

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 - 32

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 18 January 2016 at 8.45 pm.

Present: Trustees H Ives (Chairman), B Berryman, C Harris, C Legg, B Pearman, D Pugh 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.

Item 5.11 and Item 5.13 were discussed prior to item 5.1 however the minutes reflect the order as shown on the Agenda

1. **APOLOGIES**

Apologies for absence were received and noted from Trustee Beddis, Biddle, Christodoulides, Preest and Vaughan

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Trustee Ives drew members attention to the previous minutes item 5.4 Pavilion Tenant – paragraph 10 which read ‘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’ Trustee Ives felt that the minutes should have read ‘deferred’ rather than ‘in principle’ and proposed to put the Motion to a vote, however the vote was not carried. Trustee Harris confirmed that the previous minutes read correctly and that it should have been read as ‘in principle’.

The minutes of the Bathurst Park and Recreation Trust meeting held on 23 November 2015 were confirmed and signed as a true record. **Moved by Trustee Harris, seconded by Trustee Pearman.** Vote carried with 1 against and 1 abstention.

4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT

DECEMBER 2015 & JANUARY 2016

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
Receipts OCTOBER	25,046.33
Receipts NOVEMBER	6,150.18

See attached

Ref: Mins - Park Trust Mtg 18.01.16

H.I.
29/03

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 – 33

Receipts DECEMBER		1,115.91	See attached
Receipts JANUARY		-	
Receipts FEBRUARY		-	
Receipts MARCH		-	
Total Receipts YTD		74,581.34	
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	
Payments OCTOBER		5,430.93	
Payments NOVEMBER		4,713.18	
Payments DECEMBER		2,374.84	Detailed below
Payment JANUARY		4,097.20	Detailed below
Payment FEBRUARY		-	
Payment MARCH		-	
Payments PRIOR TO YEAR END		-	
Total Payments YTD		66,450.45	
Total		75,769.26	
Reconciled Bank Statements as at end		DECEMBER 2015	
LLOYDS BANK - Current	00171608		43,819.97
LLOYDS BANK - General Reserve	29897960	29,949.29	
- Earmarked Reserve: Trampoline		2,000.00	
- Earmarked Reserve: Events		0.00	31,949.29
Bank Balances as at	31-Dec-15	75,769.26	0.00 check

DECEMBER PAYMENTS

Payments made by Direct Debit:

Date	Amount	Frequency	DD	Details
Scottish Power: 16009118452	02.11.15	83.33	Monthly	DD Pavilion: Gas
Scottish Power: 16003809836	see above	0.00	Monthly	DD Pavilion: Gas
Scottish Power: 73349704013	10.11.15	48.00	Monthly	DD Workshop: Electricity
Scottish Power: 73349749017	10.11.15	299.00	Monthly	DD Pavilion: Electricity
Scottish Power: 73349703019	16.11.15	23.00	Monthly	DD Workshop: Gas
Direct Debits: Sub Total		453.33		

Payments made in advance:

Payment	Amount	Frequency	Chq No	Details
Corporate Expenditure	81.42	Monthly	1122	Pavilion Cleaning
HMRC	20.20	Monthly	1123	Pavilion Cleaning
Payments in advance of meeting: Sub Total				101.62

Payments for approval in lieu of meeting:

Payment	Amount	Frequency	Chq No	Details
Luke Cole Electrical Contractors	124.50	Ad hoc	1124	Pavilion: Building Maintenance
Forest Equipment Services Ltd	1,405.40	Monthly	1125	Litter Picking
Gooch Group Ltd	64.87	Ad hoc	1126	Pavilion Cleaning Materials
Light Fantastic DIY Ltd	53.12	Monthly	1127	General Repairs
M J Security (UK) Ltd	72.00	Ad hoc	1128	Alarm Call Out
Bathurst Pool	100.00	Ad hoc	1129	Donation re benches
Payments in lieu of meeting: Sub total				1,819.89

