

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31 May 2016 - 01

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 31 May 2016 at 7.00 pm.

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

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

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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 6.10 was discussed prior to item 6.1 however the minutes reflect the order as shown on the Agenda

1. **APPOINTMENT OF VICE CHAIRMAN**

**Trustee Harris proposed** Trustee Pugh to the position. **Seconded by Trustee Ives.** There being no other nominations the proposal was put to a vote. Unanimous.

Trustee Pugh was duly appointed to the position.

2. **APOLOGIES**

Apologies for absence were received and noted from Trustee Beddis, Preest and Street.

3. **DECLARATIONS OF INTEREST**

Trustee Biddle – Agenda item 6.4 - Lydney Festival

4. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 29 March 2016 were confirmed and signed as a true record. **Proposed by Trustee Pugh, seconded by Trustee Ives.** Vote carried.

Delegated Powers; It was noted that since the last meeting it had been necessary to carry out repair work to the following:

- Repair to Lightning Protection System on the Pavilion (*Installation of a new earth mat electrode at position E3 in soft ground*) at a cost of £362.54. Noted.

5. **FINANCE AND SUNDRY PAYMENTS**

**FINANCIAL STATEMENT**

APRIL & MAY 2016

**Bank Balance as 1st April 2016**

LLOYDS BANK - Current	00171608		16,966.46
LLOYDS BANK - General Reserve	29897960	50,638.61	
LLOYDS BANK - Trampoline Reserve		2,000.00	
LLOYDS BANK - Events		0.00	52,638.61
		<b>Bank Balance</b>	<b>69,605.07</b>

**TRANSACTIONS**

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31 May 2016 - 02

**RECEIPTS**

<b>Receipts APRIL</b>	<b>22,631.88</b>	<i>See attached</i>
Receipts MAY	-	
Receipts JUNE	-	
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
<b>Total Receipts YTD</b>	<b>22,631.88</b>	

**PAYMENTS**

<b>Payments APRIL</b>	<b>5,582.95</b>	<i>Detailed below</i>
<b>Payments MAY</b>	<b>2,142.45</b>	<i>Detailed below</i>
Payments JUNE	-	
Payments JULY	-	
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>7,725.40</b>	
<b>Total</b>	<b>84,511.55</b>	

<b>Reconciled Bank Statements as at end</b>	<b>APRIL 2016</b>		
LLOYDS BANK - Current	00171608		31,870.56
LLOYDS BANK - General Reserve	29897960	50,640.99	
- Earmarked: Trampoline		2,000.00	
- Earmarked: Events		0.00	52,640.99
<b>Bank Balances as at</b>	<b>29-Apr-16</b>		<b>84,511.55</b>
			<b>0.00 check</b>

**APRIL PAYMENTS**

Payments made by Direct Debit:

*April DDs – see May below*

<b>Direct Debits:</b>	<b>Sub Total</b>	<b>0.00</b>
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Payments made in advance:

WPS Ltd	3,200.00	Annual	1201	Insurance
Corporate Expenditure	85.85	Monthly	1202	Pavilion Cleaning
HMRC	21.40	Monthly	1203	Pavilion Cleaning

<b>Direct Debits:</b>	<b>Sub Total</b>	<b>3,307.25</b>
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Payments for approval in lieu of meeting:

Avoncrop Amenity Products	769.20	Ad hoc	1204	Bowling Green / Cricket
Brentwood Communications Ltd	306.00	Ad hoc	1205	Events
L Cole Electrical Contractors	150.00	Ad hoc	1206	Health & Safety
Dean Fire	90.00	Annual	1207	Workshop / Pavilion
Fleet (Line Markers) Ltd	540.00	Ad hoc	1208	Grounds Maintenance
Omega Red Group Ltd	216.00	Annual	1209	Pavilion: Building Maintenance
Travis Perkins	64.51	Ad hoc	1210	Maintenance / Repairs
Petty Cash	19.99	Monthly	1211	Grounds Maintenance
Colin Lanfear	120.00	Ad hoc	1212	Queen's 90th event

<b>Payments in lieu of meeting:</b>	<b>Sub total</b>	<b>2,275.70</b>
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<b>TOTAL PAYMENTS</b>	<b>APRIL</b>	<b>5,582.95</b>
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25/07  
M.T.

