

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 November 2015 - 26

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

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

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 Trustee Vaughan.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 28 September 2015 were confirmed and signed as a true record. **Moved by Trustee Pugh, seconded by Trustee Pearman.** Vote carried with 2 abstentions.

Delegated Powers: Trustees noted that since the last meeting it had been necessary to purchase a replacement flat seat for a swing in the Park at a cost of £49.50 (health and safety).

4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT

OCTOBER & NOVEMBER 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	
Receipts MAY	23,969.29	
Receipts JUNE	12,092.27	
Receipts JULY	1,255.83	
Receipts AUGUST	4,083.53	
Receipts SEPTEMBER	669.61	See attached
Receipts OCTOBER	25,046.33	See attached
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	Total Receipts YTD	67,315.25

PAYMENTS

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

Ref: Mins - Park Trust Mtg 23.11.15

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Payments OCTOBER	5,430.93	Detailed below
Payments NOVEMBER	4,713.18	Detailed below
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
Total Payments YTD	59,978.41	
Total	74,975.21	

Reconciled Bank Statements as at end	OCTOBER 2015		
LLOYDS BANK - Current	00171608		43,028.06
LLOYDS BANK - General Reserve	29897960	29,947.15	
- Earmarked Reserve: Trampoline		2,000.00	
- Earmarked Reserve: Events		0.00	
			31,947.15
Bank Balances as at	30-Oct-15	74,975.21	0.00 check

OCTOBER PAYMENTS

Payments made by Direct Debit:

Scottish Power: 16003809836	9.9.15	246.00	Monthly	DD	Pavilion: Gas
Scottish Power: 73349704013	10.9.15	33.00	Monthly	DD	Workshop: Electricity
Scottish Power: 73349749017	10.9.15	299.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 73349703019	15.9.15	23.00	Monthly	DD	Workshop: Gas
Direct Debits: Sub Total		601.00			

Payments made in advance:

Corporate Expenditure	81.22	1093	Pavilion Cleaning
HMRC	20.40	1094	Pavilion Cleaning
Deborah Services Ltd	720.00	1095	Fireworks

Payments in advance of meeting: Sub Total **821.62**

Payments for approval in lieu of meeting:

Float for Fireworks Display	500.00	Annual	1096	Fireworks
LTC Recharge: Fuel	1,002.46	Bi-annual	1097	Fuel
LTC Recharge: Franking Machine	32.97	Bi-annual	1098	Admin Costs
Charles Saunders Ltd	31.39	Ad hoc	1099	Pavilion Cleaning
Forest Equipment Services Ltd	1,405.40	Monthly	1100	Litter Picking
Greenworks Washrooms	354.00	Annual	1101	Workshop / Pavilion Cleaning
Light Fantastic DIY Ltd	105.98	Ad hoc	1102	General Repairs / Tools
Worksafely Ltd	331.20	Ad hoc	1103	PPE
The Forest of Dean & Wye Valley Review	68.04	Annual	1104	Fireworks
LTC Recharge: Employment costs	176.87	Annual	1105	Employment/H&S
Payments in lieu of meeting: Sub total	4,008.31			

TOTAL PAYMENTS OCTOBER 5,430.93

NOVEMBER PAYMENTS

Payments made by Direct Debit:

Scottish Power 73349704013: Elec-Wksp	12.10.15	33.00	Monthly	DD	Workshop: Electricity
Scottish Power 73349709017: Elec-Pav	12.10.15	299.00	Monthly	DD	Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	15.10.15	23.00	Monthly	DD	Workshop: Gas
Scottish Power 16003809836: Gas-Pav	Not taken	0.00	Monthly	DD	Pavilion: Gas
Direct Debits: Sub Total		355.00			

Payments made in advance of the meeting:

Corporate Expenditure	81.22	1106	Pavilion Cleaning
HMRC	20.40	1107	Pavilion Cleaning
Payments in advance of meeting: Sub total	101.62		

Payments for approval at meeting on: 23rd November 2015

LTC (Recharge Staff Costs re 5/11)	420.78	1108	Fireworks
Petty Cash	7.00	1109	General Repairs
Dean Mowers Ltd	982.80	1110	Machinery Purchase
Forest Equipment Services Ltd	1,405.40	1111	Litter Picking
Forest & Wye Valley Review	68.04	1112	Fireworks
Light Fantastic DIY Ltd	71.44	1113	Play Equipment
Lydney Settled Estate	124.20	1114	Picnic Bench wood
Lyndon Creswick Heating & Plumbing Ltd	108.00	1115	Workshop / Pav: Building Maint.
Travis Perkins	20.16	1116	Fireworks

