

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 July 2015 - 10

**THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST** held in the Council Chamber at Claremont House on 27 July 2015 at 7.00 pm.

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

**In Attendance:** Mrs J Smailes – Trust Secretary  
Miss C Wheeler – Assistant Secretary  
Miss K Hammond – Admin Assistant

---

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.

Trustee Ives welcomed Mr M Howells and Mr D Keddle, Forest Exiles to the meeting. Mr Howells then proceeded to give an overview into the history of the Forest Exiles Cricket Club and put forward the request for possible use of Bathurst Park as a permanent base for the team or as a short term and long term possibility. The team formed in January 2014. Having approached West Gloucestershire Cricket Federation they found themselves to be faced with a stumbling block. In order to fulfil the league requirements and carry out their short term, mid-term and long term aims, the club needed to establish a permanent ground. Last season the team accommodated on Alvington Cricket ground however this site was not permanent. The team were successful to gain promotion and were now in Division 1 of the league. The team are ambitious and want to introduce different types of cricket however in order to meet the league criteria – owner of own wicket – they needed to have a permanent base. It was advised that the team were the only one in the Forest of Dean to have a Youth side with 4 qualified coaches and Youth Members ranging from 9yrs old to under 14yrs old with 2 under 16's members. It was also advised that the team had links with 'Forest Pulse' which is a local registered charity who provide a range of exciting out-of-school social, sport and recreational activities for disabled children and young people up to the age of 19, giving them the opportunity to meet up with friends, have fun and learn alongside their non-disabled peers. The Forest Exiles team have played their fixtures this season at Bathurst Park and are keen to gain permission from Trustees to use Bathurst Park as their 'home-ground'. It was noted that contact had already been made with the Town Council in regard to scope for other ground within Lydney and they had been advised that an area on Lydney Recreation Ground may be available. The team agreed that although the area could potentially be a good spot for any sporting facility the team preferred the facilities available at Bathurst Park.

Concern was expressed by Trustees in regard to some of the league criteria such as facilities and car parking and fencing off of the cricket area and it was noted that such issues would be considered by Trustees later in the meeting.

1. **APOLOGIES**

Apologies for absence were received and noted from Trustees Beddis, Berryman, Christodoulides and Preest

2. **DECLARATIONS OF INTEREST**

Trustee Biddle – Agenda item 5.2 – Requests for use of Park and item 5.3 – Future Events

Trustee Legg – Agenda item 5.1 – Forest Exiles

M. J.

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 July 2015 - 11

## 3. APPROVAL OF MINUTES

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

## 4. FINANCE AND SUNDRY PAYMENTS

Delegated Powers: Members noted that since the last meeting it had been necessary to purchase replacement toilet seat pads due to vandalism of public toilets, at a cost of £211.88. It was also noted that since the last meeting it had been necessary to make repairs to the large slide, at a cost of £100.00 due to health and safety requirements.

