

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 September 2015 - 18

**THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST** held in the Council Chamber at Claremont House on 28 September 2015 at 7.40 pm.

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

**In Attendance:** Mrs J Smailes – Trust 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.

1. **APOLOGIES**  
Apologies for absence were received and noted from Trustees Berryman and Openshaw.

2. **DECLARATIONS OF INTEREST**  
Trustee Legg – Agenda item 5.1 – Forest Exiles

3. **APPROVAL OF MINUTES**  
The minutes of the Bathurst Park and Recreation Trust meeting held on 27 July 2015 were confirmed and signed as a true record. **Proposed by Trustee Legg, seconded by Trustee Harris.** Vote carried.

Delegated Powers: Members noted that since the last meeting it had been necessary to carry out felling of a tree and removal of broken branches on Trust land, at a cost of £450.00 due to health and safety requirements.

## 4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT	AUGUST & SEPTEMBER 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
		<u>40,738.86</u>
	<b>Bank Balance</b>	<b><u>67,638.37</u></b>

### **TRANSACTIONS**

#### **RECEIPTS**

Receipts APRIL	198.39	
Receipts MAY	23,969.29	
Receipts JUNE	12,092.27	
<b>Receipts JULY</b>	<b>1,255.83</b>	<b>See attached</b>
<b>Receipts AUGUST</b>	<b>4,083.53</b>	<b>See attached</b>
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	<b>Total Receipts YTD</b>	<b>41,599.31</b>

#### **PAYMENTS**

Payments APRIL	4,084.87	
Payments MAY	19,792.74	
Payments JUNE	1,504.51	
Payments JULY	9,834.85	
<b>Payments AUGUST</b>	<b>2,454.69</b>	<b>Detailed below</b>
<b>Payments SEPTEMBER</b>	<b>12,162.64</b>	<b>Detailed below</b>

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Payments OCTOBER	-
Payments NOVEMBER	-
Payments DECEMBER	-
Payment JANUARY	-
Payment FEBRUARY	-
Payment MARCH	-
Payments PRIOR TO YEAR END	-
<b>Total Payments YTD</b>	<b>49,834.30</b>
<b>Total</b>	<b>59,403.38</b>

<b>Reconciled Bank Statements as at end</b>		<b>AUGUST 2015</b>		
LLOYDS BANK - Current	00171608		22,458.61	
LLOYDS BANK - General Reserve	29897960	29,944.77		
- Earmarked Reserve: Trampoline		2,000.00		
- Earmarked Reserve: Events		5,000.00	36,944.77	Tfr from Current a/c Jul-15 : & to LTC Sep-15
<b>Bank Balances as at</b>	<b>28-Aug-15</b>	<b>59,403.38</b>	<b>0.00</b>	<b>check</b>

## AUGUST PAYMENTS

### Payments made by Direct Debit:

Description	Date	Amount	Frequency	Details
Scottish Power: 16003809836	9.7.15	60.00	Mthly DD	Pavilion: Gas
Scottish Power: 73349704013	10.7.15	33.00	Mthly DD	Workshop: Electricity
Scottish Power: 73349749017	10.7.15	245.00	Mthly DD	Pavilion: Electricity
Scottish Power: 73349703019	15.7.15	23.00	Mthly DD	Workshop: Gas

**Direct Debits: Sub Total** 361.00

### Payments made in advance:

Description	Amount	Frequency	Chq No	Details
<i>Lydney Bowling Club</i> <i>Stopped cheque</i>	<i>-150.00</i>		<i>1059</i>	<i>Cheque lost in post - replaced by 1074</i>
Corporate Expenditure	156.42	Monthly	1072	Pavilion Cleaning
HMRC	39.00	Monthly	1073	Pavilion Cleaning
Lydney Bowling Club	150.00		1074	Replacement of cheque 1059
Lydney Bowling Club	216.00	Ad hoc	1075	Refund of invoice overpaid

**Payments in advance of meeting: Sub Total** 411.42

### Payments for approval in lieu of meeting:

Forest Equipment Services Ltd	1,405.40	Monthly	1076	Litter Picking
Forest of Dean & Wye Valley Review	134.40	Annual	1077	Fireworks
Light Fantastic DIY Ltd	94.33	Monthly	1078	Wkshop, Repairs, Pav Maint, Machinery
Charles Saunders Ltd	31.39	Ad hoc	1079	Pavilion Cleaning
Petty Cash	16.75	Monthly	1080	General Repairs