TOTAL PAYMENTS DECEMBER 2,374.84

JANUARY PAYMENTS

Payments made by Direct Debit:

Date	Amount	Frequency	DD	Details
Scottish Power 16003809836: Gas-Pav	09.12.15	74.00	Monthly	DD Pavilion: Gas
Scottish Power 73349704013: Elec-Wksp	10.12.15	48.00	Monthly	DD Workshop: Electricity
Scottish Power 73349709017: Elec-Pav	10.12.15	445.00	Monthly	DD Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	15.12.15	23.00	Monthly	DD Workshop: Gas
STWA (Pitch&Pavilion)	29.12.15	34.31	Bi-annual	DD Grounds Maint / Pavilion Water
STWA (Park)	29.12.15	69.41	Bi-annual	DD Grounds Maintenance
STWA (Bowling Green)	31.12.15	131.62	Bi-annual	DD Bowling Green
Direct Debits: Sub Total		825.34		

Payments made in advance of the meeting:

Payment	Amount	Frequency	Chq No	Details
Corporate Expenditure	81.22	Monthly	1130	Pavilion Cleaning

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 – 34

HMRC		20.40	Monthly	1131	Pavilion Cleaning
Payments in advance of meeting:	Sub total	<u>101.62</u>			
Payments for approval at meeting on: 18th January 2016					
Mr Cackett		507.00	Bi-Annual	1132	Plants
Dean Mowers Ltd		1,135.53	Ad hoc	1133	Machinery/Tools
Keith Morgan Mowers Ltd		78.00	Ad hoc	1134	Machinery
Petty Cash		44.31	Monthly	1135	Pavilion Maint / Grounds
Forest Equipment Services Ltd		1,405.40	Monthly	1136	Maint Litter Picking
Payments to meeting:	Sub total	<u>3,170.24</u>			
TOTAL PAYMENTS	JANUARY	<u><u>4,097.20</u></u>			
A list of unpresented Cheques (For Information only)					
Forest Equipment Services Ltd		1,405.40		1125	
M J Security (UK) Ltd		72.00		1128	
	Total	<u><u>1,477.40</u></u>			

4.1 To approve Financial Statement

Responding to a question regarding the charge for the alarm call out, Trustees were reminded of an incident in November 2015 whereby the Pavilion alarm had been triggered by one of the sporting clubs. 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. It was advised that as a Charitable Trust it was prudent for the Trust to take steps to safeguard any unnecessary expenditure therefore a call out fee had been re-charged to the relevant club. Noted.

Trustees were also reminded that the insurance for the Ursus Tractor F349 KGJ was due for renewal on Monday 1 February 2016. Noted.

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

4.2 To approve Expenditure therefrom

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

4.3 To appoint Independent Auditor for Year Ended 2015/16

It was proposed by Trustee Pugh, seconded by Trustee Berryman that Griffiths Marshall would once again be appointed to the role. Unanimous.

Action by - the Trust Secretary

5. BUSINESS

5.1 Five Year Plan

It was **proposed by Trustee Ives** that as the Working Party had agreed to meet on Monday 25 January 2016 to formulate a Five Year Plan the item would remain as an agenda item and be reported back on at the next meeting. Unanimous.

Action by - the Trust Chairman

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 - 35

5.2 Request for use of Park

Prior to the meeting Trustees were provided with a copy of the email exchange between Trustee Rudge and the Assistant Secretary whereby the Royal British Legion Lydney Branch had verbally requested use of the Park for a Fun Run in July 2016, together with providing a few stalls operated by the Cadets/Legion etc.

The Trust Secretary advised Trustees that the Trust had yet to receive written confirmation from the Royal British Legion Lydney Branch to support the verbal request and furthermore no information had been received in regard to insurance etc for the event despite an email having been sent to Trustee Rudge outlining the Trust's requirements.