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31 May 2016 - 03

<b>MAY PAYMENTS</b>					<b>Details</b>
<b>Payments made by Direct Debit:</b>					
Scottish Power 73349704013: Elec-Wksp	11.04.16	40.00	Monthly	DD	Workshop: Electricity
Scottish Power 16003809836: Gas-Pav	11.04.16	74.00	Monthly	DD	Pavilion: Gas
Scottish Power 73349709017: Elec-Pav	11.04.16	165.00	Monthly	DD	Pavilion: Electricity
Scottish Power 73349703019: Gas-Wksp	15.04.16	23.00	Monthly	DD	Workshop: Gas
<b>Direct Debits:</b>	<b>Sub Total</b>	<b>302.00</b>			
<b>Payments made in advance of the meeting:</b>					
Corporate Expenditure		85.85	Monthly	1213	Pavilion Cleaning
HMRC		21.40	Monthly	1214	Pavilion Cleaning
<b>Payments in advance of meeting:</b>	<b>Sub total</b>	<b>107.25</b>			
<b>Payments for approval at meeting on: 31st May 2016</b>					
Avoncrop Amenity Products Ltd		72.00	Ad Hoc	1215	Bowling Green
Bunzl		42.30	Ad Hoc	1216	Pavilion Cleaning
Charles Saunders Ltd		31.39	Ad Hoc	1217	Pavilion Cleaning
Dean Mowers Ltd		215.74	Ad Hoc	1218	Machinery
Gooch Group Limited		22.01	Ad Hoc	1219	Pavilion Cleaning
Light Fantastic DIY Ltd		69.91	Ad Hoc	1220	General Repairs
Keith Morgan Mowers		59.80	Ad Hoc	1221	Machinery
Lydney Town & Training Band		120.00	Ad Hoc	1222	Queen 90th
MDR Theatre Services		90.44	Ad Hoc	1223	Queen 90th
Okells Francis Law		423.00	Ad Hoc	1224	Legal Fees
Omega Red Group		435.05	Ad Hoc	1225	Pavilion: Building Maintenance
St Johns Ambulance		110.40	Ad Hoc	1226	Queen 90th
Travis Perkins		41.16	Monthly	1227	Repairs/Grounds Maintenance
	<b>Sub total</b>	<b>1,733.20</b>			
<b>TOTAL PAYMENTS</b>	<b>MAY</b>	<b>2,142.45</b>			

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

Corporate Expenditure	85.85	1202
HMRC	21.40	1203
Avoncrop Amenity Products	769.20	1204
Brentwood Communications Ltd	306.00	1205
L Cole Electrical Contractors	150.00	1206
Dean Fire	90.00	1207
Fleet (Line Markers) Ltd	540.00	1208
Omega Red Group Ltd	216.00	1209
Travis Perkins	64.51	1210
Colin Lanfear	120.00	1212
<b>Total</b>	<b>2,362.96</b>	

### 5.1 Accounts for Year Ended 31 March 2016

Prior to the start of the meeting Trustees were provided with a copy of the audited end of year accounts and noted that they would now be submitted by the Independent Auditor to The Charity Commission via an on-line submission.

Trustees were advised that the Trust Secretary and two Members were due to have a meeting with the Bank the following day to resolve a number of issues.

Trustee Ives highlighted that the Trust's accounts stood in a healthy position and expressed thanks to the Town Council staff for their diligence. Receipt of the accounts was **proposed by Trustee Ives**. Approved unanimously.

### 5.2 To approve Financial Statement Month One/Two

Approval of the accounts/payments for Month One/Two was **proposed by Trustee Harris, seconded by Trustee Ives**. Vote carried.

H. Ives  
31/05/16

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31 May 2016 - 04

## 6. BUSINESS

### 6.1 Five Year Plan

It was **proposed by Trustee Ives** that the Five Year Plan would be deferred for discussion at the next Bathurst Park Working Party meeting due to take place on Thursday 16th June 2016 at 7pm. The item would remain as an agenda item for the next Trust meeting. Unanimous.