**Payments in lieu of meeting: Sub total** 1,682.27

**TOTAL PAYMENTS AUGUST** 2,454.69

## SEPTEMBER PAYMENTS

### Payments made by Direct Debit:

Description	Date	Amount	Frequency	Details
Scottish Power 73349704013: Elec-Wksp	10.8.15	33.00	Mthly DD	Workshop: Electricity
Scottish Power 16003809836: Gas-Pav	10.8.15	60.00	Mthly DD	Pavilion: Gas
Scottish Power 73349709017: Elec-Pav	10.8.15	245.00	Mthly DD	Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	17.8.15	23.00	Mthly DD	Workshop: Gas

**Direct Debits: Sub Total** 361.00

### Payments made in advance of the meeting:

Corporate Expenditure	200.13	Monthly	1081	Pavilion Cleaning
HMRC	50.00	Monthly	1082	Pavilion Cleaning

**Payments in advance of meeting: Sub total** 250.13

### Payments for approval at meeting on: 28th September 2015

Avoncrop Amenity Products Ltd	1,035.36	Ad hoc	1083	Bowling Green
Fields In Trust	50.00	Annual	1084	Subscription
Forest Equipment Services Ltd	1,405.40	Monthly	1085	Litterpicking
Light Fantastic DIY	15.43	Monthly	1086	Pavilion Maintenance/General Repairs



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MJ Security (UK) Ltd	266.40	Ad hoc	1087	Pavilion: Alarms
MJ Security (UK) Ltd	248.40	Ann/Biann	1088	Workshop & Pavilion
Sandling Fireworks	3,000.00	Annual	1089	Firework Display
Travis Perkins	80.52	Ad hoc	1090	Grounds Maintenance
TrunkArb Tree Surgery Ltd	450.00	Ad hoc	1091	Tree works
Lydney Town Council	5,000.00	Ad hoc	1092	Events
<b>Payments to meeting: Sub total</b>	<b>11,551.51</b>			

<b>TOTAL PAYMENTS</b>	<b>SEPTEMBER</b>	<b>12,162.64</b>
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### A list of unrepresented Cheques (For Information only)

Forest Equipment Services Ltd	1,405.40	1076
Light Fantastic DIY Ltd	94.33	1078
Charles Saunders Ltd	31.39	1079
Petty Cash	16.75	1080
<b>Total</b>	<b>1,547.87</b>	

#### 4.1 To approve Financial Statement

Trustees' were reminded that they were awaiting half of the donation sum which would be shown on the next financial statement.

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

#### 4.2 Virements

Trustees were presented with a sheet listing the virements which had been undertaken during 2015/16 financial year. Approved unanimously.

#### 4.3 To appoint an Independent Auditor

**Trustee Ives proposed** that Griffiths Marshall would once again be appointed to the role. Unanimous.

**Action by – the Trust Secretary**

#### 4.4 Trust's Event Budget Provision for Bathurst Park Summer 2016

**Trustee Ives proposed** that the Trust's Event budget provision of £5,000 for 2015/2016 would be committed to Lydney Town Council Town & Events Committee in respect of an event in Bathurst Park Summer 2016. Vote carried with 1 abstention.

#### 4.5 Budget for 2016/2017

Members were provided with a copy of the proposed draft budget for 2016-2017.

Members noted that the Trust's budget for the 2016/17 financial year equated to £84,920. During discussion Trustees were reminded of the need to consider whether they wished to request a donation from the Town Council. Whilst it was accepted that the Trust considered its budget irrespective of the Town Council's Budget/Precept deliberations, it was unanimously agreed that the Trust would seek to obtain a donation of £45,180 from Lydney Town Council.

Approval of the 2016/17 Draft Budget and request for donation sum of £45,180 was **proposed by Trustee Harris, seconded by Trustee Pugh**. Unanimous.

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## 5. BUSINESS

### 5.1 Forest Exiles

Prior to the meeting Trustees were provided with a copy of the letter received from the Vice Chairman of Forest Exiles Cricket Club regarding their future use of the Park and land south of the Bypass. It was advised that unfortunately, due to pitch criteria, the Club would not be using the Park and land south of the Bypass for their 2016 season as they had secured a ground in Aylburton with the option to extend this time until they find a suitable home ground. Noted.

### 5.2 Football Pitch Use

Members were asked to consider the request made by Cllr Smooker Vice Chairman of Alvington Parish Council in relation to the hire of the football pitch for a maximum of 2 hours once a week from July until September 2016.

