

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 May 2015 - 01

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 26 May 2015 at 8.19 pm.

Present: Trustees H Ives (Chairman), D Biddle, C Harris, C Legg, B Pearman, D Pugh and S Rudge

In Attendance: 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. **APPOINTMENT OF VICE CHAIRMAN**

Trustee Ives proposed Trustee Pugh to the position. There being no other nominations Trustee Pugh's nomination was put to the vote. Unanimous. Trustee Pugh was duly elected to the position.

2. **APOLOGIES**

Apologies for absence were received and noted from Trustees Beddis, Berryman, Christodoulides, Greenwood, Openshaw and Vaughan.

3. **DECLARATIONS OF INTEREST**

Trustee Legg – Agenda item 6.13 – Security of Pavilion

4. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 23 March 2015 were confirmed and signed as a true record. Proposed by Trustee Rudge, seconded by Trustee Biddle. Vote carried.

5. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT

APRIL & MAY 2015

Bank Balance as 1st April 2015

LLOYDS BANK - Current	00171608		26,899.51
LLOYDS BANK – General Reserve	29897960	38,738.86	
LLOYDS BANK - Trampoline Reserve		2,000.00	40,738.86
		Bank Balance	67,638.37

TRANSACTIONS

RECEIPTS

Receipts APRIL	198.39	<i>See attached</i>
Receipts MAY	-	
Receipts JUNE	-	
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	Total Receipts YTD	198.39

PAYMENTS

Payments APRIL	4,084.87	<i>Detailed below</i>
Payments MAY	19,792.84	<i>Detailed below</i>

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Payments JUNE	-
Payments JULY	-
Payments AUGUST	-
Payments SEPTEMBER	-
Payments OCTOBER	-
Payments NOVEMBER	-
Payments DECEMBER	-
Payment JANUARY	-
Payment FEBRUARY	-
Payment MARCH	-
Payments PRIOR TO YEAR END	-
Total Payments YTD	23,877.71
Total	43,959.05

Reconciled Bank Statements as at end		APRIL 2015		
LLOYDS BANK - Current	00171608		12,018.80	
LLOYDS BANK - General Reserve	29897960	29,940.25		
- Earmarked Reserve: Trampoline		2,000.00	31,940.25	
Bank Balances as at	30-Apr-15		43,959.05	0.00 check

APRIL PAYMENTS

			<u>Chg No</u>	<u>Details</u>
Payments made in advance:				
WPS Ltd	3,161.85		1021	Insurance
Corporate Expenditure	81.42		1022	Pavilion Cleaning
HMRC	20.20		1023	Pavilion Cleaning
Direct Debits: Sub Total	3,263.47			
Payments for approval in lieu of meeting:				
Gooch Group Ltd	30.41		1024	Pavilion Cleaning
Dean Fire	108.00		1025	Workshop/Pavilion Building Maint
Hale & Co (Drybrook) Ltd	42.00		1026	Bowling Green
The Locksmith & Security Centre	165.00		1027	Vandalism
MJ Security (UK) Ltd	177.60		1028	Pavilion Building Maintenance
Revill Mowers Ltd	277.98		1029	Bowling Green/Machinery
Travis Perkins Trading Co Ltd	4.00		1030	General Repairs
Petty Cash	16.41		1031	Grounds/Play Equip Maintenance
Payments in lieu of meeting: Sub total	821.40			
TOTAL PAYMENTS	4,084.87	APRIL		