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Travis Perkins Hire	351.60	1117	Fireworks
TrunkArb	345.00	1118	Tree works
Worksafely Ltd	11.94	1119	Health & Safety
St Johns Ambulance	280.80	1120	Fireworks
Wickstead Leisure Ltd	59.40	1121	Play Equipment

Payments to meeting: Sub total 4,256.56

TOTAL PAYMENTS NOVEMBER 4,713.18

A list of unpresented Cheques (For Information only)

Light Fantastic DIY	15.43	1086
Float for Fireworks Display	500.00	1096
Charles Saunders Ltd	31.39	1099
Forest Equipment Services Ltd	1,405.40	1100
Greenworks Washrooms	354.00	1101
Light Fantastic DIY Ltd	105.98	1102
Total	<u>2,412.20</u>	

4.1 To approve Financial Statement

Approval of the Financial Statement; **proposed by Trustee Ives.** Unanimous.

4.2 To approve Expenditure therefrom

Approval of the Expenditure therefrom; **proposed by Trustee Ives.** Approved unanimously.

5. BUSINESS

5.1 Future Events

Trustees were advised that the White Helmets are unable to provide a display team for the Summer 2016 event, given the restrictive site access. Furthermore, Lydney Town Council Town & Events Committee/Amenities Committee would consider how they wished to further arrangements for the Summer event to be held in Bathurst Park. Noted.

5.2 Five Year Plan

As discussed at the last meeting, all Trustees were automatically members of the Working Party to formulate a Five Year Plan (except Trustee Harris and Biddle who both opted out of being involved in said Working Party due to other commitments)

Trustee Ives advised that unfortunately the Working Party had yet to meet to formulate a Five Year Plan. All Trustees were asked to communicate via the Trust Chairman to arrange a suitable date/time/location for said meeting. It was **proposed by Trustee Ives** that as Trustees had yet to meet to formulate the Five Year Plan, the item would remain an agenda item for the next meeting. Unanimous.

Action by - the Trust Chairman

5.3 Fireworks Event 2015

Trustees were invited to verbally review the 2015 Firework event.

Trustee Harris felt that the event was a success, despite the weather however she suggested that consideration be given to utilising a different form of re-entry as the yellow bands handed out this year did not serve their purpose.

After a short discussion, it was **proposed by Trustee Ives** that hand stamps be purchased and used for future events for those wishing to re-enter the Park once they had already paid their fee. Unanimous.

Action by - the Trust Secretary

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Trustee Christodoulides highlighted the problems which had been experienced through lack of float funds and insufficient lighting at the Coronation gate entrance and suggested that gate personnel be provided with smaller collection buckets. It was also suggested that the gates should open to the public at 6.00pm rather than 5.30pm.

Trustee Pearman suggested that in future the generator light could be moved forward and chained to the Coronation gate, thus creating more lighting at the entrance. Trustee Pearman also supported the motion that the gates should open to the public at 6.00pm.

It was **proposed by Trustee Christodoulides, seconded by Trustee Pearman** that the gates open to the public at 6.00pm, with first firework being lit at 7.15pm. Vote carried with 2 against.

In response to a question raised regarding the barrier sited off Avenue Andre Clement (half way up the avenue by the Pavilion) the Trust Secretary advised that the Avenue was closed off as it was treated as a road closure.

Trustees were provided with feedback which had been received from the Pavilion Tenant. The tenant reported that unfortunately no profit had been made this year, partly due to the weather and also she felt, because another caterer was also selling hot pork rolls and hot drinks, and that due to where he was sited he received the majority of the trade. The tenant suggested that perhaps all the catering units could be located around the Pavilion. It was felt by Trustees that this was not practical due to the ground conditions.

The Pavilion Tenant requested that the Trust consider stipulating in the Tender document that the catering provider should only provide burgers, sausages, instant coffee, tea, cold drinks thereby leaving the Pavilion Tenant free to cater for pork rolls. The Trust Secretary reminded Trustees that the Pavilion Tenant's draft lease required her to open for the Fireworks event however Trustee Berryman felt that it did not make business sense for her to be open, stock the premises and pay her staff if she was unlikely to gain sufficient trade due to the location of the pavilion.

