

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 March 2015 - 40

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 23 March 2015 at 7.00 pm.

Present: Trustees H Ives (Chairman), B Berryman, D Biddle, R Bonser, C Harris, V Hobman, B Pearman, A Preest, S Rudge, B Thomas and C Vaughan

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

Housekeeping – Trustee Ives 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 Trustee Openshaw.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 26 January 2015 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Rudge.** Vote carried.

The Trust Secretary advised that the repair of the Pavilion hot water system (undertaken under Delegated Powers) was still awaiting the delivery of a replacement part which it was hoped would be received shortly (estimated cost £384.00 inc VAT).

Members were also informed that due to the breakdown of the Hayter mower, £100 had been expended on an inspection to determine the exact cause of the problem. The Trust Secretary expressed concern that it may not be possible to repair the equipment which would require the Trust to fund a replacement. As the next Trust meeting would not take place until May 2015, it was agreed that the matter would be a Custodial agenda item for the April Full Council meeting.

4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT

FEBRUARY & MARCH 2015

Bank Balance as 1st April 2014

LLOYDS BANK - Current
LLOYDS BANK - Deposit Account

00171608
29897960

23,015.96
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

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Receipts OCTOBER	19,889.00	
Receipts NOVEMBER	12,279.90	
Receipts DECEMBER	1,468.89	
Receipts JANUARY	3,502.86	See attached
Receipts FEBRUARY	71.38	See attached
Receipts MARCH	-	
	Total Receipts YTD	66,989.27

PAYMENTS		
Payments APRIL	4,886.04	
Payments MAY	2,367.62	
Payments JUNE	4,936.14	
Payments JULY	7,350.63	
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	
Payment JANUARY	2,761.00	
Payment FEBRUARY	2,753.07	Detailed below
Payment MARCH	2,718.75	Detailed below
Payments PRIOR TO YEAR END	-	
	Total Payments YTD	54,305.05
	Total	70,064.59

Reconciled Bank Statements as at end	FEBRUARY 2015		
LLOYDS BANK - Current	00171608		29,326.98
LLOYDS BANK - General Reserve	29897960	38,737.61	
- Earmarked Reserve: Trampoline		2,000.00	40,737.61
Bank Balances as at	28-Feb-15		70,064.59
			0.00 check

FEBRUARY PAYMENTS **Details**

Payments made by Direct Debit:					
Scottish Power: 16003809836	09.01.15	35.00	Monthly	DD	Pavilion: Gas
Scottish Power: 73349704013	12.01.15	43.00	Monthly	DD	Workshop: Electricity
Scottish Power: 73349749017	12.01.15	200.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 73349703019	15.01.15	30.00	Monthly	DD	Workshop: Gas
Forest Equipment Services Ltd	28.01.15	1,369.79	Monthly	STO	Litter Picking (Jan)
Direct Debits: Sub Total		1,677.79			

Payments made in advance:					
Jelf Insurance Brokers		639.82	Annual	955	Insurance
Corporate Expenditure		81.42	Monthly	956	Pavilion Cleaning
HMRC		20.20	Monthly	957	Pavilion Cleaning
Direct Debits: Sub Total		741.44			

Payments for approval in lieu of meeting:					
Abbey Tree & Hedge Services		240.00	Ad hoc	958	Health & Safety / Trees
Charles Saunders Ltd		43.84	Quarterly	959	Pavilion Cleaning
Petty Cash - temporary increase		50.00	Ad hoc	960	Materials
Payments in lieu of meeting: Sub total		333.84			Play Equipment

TOTAL PAYMENTS FEBRUARY 2,753.07

MARCH PAYMENTS **Details**

Payments made by Direct Debit:					
Scottish Power 16003809836: Gas-Pav	9.2.15	35.00	Monthly	DD	Pavilion: Gas
Scottish Power 73349704013: Elec-Wksp	10.2.15	43.00	Monthly	DD	Workshop: Electricity
Scottish Power 73349709017: Elec-Pav	10.2.15	200.00	Monthly	DD	Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	16.2.15	30.00	Monthly	DD	Workshop: Gas
Direct Debits: Sub Total		308.00			