Following a discussion it was **proposed by Trustee Pugh, seconded by Trustee Harris** that the Trust would agree, in principal, to the request subject to receiving confirmation in writing of the date of the event and period of use; a copy of the Royal British Legion's Insurance and Public Liability Insurance Certificate; as much detailed information on the plans as possible (including the area to be used) plus a commitment to provide the Trust with a copy of the Risk Assessment and site plan at least one month prior to the event. All aforementioned information must be provided by the Royal British Legion Lydney Branch to Trustees prior to the next Trust meeting. Unanimous.

Action by - the Trust Secretary

It was **proposed by Trustee Harris, seconded by Trustee Pugh** that the Trust would consider the aforementioned paperwork at its March meeting and that it would waive a hire charge and instead request a £100 returnable bond. Unanimous.

Action by - the Trust Secretary

5.3 Bream Cricket Club

Trustees were asked to consider the request made by Bream Cricket Club for use of the Cricket pitch in Bathurst Park for their upcoming season.

It was **proposed by Trustee Harris, seconded by Trustee Pugh** that the Trust would allow Bream Cricket Club use of the cricket pitch in Bathurst Park, subject to the Club being advised of the price increase which would take affect from 1 April 2016 (£78.65 per game) and for the Club to follow the standard conditions of use for pitches in Bathurst Park (ie the Trust must receive a copy of the club's public liability insurance prior to their first game taking place). Unanimous.

Action by - the Trust Secretary

5.4 Future Events

Trustees noted that Lydney Town Council's Amenities Committee resolved that it would not be possible to organise an event in the Park during August 2016 and would instead organise an event in the Park during the Winter months in conjunction with the 2016 Christmas Lights Switch On. Further details from Lydney Town Council's Amenities Committee to follow. Noted

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 - 36

Trustees noted that Trustees Beddis/Christodoulides had recently submitted a Grant form to FODDC to try and secure additional funding for said Winter event. Noted.

5.5 Pavilion Tenant

Trustees were provided with an update from the Pavilion Tenant regarding the possibility of a dog owners seating area next to the Coffee Shop in the Park.

It was advised that the Tenant had provided a rough plan of the area but in doing so had realised just how costly it was going to be. The fencing was over £100 per length and it was felt that the quality was not adequate for the park and that the play park specific railings tripled in price. The whole project, even with the lesser fencing was expected to cost £2,800 minimum. The tenant had therefore decided that, due to the expense, the project would be placed on hold.

It was felt that the best solution was to install two wooden benches on the playing field side adjacent to the Coffee Shop (as previously discussed). This way the Trust and the Tenant were still providing a service to the dog walkers, it also provided an opportunity to monitor use over a 12 month period and an informed decision regarding a more elaborate area could then be considered at a later date.

It was **proposed by Trustee Ives** that this item would be removed from the agenda. Unanimous.

5.6 Outdoor 'Splash Pad' in the Park

Prior to the start of the meeting Trustees were provided with additional information regarding the potential of an Outdoor 'Splash Pad' in the Park.

It was advised that there were two options available:

- 'recirculating system' whereby a waterproof basin is created to collect the water as it comes from the features. The water is collected in a chamber and pumped back to a tank in the main plant room. The water is then filtered and treated before it is re used and pumped back out through the features. Typical starting cost for a design and build would be £180-£200K for around 200m of play surface and 15-20 jets and features.
- 'single through put' whereby the mains water is collected into a tank, from there it is pumped out through the features . After the water is played with it runs to waste. Typical starting cost for a design and build would be in the region of £100-£135K for around 150m of play surface and 12-15 jets and features.

After a short discussion it was **proposed by Trustee Harris, seconded by Trustee Ives** that due to the expenditure and additional water running costs/maintenance etc that the Trust simply did not have sufficient finances available to fund such a facility and would therefore not consider this project further. Unanimous.

5.7 Lydney Bowling Club

Trustees noted that Lydney Bowling Club were due to commence internal building work from Monday 25 January 2016. Noted.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 - 37

5.8 **Pavilion Heating Timing Clock**

Trustees were asked to consider the quote received for a replacement Heating Timing Clock at the Pavilion.