Following discussion a number of Trustees felt that although they could sympathise with the Pavilion Tenant, unfortunately business was business and that the public were the ones who would choose where they would purchase their refreshments from. It was therefore **proposed by Trustee Ives** that the Trust would not amend the Tender document for next year's event. Motion carried with 3 against and 1 abstention.

The Trust Secretary advised members that the overall income made by the Trust on the night was £179.15.

Trustees were asked to consider if the Trust wished to enhance the 2016 firework display, therefore requiring an increase in budget. During discussion it was felt that additions to the event, such as the 'Juggling Fire Show' could potentially generate a higher income stream as more people would attend to see a variety of entertainment as well as the display and it would also retain the public interest if there was something new to see. It was further suggested that due to the 2016 event falling on a Saturday and the potential of local competition on the day, that the event be changed to Friday 4

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November 2016.

It was **proposed by Trustee Ives** that the Trust would hold the 2016 Firework display on Friday 4 November 2016. Vote carried with 1 abstention.

It was further **proposed by Trustee Ives, seconded by Trustee Christodoulides** that the Trust would not enhance/increase the Firework display budget for the 2016 display. Unanimous.

Trustees were requested to consider and approve Delegated Powers to the Trust Secretary and two Trustees in order that adhoc items may be booked for the 2016 display including; the hiring of Sandling Fireworks Display team and the purchase of two-way radios for future events etc.

It was **proposed by Trustee Harris, seconded by Trustee Christodoulides** that Delegated Powers be bestowed to Trust Secretary and two Trustees in order that adhoc items may be booked/purchased for 2016. Unanimous.

5.4 Pavilion Tenant

Trustees were reminded of the request submitted by the Pavilion Tenant regarding more adequate seating for dog owners who wished to support the Coffee Shop in the Park. Trustees were advised that although the Pavilion Tenant had yet to provide more information on the proposed fenced/seated area on the ladies side of the Park, the Tenant requested that the Trust consider placing additional benches on the playing field side of the Park, as The Friends of Bathurst Pool had kindly offered two benches to the Trust free of charge.

As a Trustee of The Friends of Bathurst Pool Trustee Berryman declared an interest at this point.

During a short discussion it was **proposed by Trustee Pearman, seconded by Trustee Harris** that the Trust would accept the two benches offered and would place them on the playing field side of the Park. In return the Trust would provide a donation of £100.00 to The Friends of Bathurst Pool. Vote carried with 2 abstentions.

Prior to the meeting Trustees were provided with information submitted by the Pavilion Tenant, requiring Trustees to consider the purchase of an 'outdoor splash pad' in addition to the traditional park facilities in the Park.

Trustee Ives raised concern over health and safety issues and also feared that if the item were to be placed in the Park that it may be subject to vandalism. During discussion questions were also raised in regard to whether the item could be dismantled and stored away in the Pavilion for safekeeping and also the impact it would have on increased water rates.

Trustee Harris proposed, seconded by Trustee Ives 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. Vote carried with 1 abstention.

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5.5 **Football Pitch Use**

Trustees noted the email sent and the fee levied to Lydney Town under 10's following their match played on Saturday 14 November 2015. The fee had been levied to the Club due to them not securely locking up the Pavilion after their match, resulting in a member of ground staff having to be called to site to secure the premises outside of normal working hours. Noted.

5.6 **Servicing of Gas Boilers at the Pavilion and Workshop**

Members were advised that the Gas Boilers at the Pavilion and Workshop had both received an Annual Service. Noted.

6. **MEMBERS REPORTS**

The Trust Secretary made Trustees aware of another alarm call out at the Pavilion triggered by a member of the Lydney Rugby Juniors Team on Sunday 22 November 2015. As no games had been formally booked or confirmed through the office, the alarm was not de-activated prior to their game. The Club member entered the Pavilion in the park, setting off the second intruder alarm which resulted in the alarm company being called along with attendance from ground staff and the Police.

As Trustees are aware the Trust's alarm contract only allows for a total of three "false" calls within a rolling twelve month period and the Trust has already incurred two this year. It was advised that as a Charitable Trust it is prudent for the Trust to take steps to safeguard any unnecessary expenditure therefore a call out fee has been charged to Lydney Rugby Juniors Team, in respect of their member's actions.

Meeting closed at 7.55 pm

Chairman

Date ..18.01.16.....