During discussion it was noted that the request did not include use of the Pavilion changing rooms and it was therefore questioned whether there could be a reduction in the pitch fee. Trustee Pearman drew Members attention to the Bathurst Park Pitch fee listing, stating that the fee which would be levied is subject to the Trust's agreed charges for 2015-2016 financial year with the charge including the use of showers and changing rooms in the Pavilion.

After a further short discussion it was **proposed by Trustee Ives** that the Trust would respond to Cllr Smooker advising that there is not a separate fee for purely hiring the football pitch, the fee which would be levied is subject to the Trust's agreed charges for 2015-2016 financial year with the charge including the use of showers and changing rooms in the Pavilion. Unanimous.

**Action by – the Trust Secretary**

### 5.3 External Public Toilets

Prior to the meeting Trustees were provided with a copy of an e-mail exchange between the Trust Secretary and the Chairman, following a visit made to the Pavilion and external public toilets by the Assistant Secretary and the Admin Assistant.

Members were reminded that at the last Trust meeting Trustees bestowed Delegated Powers on the Trust Secretary to purchase a quantity of anti-vandal paint for the external public toilets, with the toilets themselves being painted by Trustees.

During discussion it was felt that the décor was in an acceptable condition and that the toilets were routinely painted by Groundstaff. It was **proposed by Trustee Ives** that it was not necessary to repaint the toilets with anti-vandal paint at this time and the Trust would continue to allow Groundstaff to freshen up the paint work over the winter months as necessary. Unanimous.

Trustees were advised that whilst the Trust's cleaner cleaned the facilities to the best of her ability using the appropriate products, they were starting to look tired. Trustees were reminded that they had already had to replace the toilet seat pads twice since July and the manufacturer had said that they were discontinuing the seat pads. Attempts had also been made by individuals to kick the cistern off the wall.

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In regard to the complaint about the lighting in the toilets it was felt that natural light was poor as it was necessary for the external shutters to be continually over the windows to a) prevent them from being broken and b) the Trust had previously resolved not to repair the shutters at that end of the building. It was advised that electrical lighting was by means of a ceiling light which worked off a timer and an electrician who had visited the site had provided a quote to improve the lighting by means of supplying and installing two LED polycarbonate sealed light fittings.

**It was proposed by Trustee Ives**, that the Trust would accept the quotation from Luck Cole Electrical Services to supply and install two LED polycarbonate sealed light fittings at a cost of £124.50 plus VAT. Unanimous.

### 5.4 Pavilion Roof

Trustee Harris had previously requested under Members Reports the need to place a mosquito device on the Pavilion roof in an attempt to deter vandals from climbing on said roof.

Trustees were reminded that the last mosquito device had been removed by vandals and subsequently never found. During discussion it was **proposed by Trustee Ives** that the Trust would investigate what device could possibly be placed in such a position to deter vandals. Unanimous.

**Action by - the Trust Secretary**

### 5.5 Fireworks Event 2015

Prior to the meeting members were provided with an 'overview' listing\contact details etc for the event and all Trustees confirmed that they would be in attendance on the night. Members then 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 and were aware of which gate they had been assigned to
- Trustees noted that the Road Closure had been applied
- Trustees noted that the Firework Provider 'Sandling Fireworks' had confirmed attendance
- Trustees noted that the Hire of Security Fencing and Hire of 4 x Lighting Towers and Generators had been booked
- Trustees noted that Trustee Ives, as Trustee Chairman, would be in overall charge of the event/responsible for Health and Safety
- Trustees noted that investigations were being undertaken regarding confirmation of first aid provision for the event and that Trustee Beddis was making enquiries on behalf of the Trust
- Trustees noted that the Fire Brigade had been informed of the event
- Trustees noted that the advertisement of the event would be placed in the Review Newspaper. It was **proposed by Trustee Harris, seconded by Trustee Pearman** that the advertisement would appear for two consecutive weeks in the run-up to the event. Vote carried with 2 abstentions.
- Trustee Pugh appointed himself as Trustee to deliver flyers to residents in the vicinity of Bathurst Park. Noted.