It was **proposed by Trustee Berryman, seconded by Trustee Pugh** that the Trust would accept the quotation to replace the Heating Timing Clock at the Pavilion at a cost of £97.45 plus VAT. Unanimous.

Action by - the Trust Secretary

5.9 **Memorial Plaque and Bench**

Trustees noted the request received from Ms Burford for a Memorial Plaque and Bench in the Park but felt that the Trust should be entitled to an input as to the location of such benches in the Park in future.

The Trust Secretary advised Trustees that the price for a bench was set by Lydney Town Council and as such the current arrangements were that the Head Groundsman and the Trust Secretary would liaise with the person making the request and both would mutually agree upon a suitable location for said bench in the Park.

During discussion Trustee Pearman felt that although no issues had occurred with the current arrangements, in order to safeguard any issues regarding the placement of benches in the future the Trust should have an input.

It was **proposed by Trustee Ives** that in future the Trust would bestow Delegated Powers to the Trust Secretary and two Trustees to liaise with Lydney Town Council, Lydney Town Council's Head Groundsman and the person making the request to all mutually agree upon a suitable location for said bench in the Park. Unanimous.

5.10 **Repair to large slide in Bathurst Park**

Trustees were asked to consider the quote received to supply and install a new panel at the top of the large slide due to decay.

It was **proposed by Trustee Pugh, seconded by Trustee Harris** that the Trust would accept the quotation to repair the large slide at a cost of £103.36 plus VAT. Unanimous.

Action by - the Trust Secretary

5.11 **Green Flag Community Award**

In advance of the meeting members were provided with information on the 'Green Flag Community Award' which is a national award that recognises high quality green spaces in the UK that are managed by voluntary and community groups. The Award is part of the Green Flag Award scheme, the national standard for quality parks and green spaces. The scheme realises that all green spaces are different so each site is judged on its own merits and suitability to the community it serves. Awards are given on an annual basis and winners must apply each year to renew their Community Award status. It was further advised that all community green spaces were eligible to enter, as long as they were freely accessible to all and unlocked as much as possible.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 - 38

All winning sites would be provided with a flag which must be displayed throughout the award year.

Trustee Ives expressed a keen interest in putting Bathurst Park forward for such an award and advised members that he had already been in contact with the Green Flag Award scheme (which is owned by The Department for Communities and Local Government who licence Keep Britain Tidy to deliver the Scheme on their behalf) who had advised that Bathurst Park was eligible for the award, pending improvements.

Trustee Ives further advised that the judges would score each green space against a detailed checklist based on the following criteria:

- A welcoming place
- Healthy, safe and secure
- Clean and well maintained
- Sustainability
- Biodiversity and heritage
- Community involvement
- Management/Achievements

During discussion it was felt that if the Trust were to pursue such an award they would need to conduct a full survey on the park and look at improving the fencing/railings through the middle of the park and also look to improve the band stand.

Trustee Pearman advised that the NDP were looking at a 'Townscape Bid' which would include elements of Bathurst Park such as the band stand and railings and it was suggested that Trustees liaise with the NDP Admin Assistant and Mr Bob Watters to ascertain how far they had got with the bid and to see if each party could offer assistance/and/or apply for additional grants.

It was **proposed by Trustee Ives** that a Bathurst Park Working Party be set up to pursue the 'Green Flag Community Award' with the Trust looking to submit their application through next year's application process. Unanimous.

Action by - the Trust Chairman

5.12 Community Defibrillator

Trustees were advised that Lydney Town Council would be purchasing and donating a Defib Unit and Cabinet to Bathurst Park & Recreation Trust for Trustees to site in the Park.

During discussion it was noted that an electricity supply would be required for the Cabinet as most units contained a small heating unit. Whilst concern was expressed about the possibility of the unit experiencing vandalism it was felt that the location needed to be in an area that was easily accessible, offering maximum benefit.

