

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 March 2016 - 41

M.I.
31/05

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 29 March 2016 at 7.00 pm.

Present: Trustees H Ives (Chairman), B Berryman, D Biddle, R Christodoulides, C Harris, C Legg, B Pearman 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 5.10 was discussed prior to item 5.1 however the minutes reflect the order as shown on the Agenda

- APOLOGIES**
Apologies for absence were received and noted from Trustee Beddis, Preest and Pugh.
- DECLARATIONS OF INTEREST**
None.
- APPROVAL OF MINUTES**
The minutes of the Bathurst Park and Recreation Trust meeting held on 18 January 2016 were confirmed and signed as a true record. **Moved by Trustee Ives.** Vote carried with 1 abstention.
- FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT	MARCH 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
		<u>40,738.86</u>
	Bank Balance	<u>67,638.37</u>
<u>TRANSACTIONS</u>		
<u>RECEIPTS</u>		
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	
Receipts DECEMBER	1,115.91	
Receipts JANUARY	734.72	See attached
Receipts FEBRUARY	1,627.01	See attached
Receipts MARCH	-	
	Total Receipts YTD	76,943.07
<u>PAYMENTS</u>		
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	

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 March 2016 - 42

H.T.
3/1/05

Payments NOVEMBER	4,713.18	
Payments DECEMBER	2,374.84	
Payment JANUARY	4,097.20	
Payment FEBRUARY	3,316.56	Detailed below
Payment MARCH	8,193.16	Detailed below
Payments PRIOR TO YEAR END	-	
	Total Payments YTD	77,960.17
	Total	66,621.27

Reconciled Bank Statements as at end	FEBRUARY 2016		
LLOYDS BANK - Current	00171608		13,984.34
LLOYDS BANK - General Reserve	29897960	50,636.93	
- Earmarked Reserve: Trampoline		2,000.00	
- Earmarked Reserve: Events		0.00	
			52,636.93
Bank Balances as at	29-Feb-16		66,621.27
			0.00 check

FEBRUARY PAYMENTS

Payments made by Direct Debit:

Scottish Power: 73349704013	11.01.16	48.00	Monthly	DD	Workshop: Electricity
Scottish Power: 16003809836	11.01.16	74.00	Monthly	DD	Pavilion: Gas
Scottish Power: 73349749017	11.01.16	445.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 73349703019	15.01.16	23.00	Monthly	DD	Workshop: Gas
Scottish Power: 16009118452	not in use		Monthly	DD	Pavilion: Gas
Direct Debits: Sub Total		590.00			

Payments made in advance:

Corporate Expenditure	81.22	Monthly	1137	Pavilion Cleaning
HMRC	20.40	Monthly	1138	Pavilion Cleaning
Payments in advance of meeting: Sub Total	101.62			

Payments for approval in lieu of meeting:

Gooch Group Ltd (Cleaning Services)	43.84	Ad hoc	1139	Pavilion Cleaning Materials
Light Fantastic DIY Ltd	65.18	Monthly	1140	Grounds Maintenance
Lydney Settled Estate	72.00	Ad hoc	1141	Grounds Maintenance
Lydney Town Council: Recharge	20.15	Quarterly	1142	Postage
Lydney Town Council: Recharge	420.32	Quarterly	1143	Fuel
Travis Perkins	20.05	Ad hoc	1144	Pavilion Building Maintenance
Petty Cash	20.00	Monthly	1145	General Repairs
Forest Equipment Services Ltd	1,405.40	Monthly	1146	Litterpicking
M J Security	558.00	Annual	1147	Pavilion Alarms
Payments in lieu of meeting: Sub total	2,624.94			

TOTAL PAYMENTS FEBRUARY 3,316.56

MARCH PAYMENTS

Payments made by Direct Debit:

Scottish Power 16003809836: Gas-Pav	09.02.16	74.00	Monthly	DD	Pavilion: Gas
Scottish Power 73349704013: Elec-Wksp	10.02.16	40.00	Monthly	DD	Workshop: Electricity
Scottish Power 73349709017: Elec-Pav	10.02.16	445.00	Monthly	DD	Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	15.02.16	23.00	Monthly	DD	Workshop: Gas
Direct Debits: Sub Total		582.00			