Payments made in advance of the meeting:					
Corporate Expenditure		81.22	Monthly	961	Pavilion Cleaning
HMRC		20.40	Monthly	962	Pavilion Cleaning
Payments in advance of meeting: Sub total		101.62			

Payments for approval at meeting on: 23rd March 2015					
Equipment Hire Services		61.92	Ad hoc	963	Grounds Maintenance

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Light Fantastic DIY Ltd	40.90	Monthly	964	Workshop, Bowling Green, Grounds
Omega Red Group Ltd	210.00	Ad hoc	965	Pavilion Maintenance
PB Safety	32.88	Ad hoc	966	Workshop
Lydney Town Council: Recharge - Postage	241.76	Quarterly	967	Postage/Fuel
Petty Cash	7.57	Monthly	968	Health & Safety
Richard Cole Contractors	1,156.80	Ad hoc	969	Health & Safety
Lydney Town Council: Recharge - Ellis Whittam H&S	557.30	Annual	970	Health & Safety
	Sub total			
	<u>2,309.13</u>			
TOTAL PAYMENTS	MARCH			
	<u><u>2,718.75</u></u>			
A list of unrepresented Cheques (For Information only)				
Charles Saunders Ltd	43.84		959	
	Total			
	<u><u>43.84</u></u>			

4.1 To approve Financial Statement

Trustees' attention was drawn to the amount which remained in the Trust's budget nearing Year End which was a positive reflection of the good financial management processes which had been implemented.

Approval of the Financial Statement was **proposed by Trustee Bonser, seconded by Trustee Berryman**. Unanimous.

4.2 Delegated Powers

Members were asked to bestow Delegated Powers to the Trust Secretary and two Trustees in respect of a Month 13 payment run. **Proposed by Trustee Harris, seconded by Trustee Berryman**. Unanimous.

4.3 Virements

Trustees were presented with a sheet listing the virements which had been undertaken during the 2014/15 financial year. Noted.

4.4 Direct Debits/Standing Orders

Members were presented with a sheet detailing the direct debits/standing orders which would be drawn from the Trust's account by electronic means for the 2015/16 financial year. Noted.

5. BUSINESS

5.1 Funding Bids

Trustee Biddle advised that a grant application had now been submitted to Awards for All re the provision of a ground based trampoline, and the outcome of the application would be known in the future.

Trustees noted that the Town Council's NDP Admin Assistant had successfully obtained 420 trees which had been gifted by The Woodland Trust and subsequently planted in the Park. Responding to a question posed by Trustee Bonser, the Trust Secretary advised the species and number of the trees planted, together with details of their location. Trustee Biddle was requested to confirm that the sites chosen for the willow trees were suitable.

Action by – Trustee Biddle

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5.2 Future Events

Members were asked to consider the type of events which they wished to organise in Bathurst Park for 2015.

After a short discussion it was **proposed by Trustee Ives** that the matter would be deferred until the next Trust meeting. Vote carried.

5.3 Five Year Plan

Deferred until new Trust Membership in 2015.

5.4 Luminous Dog Fouling Signs

Trustee Ives advised that Forest of Dean District Council's Streetwardens had advised that luminous signs would no longer be installed in the Park. It was agreed that the Trust would approach Lydney Town Council's CEO to request the erection of anti-dog fouling signage which was already in the Council's possession.

Action by – Trust Secretary

5.5 Insurance Issues

Trustees were informed that the Trust's Insurers had closed their claim files in respect of Ms J Howard and Ms R Watson, with no payments made.

The Trust Secretary advised that the detailed inspection records maintained by Lydney Town Council Ground staff were of paramount importance in defending both claims.