After a short further discussion it was **proposed by Trustee Ives** that the Trust would site the Defib Unit and Cabinet on the outside wall of the Workshop with Delegated Powers bestowed to the Trust Secretary and two Trustees to arrange the electrical supply to the unit. Unanimous.

Action by - the Trust Secretary

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 - 39

Trustees were further asked to consider the possibility of an Annual Support Agreement at a cost of £126.00 per annum and a Village Emergency Telephone System arrangement at a cost of £100.00 per annum for the unit, provided by The Community Heartbeat Trust (Solutions) Ltd.

It was advised that the Annual Support Agreement was a way of spreading the cost of consumables for a defibrillator annually and included not only consumables, but an annual check on the defibrillator and cabinet, as well as costs for courier for replacement equipment if required. Furthermore should the Trust agree to the managed solution agreement, then consumables or a support agreement would be addressed by The Community Heartbeat Trust (Solutions) Ltd as they would be accepting the liability and addressing insurances, and so had to ensure that the equipment was kept in good condition, and was not using generic electrodes (for example).

During discussion concern was raised that the Village Emergency Telephone System (VETS) arrangement would put onus on the person raising the alarm to not only call 999 but also have to call a VETS volunteer for additional assistance. Trustee Ives felt that although the VETS arrangement was a good idea, it was aimed at a more rural community area and it was therefore felt that the 999 ambulance service would be sufficient for any incidents in the park.

It was **proposed by Trustee Ives** that the Trust would discount the Village Emergency Telephone System (VETS) arrangement but would approve the Annual Support Agreement at a cost of £126.00 per annum. Unanimous.

Action by - the Trust Secretary

5.13 **Review of Charges for 2016-2017 Financial Year**

Prior to the start of the meeting Trustees were provided with a copy of the proposed charges for 2016-2017 (which included a 10% proposed increase across all charges).

During discussion concern was raised over the 10% increase for the Junior (16 years and under) games and the Junior fee for additional changing room as it was the general consensus that sporting activities needed to be encouraged in the Town and it was felt that an increase in the fee could deter the Junior Clubs from using the pitches in the Park in the future.

Acceptance of the charges, subject to no increase for the Junior (16 years and under) games and the Junior fee for additional changing room, was **proposed by Trustee Pearman, seconded by Trustee Street**. Vote carried with 1 against.

5.14 **Lightening Protection Test & Inspection**

Trustees were advised that the Lightening Protection Test & Inspection for the Pavilion was due for renewal at the end of January 2016 and members were asked to consider/approve a further three or five year agreement at a cost of £180.00 per annum.

Trustees were reminded that they had previously entered into a three year agreement with Omega Red Group Ltd to undertake the annual inspection.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 18 January 2016 - 40

During discussion Trustees questioned whether there was a need for a Lightning Protection System on the Pavilion, however Trustee Pugh advised that he believed it was required due to the building being in an 'open space' and as the system was put in place when the building was rebuilt the Trust had a legal requirement to carry out regular lightning protection testing.

It was **proposed by Trustee Ives** that Delegated Powers be bestowed to the Trust Secretary and two Trustees to ascertain whether a Lightning Protection System was required on the Pavilion and if it was then the Trust would accept the renewal of a five year agreement at a cost of £180.00 per annum. Unanimous.

Action by - the Trust Secretary

6. **MEMBERS REPORTS**

Trustee Harris advised that she had been approached by a number of residents querying whether there would be an event in Bathurst Park to mark the Queen's 90th Birthday on 21 April 2016? In response Trustee Ives advised that he would take forward the idea of an event in the Park to the Bathurst Park Working Party on Monday 25 January 2016 for discussion.

Trustee Ives reported that the outside public toilets at the Pavilion had been subject to vandalism with the toilet basins being moved away from their bases. It was further advised that the Town Council Head Groundsman would make the repair but the toilets would be closed to the public and a sign erected to advise that the toilets were temporarily closed due to vandalism.

Meeting closed at 9.50 pm

Chairman 

Date 29/03/16

H. I.
29/03