MAY PAYMENTS

			<u>Chq. No.</u>	<u>Details</u>
Payments made by Direct Debit:				
Scottish Power 16003809836: Gas-Pav	9.4.15	35.00	Monthly DD	Pavilion: Gas
Scottish Power 73349704013: Elec-Wksp	10.4.15	33.00	Monthly DD	Workshop: Electricity
Scottish Power 73349709017: Elec-Pav	10.4.15	193.00	Monthly DD	Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	15.4.15	23.00	Monthly DD	Workshop: Gas
Direct Debits: Sub Total		284.00		
Payments made in advance of the meeting:				
Kevin J Toombs		540.00	Ad hoc 1032	Legal fees
Keith Morgan Mowers		16,800.00	Ad hoc 1033	Mach/Gen Res
Corporate Expenditure		81.22	Monthly 1034	Pavilion Cleaning
HMRC		20.40	Monthly 1035	Pavilion Cleaning
Payments in advance of meeting: Sub total		17,441.62		
Payments for approval at meeting on: 26th May 2015				
Avoncrop Amenity Products		391.38	Ad hoc 1036	Bowling Green
Charles Saunders Ltd		31.39	Ad hoc 1037	Pavilion: Cleaning Materials
Dean Mowers Ltd		89.94	Ad hoc 1038	Tool replacements
Griffiths Marshall		900.00	Annual 1039	Audit
Light Fantastic DIY Ltd		82.21	Monthly 1040	Maintenance
M J Security (UK) Ltd		60.00	Ad hoc 1041	Pavilion Alarm

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WPS Insurance Ltd	422.35	Annual	1042	Insurance
Petty Cash	89.95	Ad hoc	1043	PPE
Sub total	<u>2,067.22</u>			
TOTAL PAYMENTS	MAY			19,792.84

A list of unpresented Cheques (For Information only)				
Gooch Group Ltd	30.41		1024	
Dean Fire	108.00		1025	
The Locksmith & Security Centre	165.00		1027	
MJ Security (UK) Ltd	177.60		1028	
Revill Mowers Ltd	277.98		1029	
Travis Perkins Trading Co Ltd	4.00		1030	
Total	<u>762.99</u>			

5.1 To approve Financial Statement

Trustees' attention was drawn to the litter collection budgetary heading which had been calculated in line with the contracted increase levied by the contractor. Members were informed of the need to monitor this budgetary heading, as any increased litter collection requirement may be to the detriment of the budget.

Approval of the Financial Statement was **proposed by Trustee Pearman, seconded by Trustee Biddle**. Unanimous.

5.2 Accounts for Year Ended 31 March 2015

Prior to the meeting Members were provided with a copy of the audited accounts. Members noted that following the meeting the Trust's Independent Auditor would submit the accounts to The Charity Commission via an on-line process. **Proposed by Trustee Harris, seconded by Trustee Pugh**. Unanimous.

5.3 Budget for 2015/2016

Members noted that the Trust's budget for the 2015/16 financial year had been set at £67,180.

5.4 Trust Budget Overview

Members were provided with a copy of the Trust Budget Overview Document for the 2015/2016 financial year. The need for the Trust to operate on a sound business footing was stressed to Trustees, in order that its operational costs may be covered. Noted.

6. BUSINESS

6.1 Funding Bids

Trustee Biddle advised that the grant application to Awards for All for the provision of a ground based trampoline had been unsuccessful. Accordingly, Trustees noted that they would be entitled to utilise the funding already received from Gloucestershire County Council's Active Together scheme towards another project.

Creation of Wildlife Area

Trustees were asked to consider if they wished to create a wildlife area in the Park, for which Lydney Town Council's Community Projects Administrator would then seek to obtain grant funding.

During discussion it was noted that the creation of a wildlife area had been raised by Lydney Town Council's Groundstaff during a recent staff meeting. Responding to a question raised by Trustee Pearman, the Trust Secretary advised that whilst vandalism

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had recently been caused to tree stakes and protective sheaves which surrounded the trees supplied by The Woodland Trust, no damage had been caused to the trees.

After a short further discussion it was proposed by Trustee Ives, that the Trust would consent to the suggestion in principle, subject to further information and costings being provided by the Community Projects Administrator. Unanimous.