5.6 Use of Football Pitches in Bathurst Park

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Lydney Town AFC requesting permission to use the football pitch in Bathurst Park. Trustees were asked if the Trust wished to maintain its previous resolution that organised use of the football pitches were restricted to teams aged 16 years and under, or if it wished to allow adult football teams to use the football pitches in the Park.

Trustee Berryman proposed that the Trust would uphold its earlier decision that organised use of the football pitches were restricted to teams aged 16 years and under. Trustees Harris and Bonser spoke in support of the motion. Trustee Pearman suggested that an invitation could be extended to the Club to attend a future meeting of Lydney Recreation Trust to discuss future pitch provision on the Trust land.

Members were also informed that Lydney Town AFC under 10s had verbally enquired about the possibility of reducing the size of the park pitch as it was currently too large for their requirements. However, it was noted that no objection regarding the pitch size had been received from Lydney Town Junior AFC.

At this point **Trustee Harris agreed to second** the motion. Unanimous.

Resolved: That organised use of the football pitches would be restricted to teams aged 16 years and under.

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Members were also informed that an approach had been received from a fitness instructor for permission to hold an exercise class in Bathurst Park. Members were reminded that they had previously received a similar approach from a different fitness instructor and had levied a charge of £65 per session which ultimately deterred the instructor from using the Park and denied the Trust of a potential income stream.

During discussion it was **proposed by Trustee Bonser** that permission would be granted for the fitness instructor to use the park for one hour on a Friday evening, with the matter reviewed should said instructor request additional usage. Furthermore, that the fitness instructor would be obliged to respect public users of the Park during their class with the fee for such usage set at £30 for one hours use. **Seconded by Trustee Pearman.** Unanimous.

Action by – the Trust Secretary

Trustees noted that the fitness instructor would be informed that VAT would be chargeable on each use of the Park unless a “fixture” list of at least 10 games was provided. Trustee Thomas requested that a notice be displayed in the Park advising that the Trust had consented to the use of the park by the fitness instructor.

5.7 Review of Charges

In advance of the meeting Trustees were provided with a copy of the proposed charges for 2015-2016. Acceptance was **proposed by Trustee Harris, seconded by Trustee Rudge.** Vote carried.

5.8 Churches Together

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Churches Together to hold their annual “Fun in the Park and Songs of Praise” event on 28 June 2015 in the Park.

Trustee Berryman proposed that permission be granted, subject to the levying of a £100 returnable bond and the Trust’s standard terms and conditions. **Seconded by Trustee Hobman.** Unanimous.

Action by – the Trust Secretary

5.9 Repair of Outdoor Gym Equipment

In advance of the meeting Trustees were provided with a copy of the quotation for the sum of £250 plus VAT which had been received in respect of the repair of the Double Rower equipment.

As the accounts for 2014/15 had now closed, it was **proposed by Trustee Berryman, seconded by Trustee Vaughan,** that funding for the repair would be taken from the 2015/16 budget. Unanimous.

Action by – the Trust Secretary

5.10 Repair of Pavilion Lightning Conduction System

Prior to the meeting Trustees were provided with copies of the e-mail exchange between Lydney Town Council’s Executive Officer and Omega Red Group regarding their recommendation that work was required on the lightning conduction system on the Pavilion. It was noted that the work which had been identified by

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the Company had been identified in their 2014 inspection; at the time the Trust had approved the repair and had been invoiced accordingly therefore the Executive Officer had questioned why said work had once again been identified less than 12 months later.

Trustees noted that as a result of the challenges made by the Executive Officer Omega Red Group had agreed to attend site and conduct the repairs free of charge. The Trust Secretary advised that she was currently investigating the necessity for providing a lightning conduction system for the building and hoped to report on the matter at the next meeting.