### 4.1 To approve Financial Statement

FINANCIAL STATEMENT		JUNE & JULY 2015	
<b>Bank Balance as 1st April 2015</b>			
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
		<b>Bank Balance</b>	<b>67,638.37</b>
<b><u>TRANSACTIONS</u></b>			
<b><u>RECEIPTS</u></b>			
Receipts APRIL		198.39	
Receipts MAY		<b>23,969.29</b>	<i>See attached</i>
Receipts JUNE		<b>12,092.27</b>	<i>See attached</i>
Receipts JULY		-	
Receipts AUGUST		-	
Receipts SEPTEMBER		-	
Receipts OCTOBER		-	
Receipts NOVEMBER		-	
Receipts DECEMBER		-	
Receipts JANUARY		-	
Receipts FEBRUARY		-	
Receipts MARCH		-	
		<b>Total Receipts YTD</b>	<b>36,259.95</b>
<b><u>PAYMENTS</u></b>			
Payments APRIL		4,084.87	
Payments MAY		19,792.74	
Payments JUNE		<b>1,504.51</b>	<i>Detailed below</i>
Payments JULY		<b>9,834.85</b>	<i>Detailed below</i>
Payments AUGUST		-	
Payments SEPTEMBER		-	
Payments OCTOBER		-	
Payments NOVEMBER		-	
Payments DECEMBER		-	
Payment JANUARY		-	
Payment FEBRUARY		-	
Payment MARCH		-	
Payments PRIOR TO YEAR END		-	
		<b>Total Payments YTD</b>	<b>35,216.97</b>
		<b>Total</b>	<b>68,681.35</b>
<hr/>			
<b>Reconciled Bank Statements as at end</b>		<b>JUNE 2015</b>	
LLOYDS BANK - Current	00171608		36,738.83
LLOYDS BANK - General Reserve	29897960	29,942.52	
- Earmarked Reserve: Trampoline		2,000.00	31,942.52
<b>Bank Balances as at</b>		<b>30-Jun-15</b>	<b>68,681.35</b>
			<b>0.00 check</b>
<hr/>			
<b><u>JUNE PAYMENTS</u></b>			<b><u>Details</u></b>
<b>Payments made by Direct Debit:</b>			
Scottish Power: 73349704013	11.5.15	33.00	DD Workshop: Electricity
Scottish Power: 16003809836	11.5.15	35.00	DD Pavilion: Gas
Scottish Power: 73349749017	11.5.15	193.00	DD Pavilion: Electricity
Scottish Power: 73349703019	15.5.15	23.00	DD Workshop: Gas
	<b>Direct Debits: Sub Total</b>	<b>284.00</b>	

# BATHURST PARK AND RECREATION TRUST

## PARK TRUST MEETING – 27 July 2015 – 12

### Payments made in advance:

		Chq No	
Cheque Cancelled (WPS)	-422.35	1042	Insurance
WPS Ltd (Replacement cheque)	386.07	1044	Insurance
Corporate Expenditure	81.42	1045	Pavilion Cleaning
HMRC	20.20	1046	Pavilion Cleaning
<b>Payments in advance of meeting: Sub Total</b>	<b>65.34</b>		

### Payments for approval in lieu of meeting:

Charles Saunders Ltd	56.30	1047	Workshop
Designer Signs	108.00	1048	Grounds Maintenance
Light Fantastic DIY Ltd	80.60	1049	Workshop, Tools, Benches, Machinery
Lyndon Creswick Heating & Plumbing Ltd	420.00	1050	Pavilion: Building Maintenance
Monmouthshire CC	150.00	1051	Play Equipment
LTC Recharge	340.27	1052	Insurance
<b>Payments in lieu of meeting: Sub total</b>	<b>1,155.17</b>		

**TOTAL PAYMENTS JUNE 1,504.51**

### JULY PAYMENTS

#### Payments made by Direct Debit:

						Details
Scottish Power 16003809836: Gas-Pav	9.6.15	35.00	Monthly	DD		Pavilion: Gas
Scottish Power 73349704013: Elec-Wksp	10.6.15	33.00	Monthly	DD		Workshop: Electricity
Scottish Power 73349709017: Elec-Pav	10.6.15	193.00	Monthly	DD		Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	15.6.15	23.00	Monthly	DD		Workshop: Gas
Severn Trent Water	29.6.15	31.28	Monthly	DD		Water - Park & Pavilion
Severn Trent Water	29.6.15	112.63	Monthly	DD		Water - Park
Severn Trent Water	29.6.15	532.35	Monthly	DD		Water - Bowling Green
<b>Direct Debits: Sub Total</b>		<b>960.26</b>				

#### Payments made in advance of the meeting:

		Chq. No.	
Pland Stainless Ltd	254.26	1053	Vandalism
AMT Sports Ltd	1,746.99	1054	General Reserves
Mincost	75.43	1055	Bowling Green Maintenance
Corporate Expenditure	118.72	1056	Pavilion Cleaning
HMRC	29.80	1057	Pavilion Cleaning
Petty Cash	28.95	1058	Play Equipment Maintenance
Lydney Bowling Club	150.00	1059	Donation
Mr Cackett	1,063.00	1060	Plants contract
<b>Payments in advance of meeting: Sub total</b>	<b>3,467.15</b>		