Payments made in advance of the meeting:

The Community Heartbeat Trust	2,121.00		1148	Defibrillator
Desi Nach	650.00		1149	Queens 90th
Corporate Expenditure	114.69		1150	Pav Clean
HMRC	28.60		1151	Pav Clean
Payments in advance of meeting: Sub total	2,914.29			

Payments for approval at meeting on: 29th March 2016

Lydney Town Council	88.15	1152	Recharges: Postage/Fuel
Light Fantastic DIY Ltd	12.59	1153	General Repairs
Lyndon Creswick Heating & Plumbing Ltd	116.94	1154	Pavilion: Building Maintenance
M J Security (UK) Ltd	242.40	1155	Pavilion: Alarms
Monmouthshire CC	124.03	1156	Play Equipment Maintenance
Monnow Marquees	480.00	1157	Queen's 90th
Office Star	100.72	1158	Fireworks & events
Revill Mowers Ltd	110.50	1159	Machinery
WPS - Insurance	251.52	1160	Insurance

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 March 2016 - 43

M.J.
31/05

Petty Cash	33.60	1161	Grounds Maintenance
Jelf Insurance Brokers Ltd	304.62	1162	Insurance
FoDDC	21.00	1163	Queen's 90th
Forest Equipment Services Ltd	2,810.80	1164	Litterpicking
Payments to meeting: Sub total	<u>4,696.87</u>		

TOTAL PAYMENTS **MARCH** 8,193.16

A list of unpresented Cheques (For Information only)

Gooch Group Ltd (Cleaning Services)	43.84	1139
Light Fantastic DIY Ltd	65.18	1140
Travis Perkins	20.05	1144
Forest Equipment Services Ltd	1,405.40	1146
M J Security	558.00	1147
Total	<u><u>2,092.47</u></u>	

4.1 To approve Financial Statement

Trustee Harris noted that the item relating to vandalism was highlighted in red on the Financial Statement and queried whether the Trust should consider setting aside a specific sum for vandalism. In response the Trust Secretary advised that the budget did not include a sum to cover any costs arising due to vandalism; such however showed in red in order that Trustees could see the on-going costs. Noted.

Approval of the Financial Statement was **proposed by Trustee Ives**. Approved unanimously.

4.2 To bestow Delegated Powers in respect of Month 13 payment run

Approval to bestow Delegated Powers on Two Trustees and the Trust Secretary in respect of Month 13 payment run was **proposed by Trustee Ives**. Approved unanimously.

4.3 To note virements which have been made

Trustees were advised that at the next Annual Council meeting, due to be convened on Monday 9 May 2016, members would be provided with a sheet listing the virements which had been undertaken. Furthermore Trustees were advised that the Trust would be looking to move to BACS payments (electronic payment) in the near future and as such the Trust Secretary/Executive Officer would register for Internet banking. Noted.

5. BUSINESS

5.1 Five Year Plan

It was **proposed by Trustee Ives** that as the Working Party had been focused on the 'Green Flag Community Award' they had yet to formulate a Five Year Plan therefore the item would remain as an agenda item and be reported back on at the next meeting. Unanimous.

Action by - the Trust Chairman

5.2 Request for use of Park

- i) The Trust Secretary advised Trustees that the Trust had not received any form of response or 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 the Trusts requests to the Branch. The Trust had therefore been unable to provide its approval for the Royal British Legion Lydney Branch 'Fun Run' in July 2016. Noted.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 March 2016 - 44

M.F.
31/05

- ii) Prior to the meeting Trustees were provided with a copy of the letter which had been received from Churches Together to hold their annual 'Fun in the Park and Songs of Praise' event on Sunday 3 July 2016 in the Park.

Trustee Ives proposed that permission be granted, subject to the levying of a £100 returnable bond and the Trust's standard terms and conditions. Unanimous.

