may be updated by Trustee Biddle with regard to the funding application to Awards for All and the VAT element.

Action by – Trustee Biddle

Attention was then drawn to the Funding Summary which had been produced by Lydney Town Council's NDP Admin Assistant, together with anticipated expenditure costs. Trustee Bonser expressed her thanks to Lydney Town Council's NDP Admin Assistant for providing such an informative document. Trustee Pearman explained that a number of projects would stem from the Town's Neighbourhood Development Plan, an example being Lydney Revolutions, and that Lydney Town Council's NDP Admin Assistant, whose title would be duly amended, would investigate funding opportunities to enable said projects to be undertaken. It was noted that Lydney Town Council's

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NDP Admin Assistant would also be investigating/completing funding bids for projects across the board, including the replacement of the Park's boundary railings and in time other bids to facilitate events etc.

5.2 Future Events

Trustees noted that the proposed meeting between Glimpse Business Solutions and the "Future Events Working Party" of Trustees Harris, Bonser, Berryman, Biddle, Openshaw and Ives would not take place.

5.3 Five Year Plan

Deferred until new Trust Membership in 2015.

5.4 Public Access to Park

Prior to the meeting Trustees were provided with copies of the two complaints which had been received from members of the public relating to access to the Park in the early afternoons/evenings during Winter months.

During discussion Trustee Bonser stated that she could not recall the Trust agreeing a closing time for the Park; members were reminded of a previous discussion whereby they were asked to consider approving additional expenditure for the Park to be secured later in the evenings which required the appointment of a Park Keeper or if Trustees wished to undertake the securing of the Park themselves during the Winter months and that no Trustees had volunteered their services. Trustees were reminded of the Trust's budget and were advised that it could not cover the additional costs for an employee to secure the Park later in the evenings during the Winter months. Accordingly, the Secretary advised that the Park would continue to be secured by members of Lydney Town Council's Ground Staff prior to their departure during the Winter months and that from February 2015 Lydney Town Council's Part-time Gate Keeper's hours would then once again come into force and that the Park would remain open in the evenings.

After a short discussion Trustee Bonser requested that the matter be a future agenda item in order that the Trust may consider how it wished to address the closing of the Park for Winter 2015.

5.5 Gloucestershire Playing Fields Association

Prior to the meeting Trustees were provided with a copy of the Assessment Report which had been undertaken by the organisation in line with prior minuted instruction.

It was noted that lack of cycle racks had been highlighted in the report. It was suggested that funding could potentially be obtained for such provision and the lack of cycle racks throughout the Town was noted. On behalf of the Neighbourhood Development Plan Steering Group Trustee Pearman felt that the matter could be considered at their next meeting. Trustee Harris requested that the Town Council staff investigate the possibility of obtaining funding for cycle racks as part of Lydney Revolution bid.

Overall, Trustees noted the positive comments which had been received and acknowledged the issues which had been identified with the boundary fence.

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5.6 Security of the Park

The Secretary advised that the bench identified at the last meeting by Trustee Bonser had been bolted/cemented into position and as such, she questioned if Trustees wished Lydney Town Council Groundstaff to cut the bench off at its lowest point. It was **proposed by Trustee Preest** that the bench would be cut off at its lowest point. However, Trustee Pearman questioned the suggestion that the bench be removed, as he felt that its location provided an ideal position for local Police to monitor any youths gathered at its location; Trustee Bonser felt that the bench's location posed a noise nuisance to local residents. At this point **Trustee Pearman agreed to second** the motion. Vote carried.

Action by – the Secretary

6. MEMBERS REPORTS

Trustee Thomas reported that the external public toilets in the Pavilion had suffered an arson attack on 23 January 2015 which resulted in Lydney Town Council's Head Groundsman being called to site. It was noted that the issue had been reported to the Police and a crime number obtained.

Trustee Rudge reported that residents of the War Memorial Trust Almshouses had complained that the Park's boundary fence was starting to lean towards their garden. It was agreed that Lydney Town Council's Head Groundsman would be requested to investigate/remedy the situation.

Action by – the Secretary

The Secretary reported that Forest of Dean District Council had offered to install a luminous dog fouling penalty notice sign on the Trust's ground and had given a commitment to enforce same. **Trustee Preest proposed** that Delegated Powers would be bestowed on the Chairman of each Charitable Trust in order that they may view same and determine its location. **Seconded by Trustee Pearman.**

Action by – Trustees Osborne and Preest

Meeting closed at 8.18 pm

Chairman



Date

23rd March 2015