#### Payments for approval at meeting on: 27th July 2015

L Cole Electrical Contracting	60.00	Annual	1061	Workshop, Pavilion Building Maint
Gooch Group Ltd	58.46	Quarterly	1062	Pavilion: Cleaning Materials
Image Signs & Print Ltd	132.00	Ad hoc	1063	Noticeboards
Light Fantastic DIY Ltd	110.69	Monthly	1064	Gen Repairs, Plants, Grounds Maint
Peter Neale Blacksmith	120.00	Ad hoc	1065	Play Equipment Maintenance
PB Safety	48.96	Quarterly	1066	Workshop
Rigby Taylor Ltd	208.80	Annual	1067	Bowling Green / General Maintenance
Charles Saunders Ltd	31.39	Ad hoc	1068	Pavilion: Cleaning Materials
Wicksteed Leisure Ltd	300.50	Ad hoc	1069	Play Equipment Maintenance
Travis Perkins	120.44	Monthly	1070	Play Equipment Maintenance, Tools
Forest Equipment Services Ltd	4,216.20	Monthly	1071	Litterpicking (Apr-Jun)
<b>Sub total</b>	<b>5,407.44</b>			

**TOTAL PAYMENTS JULY 9,834.85**

#### A list of unrepresented Cheques (For Information only)

Charles Saunders Ltd	56.30	1047
Monmouthshire CC	150.00	1051
<b>Total</b>	<b>206.30</b>	

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

M. J.

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 July 2015 – 13

## 4.2 Delegated Powers

Approval to bestow Delegated Powers to the Secretary and two Trustees in order to approve payments during August Recess was **proposed by Trustee Pugh, seconded by Trustee Harris**. Unanimous.

## 5. BUSINESS

### 5.1 Forest Exiles

Members were asked to consider the points made in the presentation regarding their future use of the Park.

The Trust Secretary reminded members that Bathurst Park is classified as public open space and therefore by granting anything permanent or ‘fencing off’ an area for a club may mean breaching the Custodial Trustees agreement provision of providing public open space.

Concern was also raised in regard to a permanent shelter and sufficient car parking as there is limited car parking and there is currently a tenant in the Pavilion Coffee Shop and should a large number of players need to shelter from weather for example, it could have an effect on the business within the Pavilion.

After a short further discussion it was **proposed by Trustee Pearman, seconded by Trustee Harris** that the Trust would allow Forest Exiles Cricket Team the use of the Park in the short term, subject to Forest Exiles gaining further information/clarification in relation to league requirements and the concerns raised. Unanimous.

**Action by – Forest Exiles Cricket Team**

### 5.2 Requests for use of Park

Members were asked to consider Lydney Festival’s request to use the Park on Sunday 30 August 2015 for a Music Day. The Trust Secretary made members aware that Primrose Hill Cricket Club would also be playing in the Park on this day too.

It was **proposed by Trustee Openshaw, seconded by Trustee Greenwood**, that the Trust would allow Lydney Festival the use of the Park on Sunday 30 August 2015 for a Music Day subject to a £100 returnable bond being levied. Unanimous.

It was advised that the request from the Royal British Legion Lydney Branch for use of the Park on Sunday 16 August 2015 in commemoration of VJ Day had changed. The Trust Secretary advised that she had met with members of the Royal British Legion earlier that day and it appeared that they had not applied for a Temporary Events Notice Licence, carried out a Risk Assessment or gained any Public liability insurance for the event. They had also experienced difficulty in securing a live band for the event. It had therefore been agreed that the Royal British Legion Lydney Branch would instead be hosting their event at the Lydney Branch Headquarters, No 3 Hill Street, Lydney on Saturday 15 August 2015 at 11.00 am.