Action by – Lydney Town Council’s Community Projects Administrator

6.2 Future Events

The Trust Secretary advised that Trustee Openshaw was keen to organise an event in the Park. During discussion enthusiastic suggestions were received for a number of possible events which could be held in the Park (e.g. German Market, ice skating, Proms in the Park, etc). The need to draw on the experience of more experienced event organisers was mooted by Trustee Pearman and it was felt that a number of events/activities would need to be organised for a day, in order to ensure that members of the public attended and remained. Trustee Pearman suggested that contact should be made with Gloucestershire Market Towns Forum, Taurus Crafts, etc in order to obtain information/assistance with organising events and how they may compliment events already planned for the Town.

Discussion then took place regarding the expertise which would be required to organise an initial event for the Trust and it was acknowledged that the initial event may not cover its cost in its first year. It was agreed that Trustee Harris would contact Trustee Openshaw to discuss if it would be possible to organise an event in conjunction with Lydney Town Council’s Christmas Lights Switch On for 2015 or whether consideration instead should be given toward hosting such an event in 2016/17. It was noted that Trustee Biddle would be able to provide contact information for the organisers of the Forest Food Showcase. It was **proposed by Trustee Ives** that the Trust Secretary would contact Gloucestershire Market Towns Forum to ascertain what assistance they may provide. Unanimous.

Action by – the Trust Secretary

6.3 Five Year Plan

Members were advised that the appointment of a Working Party to formulate a Five Year Plan for the Trust had been deferred by the previous Trust membership until after the May 2015 elections. Trustee Rudge offered to lead the Working Party, once it had been formed. Whilst Trustee Pugh and Ives also expressed an interest in joining the Working Party, it was **proposed by Trustee Ives** that the matter be deferred until the next meeting due to the number of apologies which had been received. Unanimous.

Action by – the Trust Secretary

6.4 2015 Fireworks Display

Members considered the following issues pertaining to the 2015 display:

- Trustees noted that they were required to attend the event to act as Marshals/entrance gate personnel.
- **Trustee Ives proposed** himself for the role of “Trustee in overall charge of the event/responsible for Health and Safety”. **Seconded by Trustee Pugh.** Unanimous. It was noted that the Risk Assessment for the event would be

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produced by the Trust Secretary.

- Trustees noted the event open and close time (that the event would open at 5.30 pm, firing would commence at 7.15 pm, with the event closing at 8.30 pm) together with the closure arrangements for the Park (the Park would be closed from 2.00 pm on the day of the display); access to the car park would be closed all day.
- Trustees noted that the admission price would remain unchanged from 2013 (£3.00 for 16+, £2.00 for 5-16 years, under 5's free).
- It was **proposed by Trustee Pearman, seconded by Trustee Harris**, that the float for the event would be set at £500.00 and that small denominations would be utilised.
- Trustees noted that the pitch charge for independent traders would remain unchanged from that levied in 2014 (i.e. £45.00).
- Trustees noted that a Tender process would be operated for traders wishing to attend the event (previous Tender policy to be utilised and a Public Notice placed in local press)
- It was **proposed by Trustee Ives**, that the Trust wished Danter's Fair to attend the event and would levy a charge of £150.00 (unchanged from 2014). Unanimous.
- Prior to the meeting Trustees were provided with copies of the quotations which had been obtained for the hire of fencing (£600.00 plus VAT) and lighting units (£298.00 plus VAT). Noted.
- Members were reminded of the problems which had been experienced on the evening of the event with the first aid cover which had been provided by St John Ambulance. It was agreed that the Trust Secretary would only engage St John Ambulance to provide first aid cover if they guaranteed to provide an ambulance unit at the event. If no such guarantee was forthcoming the CEO would investigate alternative provision.
- Trustees noted that Police Officers/PCSOs had confirmed their attendance at the event.
- It was **proposed by Trustee Harris, seconded by Trustee Rudge**, that the Trust would request the use of the Poppy Appeal radio communication system for use at the event. Unanimous.
- Trustees noted that telephone numbers for Principle Contacts would be provided to the firework display provider.
- Trustees noted that Lydney Town Council staff would attend the event in an official capacity and would therefore be covered by the Town Council's insurance, for which they would receive payment from Lydney Town Council (recharge made to the Trust) or time off in lieu.
- It was noted that the Trust's Risk Assessment for the event would be tabled before Trustees at the September meeting.