Action by – the Trust Secretary

Members were asked to consider the request made by Gloucestershire Constabulary to use the Park on Wednesday 1 June 2016 for the Annual Police 'Community Fun Day'. The event would start at 10:00hrs until 15:00hrs and comprise of local organisations and charities offering members of the public information on various topics such as health and social care, benefits, housing options, home security, age concerns etc. Family fun activities are being planned to take place throughout the day's event along with the Police helicopter also being in attendance.

After a short discussion **Trustee Harris proposed, seconded by Trustee Ives** that the Trust allow Gloucestershire Constabulary the use of the Park free of charge, subject to receipt of a copy of the relevant insurance cover for the event. Unanimous.

Action by - the Trust Secretary

5.3 Use of Cricket Pitch

Prior to the meeting members were provided with a copy of the upcoming fixture listing for use of the Cricket pitch in Bathurst Park by Lydney Cricket Club. Noted.

5.4 Future Events

Trustee Christodoulides advised members that the response from FODDC following the submitted Grant request for additional funding for a Winter event in the Park had unfortunately been returned as unsuccessful. Noted.

5.5 Lydney Bowling Club

Trustees noted that Lydney Bowling Club would be flying their Club flag whilst they are playing matches in the Park. Once the match was concluded they would take the flag down. Noted.

5.6 Pavilion Tenant

Prior to the meeting members were provided with a copy of the poster designed by the Pavilion Tenant to promote the facilities in the park along with information on the 'Easter Egg Hunt' on Sunday 27 March 2016, organised by the Pavilion Tenant. Noted.

5.7 Annual Play Inspection

Trustee Harris proposed, seconded by Trustee Ives that the Trust accepts the quotation from Monmouthshire County Council to carry out the Annual Play Inspection of Bathurst Park at a cost of £125.00 plus VAT. Unanimous.

Action by - the Trust Secretary

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 March 2016 - 45

H.I.
31/05

5.8 Whitelining Machine

Trustees were advised that it had been necessary to purchase a reconditioned whitelining machine at a cost of £450.00 plus VAT, due to the previous machine (which the Trust had for 13 years) failing.

As the Trust also had a number of games booked for the Park, it could not afford for the machine to totally stop working as the Trust would lose income. Noted.

5.9 Pavilion Intruder Alarm

Trustees were advised of the fault experienced with the 'Dualcom system' in operation for the Pavilion Alarm. 'Dualcom' means that the signal is sent from the system to the alarm receiving company either over the telephone line or a mobile network.

Trustees were made aware that the keyholders for the pavilion had been called by the alarm receiving company reporting that there were problems with the detectors as they were not receiving signals. The Trust's alarm contractors advised that whilst the detectors were fine, the part of the 'Dualcom system' which routed the signal over the mobile network had failed. This part had been in operation for 8 years and had reached the end of its life. It was therefore necessary to replace the part at a cost of £272.00 plus VAT. Noted.

5.10 Green Flag Community Award

Prior to the meeting members were provided with a copy of the Green Flag Community Award Action Plan 2016/17.

Trustee Ives reminded members that the judges for the Award 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

Members of the Bathurst Park Working Party had conducted a full survey on the park and felt that certain areas needed to be addressed in order to reach the criteria set by the awarding body. The first item discussed was the signage at the entrances to the Park (War Memorial entrance – to be replaced, Workshop entrance – to be cleaned, Coronation Gates entrance – to be cleaned).

Following a short discussion it was **proposed by Trustee Pearman, seconded by Trustee Harris** that both the signs for the Workshop entrance and the Coronation entrance would be cleaned by the ground staff however the sign at the War Memorial entrance would not be replaced. Unanimous.

Action by - the Trust Secretary

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 March 2016 - 46

M.Z.
31/05

Trustee Ives advised that the second item to be discussed was the provision of a recycling bin in the Park. During discussion concern was raised regarding the cost of emptying of the recycling bin (as the Trust already pays an amount for litter picking collection in the Park) and also whether FODDC would allow a recycling bin to be placed in a Conservation Area.