Members were asked to consider Barnardo’s River Children’s Centre’s request to use the Park on Thursday 13 August 2015 from 10.00 am to 2.00 pm for family activities. After a short discussion **Trustee Ives proposed** that the Trust allow Barnardo’s River Children’s Centre the use of the Park free of charge. Trustee Ives then put his proposal to a vote. Unanimous.

M. R.

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 July 2015 - 14

## 5.3 Future Events

### 2015 Christmas Lights Switch On

Members were advised that the Full Council resolved that it would not be possible to organise an event in the Park in conjunction with the 2015 Christmas Lights Switch On. Noted.

### 2016 Joint Event

Members were asked to consider if the Trust wished to organise a joint event in the Park with Lydney Town Council's Amenities Committee during August 2016. During discussion it was noted that the Trust had previously been keen to organise an event in the Park and that this would then lend itself and allow the event to materialise.

**Trustee Ives proposed** that the Trust agree to host a joint event in the Park with Lydney Town Council's Amenities Committee during August 2016. Unanimous.

Trustees were then asked to consider the following arrangements pertaining to such an event:

- **It was proposed by Trustee Harris, seconded by Trustee Openshaw** that a Trust Sub-Committee be appointed to liaise with Lydney Town Council's Amenities Committee and the date of the first informal meeting of the Sub-Committee would take place on Monday 14 September 2015 at 5.00pm. Unanimous.
- **It was proposed by Trustee Harris, seconded by Trustee Greenwood** that the Trust Sub-Committee remit would allow the Sub-Committee to incur expenditure to the total of the approved 'event budget' allocated for 2016/17.
- **Trustee Ives proposed** that the Trust's Event budget provision of £5,000 for 2015/2016 would be earmarked and carried forward to the 2016/17 Event. Unanimous.
- **Trustee Ives proposed** that the Trust Sub-Committee and Lydney Town Council's Amenities Committee would be responsible for insuring and risk assessing the event. Unanimous.

Trustee Openshaw suggested that contact should be made with organisations such as Taurus Crafts in order to obtain information/assistance with organising events as in previous years they had put on some really successful events such as the 'Fire and Light Festival' which proved to be a great event for all the family and the 'Luminarium' event which attracted over 14,000 people.

**Action by – Trustee Openshaw**

## 5.4 Five Year Plan

Members were asked to consider the appointment of a Working Party to formulate a Five Year Plan for the Trust, which had been deferred from the last meeting.

Trustee Pearman suggested that any Trustee who had expressed an interest in joining the Working Party should look at the Town Council's Strategic Plan and then volunteer their interest rather than be appointed.

4.7.

# BATHURST PARK AND RECREATION TRUST

## PARK TRUST MEETING – 27 July 2015 - 15

Whilst Trustee Pugh Ives and Openshaw 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 dates and times available for members to meet and the number of apologies which had been received. Unanimous.

**Action by – the Trust Secretary**

### 5.5 Winter Closing of Bathurst Park

Following on from the previous meeting whereby 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 the provision of a kissing gate to provide access to the park after its closure. Members were also asked to note that such a resolution would require amendment to the Byelaws.

Trustee Harris spoke against providing members of the public with a kissing gate due to the amount of vandalism being experienced in the Park. It was felt that by installing a gate it would provide easier access into the Park and it would be subject to further vandalism. It was also felt that extra insurance would also be needed if a kissing gate was to be installed due to members of the public being in the Park for longer.

Trustee Openshaw spoke in favour of a kissing gate as he felt that it would encourage more visitors and more members of the public would deter those who were carrying out the acts of vandalism.

After a short discussion it was **proposed by Trustee Ives** that due to the concerns raised, a kissing gate would not be provided in the Park. Vote carried with 1 against and 3 abstentions.