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- Trustees approved that the event open and close time and the closure arrangements for the Park (that the event would open at 5.30 pm, firing would commence at 7.15 pm, with the event closing at 8.30 pm as per 2014 display)
- Trustees approved that the admission price (remaining unchanged from 2013 (i.e £3.00 for 16+, £2.00 for 5-16 years, under 5's free)
- Trustees noted that there would be Police/PCSO attendance at the event in order to address concerns re event security
- The telephone numbers of Principle Contacts would be provided to the display provider plus Trustee Ives and the Trust Secretary/the CEO
- Trustee Rudge confirmed the use of the Poppy Appeal radio communication system for the event
- Trustees noted that Lydney Town Council staff would attend the event in an official capacity and would be covered by the Town Council's insurance for which they would receive payment from Lydney Town Council (or TOIL if so desired)
- Prior to the meeting Trustees were provided with a copy of the Risk Assessment for the event. It was **proposed by Trustee Ives** that the Trust approve and note the Risk Assessment for the event. Unanimous.
- Trustees noted their allocated event duties

Members were then asked to consider the 'Juggling Fire Show' quotation for the 2016 Firework Event, noting that this would require additional budget provision of approximately £500.00.

During discussion it was felt that additions to the event such as this could generate a higher income stream as potentially more people would attend to see the show as well as the display. It was **proposed by Trustee Biddle, seconded by Trustee Pearman** that the item be deferred for discussion prior to next year's event. Unanimous.

### 5.6 Future Events

It was **proposed by Trustee Ives** that Bathurst Park events would fall to the Town and Events Committee on an adhoc basis only. Unanimous.

### 5.7 Five Year Plan

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

Discussion then took place as to who would be members of said Working Party. Whilst Trustee Harris and Biddle both opted out of being involved in said Working Party (due to other commitments) it was **proposed by Trustee Ives** that all remaining Trustees would automatically be members of the Working Party to formulate a Five Year Plan. Unanimous.



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## 5.8 Maintenance of Etesia Mower and Cricket Mower for Bathurst Park\Routine Maintenance

Prior to the meeting members were provided with a copy of the Town Council's Head Groundsman's report in regard to the Etesia Mower and Cricket Mower.

The Head Groundsman's report suggested that the current equipment was getting old, resulting in access breaking downs. It was felt that the best course of action was to gain replacement machines. Dean Mowers Ltd had supplied a quotation for the Atco Clipper 20 Club at a cost of £1,329.00 and the Efco AG50 H60 Scarifier at a cost of £1,075.00 (inclusive of VAT).

During discussion Trustee Legg suggested an internet company called Mow Direct who would be able to quote for the Efco AG50 H60 Scarifier at a cost of £869.00 with free delivery.

It was **proposed by Trustee Pearman, seconded by Trustee Harris** that the Trust 'trade-in' the old Etesia Mower and approve the quotation from Dean Mowers Ltd for the Atco Clipper 20 Club at a cost of £1,329.00 (inclusive of VAT) and the Trust Secretary would seek to obtain a 'price fund' quote for the Efco AG50 H60 Scarifier. Vote carried with 1 abstention.

It was also noted that other routine maintenance work; sharpening of mower blades etc would be undertaken within the approved budget sum during the Winter months.

**Action by – the Trust Secretary**

## 5.9 Coffee Shop in the Park – Request for Dog Walkers Area

Prior to the meeting Members were provided with a copy of a request and a petition submitted by the Pavilion Tenant and were asked to consider a fenced seated area to enable dog walkers to sit with their dogs whilst enjoying refreshments from the Coffee Shop in the Park.

During discussion concern was raised in regard to having dogs and young children on the same side of the park due to the potential accidents that could occur. Trustees felt that more information was required in regard to the proposal such as a plan of the proposed area, patio size required, fencing type, bench/picnic table type, before Trustees could make an informed decision.

It was resolved by Trustees that the Pavilion Tenant provide plans/quotes with all such costs to then be met by the Pavilion Tenant.

**Trustee Ives proposed** that the Trust would agree 'in principle' to the request subject to the Pavilion Tenant providing more information for consideration at the next Trust meeting. Unanimous.

**Action by – the Trust Secretary**

The Trust Secretary provided an update on the Pavilion Café lease advising that the lease was still with the Pavilion Tenant's Solicitor due to issues in regard to the opening hours during Winter months. Noted.

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5.10 **Annual Play Inspection**

Approval to appoint Monmouthshire County Council to carry out Annual Play Inspections was **proposed by Trustee Biddle, seconded by Trustee Pearman.**  
Unanimous.

5.11 **Creation of Wildlife Area**

Members were advised that the Town Council's Community Projects Administrator was seeking to obtain grant funding in relation to the Wildlife area in the Park. Noted.

6. **MEMBERS REPORTS**

Nothing to report.

Meeting closed at 9.05 pm

Chairman .....  .....

Date ..... 23.11.15 .....