Trustees were advised that in advance of the event Trustees would be allocated to entrance gates and that Trustee Harris and the Trust Secretary would be in charge of counting the overall gate receipt total and therefore would be the only personnel permitted in the building during the count. During discussion it was felt prudent to open the fourth entrance gate at the event open time; that consideration would be given towards operating paired "runners".

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6.5 Football Pitches

Request to relocate the football goalposts

Prior to the meeting Trustees were provided with a copy of an e-mail exchange between the Trust Secretary and the Chairman, following a request by a resident of the Lydney War Memorial Trust Almshouses that the goalposts be relocated in order to prevent footballs from entering their garden. Trustee Ives advised that he had conducted a site visit to view the problem and had noted that the goalposts were not positioned by said gardens, rather they faced on to the Avenue Andre Clement. Trustee Rudge reported that he had also received a complaint from another resident of the Almshouses concerning footballs striking a window, however, Trustees highlighted that the Park had been in situ since 1892 and stressed that the Park was open to all members of the public to use. It was **proposed by Trustee Ives** that the Trust would decline the request to relocate the football goalposts and that the resident would be informed accordingly. Unanimous.

Action by – the Trust Secretary

Reduction in size of football pitch

Prior to the meeting Trustees were provided with a copy of the request which had been received from Lydney Town under 10s that a second pitch be marked out in the Park for their use in line with their league pitch dimensions.

During discussion Trustees were reminded of their previous resolution that the football pitches in the Park should be used by youth teams 16 years and under. It was **proposed by Trustee Pearman, seconded by Trustee Harris**, that the Trust would remove the large pitch and replace it with two pitches of the size requested by the Club (80 yards x 50 yards). Unanimous.

6.6 Bathurst Park Pavilion

Members noted that an attempted break in had occurred in April 2015 which necessitated repairs to the building (repair of entrance lock and repair of boiler room door).

6.7 Winter Closing of Bathurst Park

Members were advised that during the Winter months the Park was closed prior to the departure of Lydney Town Council's Ground staff at 4.00 pm Monday to Thursday and 3.00 pm on Friday. Members were asked to consider, should they wish to extend the opening hours of the park during the Winter months, how this would be facilitated.

Trustees were reminded that their budget allowed for a part-time Gate Keeper to close the gates to the Park during the summer months, however, no provision had been included in the budget to extend their hours to cover additional working during the Winter months. It was **proposed by Trustee Ives** that the Trust would not extend the opening of the Park during the Winter months due to lack of budgetary provision however the proposal was not put to a vote at this stage.

During discussion Trustees were advised that the gates to the car park would be locked at the aforementioned times and that Trustees may wish to consider undertaking gate duties themselves, should they wish the Park to be open longer. Alternatively, it was suggested that Trustees may wish to consider the installation

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of a kissing gate, thereby affording pedestrian access to the Park. It was unanimously agreed that the Trust Secretary would be requested to obtain prices for the installation of a kissing gate in the Park.

Action by – the Trust Secretary

Trustee Ives then put his proposal to a vote. Unanimous.

6.8 Opening of Public Toilets

Members were advised that the public toilets in the park were closed prior to the departure of Lydney Town Council staff due to vandalism which had been experienced in the past. Trustee Rudge spoke against extending the opening hours for the toilets as he felt that they would be subject to further vandalism and Trustees were advised of the potential risk to the Part-time Gate Keeper through lone working should they wish to open the toilets for a longer period.

It was **proposed by Trustee Ives** that the opening times for the toilets would not be extended; however, the Trust would erect a notice advising that the toilets would be closed prior to the departure of Lydney Town Council Ground Staff due to problems with vandalism. Unanimous.