### 5.6 Annual Play Inspection Report

Prior to the meeting members were provided with a copy of the Annual Report received from Monmouthshire County Council which they were asked to consider. Members were also asked to consider the quotation in respect of the repair of two areas of wet pour and to ensure provision is included in 2016/2017 budget.

**Trustee Harris proposed** that the sum of £3,135.00+VAT for two areas of wet pour be included in 2016/2017 budget. Vote carried with 1 abstention.

### 5.7 Incident

Members were advised that an accident involving a fall from the large slide had occurred in the Park since the last meeting which had been reported to the Health and Safety Executive. Noted.

### 5.8 Insurance

Members were advised that the outdoor table tennis table had been installed. The Trust's Insurance provider had confirmed that the equipment would be included in the Trust's Policy at no extra charge for the remainder of the Policy term, however, an additional £4.00 would be added to the policy at renewal on 1 April 2016. Noted.

*M.J.*



# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 July 2015 - 16

## 5.9 Public Toilets

Members were advised that the Trust Secretary had received a complaint from a member of the public regarding the public toilets in Bathurst Park Pavilion.

The complainant advised that she had taken two independent older ladies to the Park, on separate occasions, and used the public toilets but felt that the toilets were 'awful' and 'very dark'. One of the ladies was disabled and found that it was too dark that she struggled to see what she was doing. It was further suggested by the complainant that the décor be improved and changed to a lighter colour.

During discussion it was suggested that 'anti-vandal' paint could be utilised to 'brighten up' the appearance of the public toilets and furthermore Trustee Harris and Trustee Legg volunteered to paint the toilets once the paint had been purchased.

**It was proposed by Trustee Harris, seconded by Trustee Greenwood** that the Trust would purchase anti-vandal washable paint and Trustee Harris and Trustee Legg would arrange the painting of said toilets.

**Action by – Trustee's Harris and Legg**

## 5.10 Maintenance of Sprayer

Trustees noted that the equipment purchased to maintain the sprayer was at a cost of £75.43. Noted.

## 5.11 Creation of Wildlife Area

Prior to the meeting Members were provided with information gathered by the Community Project Administrator pertaining to the creation of a Wildlife Area in Bathurst Park. Members were asked to consider whether they wished to progress with the project.

The Trust Secretary felt that the only concern was whether the Town Council Ground Staff had the capacity to maintain the area. As a Wildlife Area would add to the biodiversity, Trustees were enthusiastic to proceed.

Trustees noted that the Community Project Administrator could apply for grant funding and once the area was established there was potential to involve a number of local groups and organisations.

During discussion it was suggested that Lydney In Bloom could become involved with the project and help to maintain the area. Trustee Pugh suggested that contact be made with Gloucestershire Wildlife Trust and the Royal Society for the Protection of Birds (RSPB) who may be able to offer their services and advice.

**Trustee Ives proposed** that the Trust agree to progress the project and that the Lydney Town Council's Community Projects Administrator should go ahead and make contact with the aforementioned organisations and seek to obtain grant funding. Unanimous.

**Action by – Lydney Town Council's Community Projects Administrator**

4.2

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 July 2015 - 17

6. **MEMBERS REPORTS**

Trustee Legg reported that there was a bad odour coming from the referee changing room in the Pavilion. The Trust Secretary advised that the Town Council Ground Staff would investigate.

**Action by – Trust Secretary**

Trustee Rudge reported the vandalised tree planted in the Park last year to commemorate the 90th anniversary of the British Legion had been kindly replaced at no extra cost by the same supplier who had provided the original tree.

Trustee Harris reported that she had been approached by a member of the bowling club to advise that a number of youths had been seen climbing on top of the Pavilion roof and questioned whether a mosquito device could be put back onto the roof to deter them. Trustee Ives suggested that the matter be put as an Agenda item for the next meeting.

**Action by – Trust Secretary**

The Trust Secretary advised that an area near the Almshouses would be cordoned off for a few days due to work being undertaken in that area. Noted.

Meeting closed at 8.30 pm

Chairman ..........

Date <sup>th</sup> 28 September 2015