5.11 Lydney Bowling Club

Trustees were provided with a copy of the letter which had been received from Lydney Bowling Club providing a copy of their plans for changing the internal layout of their Clubhouse; the installation of a disabled toilet facility and an external access ramp. **Trustee Berryman proposed** that the Trust would not object to the proposed changes, but would request that the Club contact Forest of Dean District Council to ascertain if their proposed changes would require Planning Consent or Building Regulations. **Seconded by Trustee Harris.** Unanimous.

Action by – the Trust Secretary

5.12 Lease of Pavilion Cafe

The Trust Secretary advised that in line with previous minuted instruction the Trust's Solicitor was in the process of producing an extension to the current lease for a further 12 years. However, it was noted that the Trust's Solicitor had expressed concern over the wording of the previous lease and had highlighted that the extension of the lease would require the consent of Fields in Trust and also require the Trust to provide a Land Registry compliant location and block plan which would require the engagement of a professional engineer (estimated at £150).

During discussion Trustees were advised that the extension of the lease would include the break clauses previously stipulated the Trustees (i.e. at 3, 6 and 9 years); defined rent review periods (with a 2% uplift) together with a clause requiring the tenant to be responsible for 50% of the building insurance. Trustees were reminded that the Trust would need to cover the cost of its Solicitor's fees in respect of the production of the lease. It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that the Trust would proceed with the proposed lease and that Delegated Powers would be bestowed to the Trust Secretary and Two Trustees to progress the matter. Unanimous.

Action by – the Trust Secretary and Two Trustees

It was **proposed by Trustee Berryman, seconded by Trustee Harris**, that if the lease extension progressed rapidly and the Trust's signatures were required, the current Trust Bank Account signatories would be requested to sign on behalf of the Trust.

Trustees were also informed that the Pavilion Tenant wished to position a removable flag and post at the entrance to Bathurst Park to promote the availability of ice cream from the Pavilion. Trustees voiced no objection to the request subject

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to the tenant ascertaining from Forest of Dean District Council that planning consent would not be required due to the Lydney Conservation Area.

5.13 **Press Release**

Prior to the meeting Trustees were provided with a copy of a press release which had been jointly issued with the Pavilion Tenant in order to promote the facilities offered in the Park prior to Easter. Noted.

5.14 **2015 Fireworks Display**

Trustees were asked to approve the engagement of Sandling Fireworks to provide a fireworks display for £2,500 plus VAT on Thursday 5 November 2015. **Proposed by Trustee Harris, seconded by Trustee Berryman.** Unanimous.

Action by – the Trust Secretary

The Trust Secretary sought confirmation that the Trust wished to continue to hold its annual fireworks display actually on 5 November regardless as to the day of the week it falls. It was unanimously agreed to continue with this policy.

5.15 **Donation Request**

Prior to the meeting Trustees were provided with a copy of a letter which had been received from the Pavilion Tenant, together with supporting information, requesting that they give consideration towards providing a donation for an outdoor table tennis table for the Park.

During discussion it was **proposed by Trustee Harris** that the Trust would provide £1,798.99 for the purchase of an outdoor table tennis table and would insure same. **Seconded by Trustee Pearman.** It was also agreed that the Trust would purchase a number of table tennis bats which would be held at the Pavilion, with the purchase of the table and bats being taken from the 2015/16 General Reserves for the Park. Unanimous.

Action by – the Trust Secretary

6. **MEMBERS REPORTS**

Trustee Berryman commended Lydney Town Council Ground staff on the excellent condition of the Park.

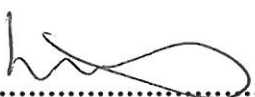
Trustee Rudge commended Trustee Ives on his first Chairmanship of the meeting.

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7. **STAFFING**

- Resolved that the Trust would authorise up to 7 hours per week during June, July and August for cleaning the Pavilion/toilets; Trust Secretary to discuss actual dates when cleaning will be conducted with relevant member of staff.

Meeting closed at 7.58 pm

Chairman

Date*26th May 2015*.....