Despite the concerns raised Trustee Ives reminded members that in order to gain a credit on the award the provision of a recycling bin would need to be considered and it was therefore **proposed by Trustee Ives** that the Trust would gain a quote for a single use recycling bin, which would be located near the workshop in the Park, and bring the information back to the next Trust meeting. Unanimous.

Action by - the Trust Secretary

Members were also advised that the filter for the pond in the park had been cleaned and that the ground staff were keen to assist with other areas to bring the Park up to standard. Noted.

5.11 Insurance Overview

Trustees were advised that the Trust had entered into a 3 year Long Term Agreement (this is an agreement that gives the Trust a discount on the premium in return for committing to renewing the insurance for 3 years with Aviva) at an Annual cost of £3,200.00 inclusive of tax and IPT. Noted.

Trustees were also advised that the Trust had renewed the Commercial Motor Insurance for the Haytor Ride-On Mower at a cost of £251.52 inclusive of tax and IPT. Noted.

5.12 GPFA – Flaying Field & Playground Assessment Scheme

Members were reminded that Gloucestershire Playing Fields Association would be carrying out their Assessment Scheme later in the year. Noted.

5.13 HM The Queen's 90th Birthday Event in the Park

Trustee Ives, as Trustee Chairman and Trustee in overall charge of the event, gave an overview of the proceedings advising that all performances had been booked and that a poster had been created to advertise the event (taking place on Saturday 23 April 2016) which had been placed on all Town Council noticeboards and the Town Council facebook page. All of the operational aspects had also been booked including St Johns Ambulance provision, PA facility, hire of silent generator, Temporary events notice issued, hire of marquee and chairs. It was advised that the event budget was originally set at £1,500.00 however due to the additional cost of hiring the marquee, the total spend to date had equated to £1,799.89 (£299.89 over budget). Noted.

Members were advised that Trustee Pearman would be opening and comparing the event and all other Trustees were reminded that they were required to attend the event to act as Marshals/entrance gate personnel. Noted.

Following a short discussion it was felt that, assuming the event went well, an Annual event in the Park would be a welcome idea and the Trust could work together with Dean Forest Railway and Lydney Festival to incorporate such an event during the

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 March 2016 - 47

H.I.
31/05

Summer months.

It was **proposed by Trustee Ives** that the Trust would discuss the potential of an Annual event in the Park at the next Trust meeting. Unanimous.

Action by - the Trust Secretary

5.14 Fireworks 2016

Members considered the following issues pertaining to the 2016 display:

- Trustees noted the opening time of 6.00pm
- Trustees noted that the first firework would be lit at 7.15pm
- Trustees noted the closing time of 8.30pm
- It was **proposed by Trustee Ives** that the Trust approve the admission price (remaining unchanged from 2013 i.e £3.00 for 16+, £2.00 for 5-16 years, under 5's free) Unanimous.
- Trustees noted the total float sum of £500.00
- Trustees noted that all 4 entrance gates would be open for this year's event and noted the additional cost which would be incurred for all 4 gates to be lit accordingly
- It was **proposed by Trustee Ives** that the Trust approve an August deadline for the tender process with the advertisement to appear in the Review Newspaper for two consecutive weeks prior to the August deadline. Vote carried.
- It was **proposed by Trustee Ives** that the Trust approve the pitch fee of £80.00 for traders to attend the 2016 event. Unanimous.
- Trustees noted that Danters fee would remain unchanged as previously approved (£150.00 3 year agreement)

6. MEMBERS REPORTS

Trustee Berryman advised that he would contact the Review Newspaper and provide them with the event information for HM The Queen's 90th Birthday Event in the Park in order that they could produce a feature piece, free of charge.


Confidential Matters – Page 48

7. STAFFING

Resolved that the Trust would authorise additional hours in order to clean the Pavilion/toilets during Summer 2016 (School holidays).

Meeting closed at 7.35 pm

Chairman



Date 31/05/16