Action by – the Trust Secretary

6.9 Lease of Pavilion Café

The Trust Secretary advised that a draft copy of the proposed lease would be presented to the tenant by the end of the week. It was noted that whilst the Trust would prefer the Café to be open all year, the lease would stipulate that as a minimum it would require the Café to be open from April to September; Fireworks night and any event organised by the Trust.

6.10 Lydney Bowling Club

Prior to the meeting Members were provided with a copy of the letter which had been received from the Club Secretary detailing the work conducted by the Club to replace the concrete surrounding the Bowling Green.

Members also noted that the Club had invited the Trust to consider if it wished to provide a donation towards the cost of the work. It was **proposed by Trustee Harris, seconded by Trustee Pearman**, that the Trustee would provide a donation of £150.00. Unanimous.

6.11 Replacement Items on Play Equipment

Members were advised of the need to replace five crotch straps on the Wicksteed Cradle seats at a cost of £300.50 and were provided with a photograph illustrating the current condition of the items. Noted.

6.12 Replacement Signage

Members were advised of the need to replace five “No Dogs” signs which were erected at the entrance to the Lady’s Park, for which a quotation was still awaited. **Trustee Ives proposed** that Delegated Powers be bestowed on the Trust Secretary to purchase said signage. Unanimous.

Action by – the Trust Secretary

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6.13 Security of Pavilion

Trustees noted that in recent weeks the security alarm for the Pavilion had been activated on two occasions through human error, for which the Trust had incurred charges. Accordingly, all Clubs had been informed that the access key to the Pavilion which had been issued to them must be returned unless they indemnified the Trust against said charges. Once the key had been returned access to the Pavilion would be via Lydney Town Council staff at agreed times only. Furthermore, Trustees noted that the Pavilion Tenant had been advised that if the security alarm was activated due to their staff for which the Trust incurred expenditure, the Trust would then pass on any callout charges.

The Trust Secretary also advised Trustees that if a “confirmed” alarm was experienced at the Pavilion this would require attendance by both the Police and M J Security (for which a charge would be levied by the latter); that if more than three “confirmed” alarms were experienced in a twelve month rolling period the Trust would lose Police attendance for the alarm and would be required to completely upgrade the existing system to current standards before such attendance could be resumed. Noted.

6.14 Servicing of Pavilion Water Heater

Trustees noted that the replacement part for the water heater would shortly be installed at a cost of £90.00 plus VAT (addressed under Delegated Powers and reported at the January meeting).

Trustees were advised of the requirement for the equipment to undergo annual inspection by a Gas Safe registered engineer who was qualified for non-domestic work (current charge being £130.00 plus VAT per unit; two units in building). Noted.

6.15 Gloucestershire Police

Trustees noted that Gloucestershire Police (and their partner organisations) would hold a Community Fun Day in Bathurst Park on Wednesday 27 May 2015 from 11.00 am to 3.00 pm (risk assessments/insurance addressed by the Police).

6.16 Insurance Overview

Trustees were provided with an overview document detailing the insurance policies currently in force on behalf of the Trust. Noted.

6.17 Use of Bathurst Park

Prior to the meeting Trustees were provided with a copy of the e-mail response which had been received from a fitness instructor regarding the fee levied by the Trust for their use of the Park. Noted.

Trustees were also provided with a copy of the letter which had been received from Mrs Putterill regarding the fee levied for the use of the Park for Tai Chi. Noted.

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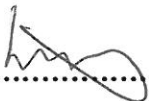
7. **MEMBERS REPORTS**

Trustee Legg reported that he had been approached by a football club regarding the fee levied by the Trust for mid-week games, as opposed to weekend games.

Trustee Ives reported that the protective stakes and sheaths which had been placed around the immature trees in the Park had been vandalised. As a result Trustees noted that it may be necessary to purchase a number of replacement stakes/sheaths.

Meeting closed at 9.05 pm

Chairman



Date 27/07