**Action by - the Trust Chairman**

### 6.2 HM The Queen's 90<sup>th</sup> Birthday Event in the Park

Trustees were invited to conduct a review of the event which took place in the Park on Saturday 23 April 2016.

Trustee Ives gave an overview of the day's event advising that all the performances were very well received by attendees with mention that Lydney Training Band and the Bollywood Dancers were especially popular.

Trustee Ives also commended the Admin Assistant for overseeing the preparation and operational aspects of the event; ensuring that the Trust had booked performances, Ambulance provision, PA facility, hire of silent generator, Temporary events notice, hire of marquee and chairs, arranged running order, addressing the Risk Assessment etc.

Trustee Pugh suggested that future consideration needed to be given to increased advertising prior to the event in order to attract more interest and greater in attendance.

Trustee Pearman highlighted that due to various performances taking place at the same time, in different areas of the Park (Band Stand and Pavilion), it did appear a little confusing as to whether the events were related and it was suggested that future consideration should be given towards placing a noticeboard in the Park prior to the start of the event displaying performance listing, times and location of each performance.

Following a short discussion it was felt that two annual events in the Park would be a welcome idea with the events being aptly named 'Bathurst Park Celebration Event'. Furthermore the Trust should look to incorporate such with similar events undertaken by Dean Forest Railway and Lydney Festival.

It was **proposed by Trustee Ives** that the Trust would adopt two annual events in the Park, one during Spring and one during the Summer months (in addition to its Firework display) with the details of such events/budget requirements being discussed at the Bathurst Park Working Party and reported back to the next Trust meeting. Unanimous.

**Action by - the Trust Chairman**

### 6.3 Future Events

(Discussed during the early part of the meeting/previous agenda item).

10/5/16  
T.H.



# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31 May 2016 - 05

## 6.4 Request for use of Park

- i) The Trust Secretary advised Trustees that the Trust had since received an update from the organiser of the “Super Hero’s Day” on behalf of Cancer Research Charity Group. Unfortunately Cancer Research were not willing to provide public liability insurance cover for the event (and as such due to the event not being that of the Trust it would also not be covered under the Trust’s insurance) it was advised that the Trust were unable to give its approval for the event to go ahead. Noted.
- ii) Prior to the meeting Trustees were provided with a copy of the request which had been received from ‘Xplorer’ (Sport England) to hold a family themed orienteering event in Bathurst Park on Thursday 2 June 2016. Trustees noted that due to time constraints, prior approval had been granted by the Trust Chairman for the event to go ahead, subject to receipt of relevant public liability insurance and risk assessments (which had since been received). Noted.
- iii) Prior to the meeting Trustees were provided with a copy of the request which had been received from Lydney Festival to hold a music/dance event in Bathurst Park on Saturday 27 August 2016.

Trustee Biddle excused himself from the meeting whilst this item was discussed.

After a short discussion **Trustee Legg proposed, seconded by Trustee Ives** that permission be granted to Lydney Festival, subject to the levying of a £100 returnable bond and the Trust’s standard terms and conditions. Unanimous.

**Action by – the Trust Secretary**

## 6.5 Gazebo and Tables for future events

Prior to the meeting Trustees were provided with a quote for a ‘Salisbury Party Gazebo’ and a ‘6ft Folding Table’ and were asked to consider if they wished to purchase such items, to be used at future events. The quotes were based on an online exclusive offer.

It was felt that as Trustees were likely to be arranging frequent events in the future the Trust would benefit from owning its own equipment (which would be stored at the Pavilion).

Following a short discussion **Trustee Ives proposed** that the Trust would purchase two Salisbury Party Gazebo’s at a cost of £50.00 each plus two 6ft Folding Table’s at a cost of £40.00 each. Unanimous.

**Action by – the Trust Secretary**

## 6.6 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 Primrose Hill Cricket Club. Noted.

25/07  
F.T.

# BATHURST PARK AND RECREATION TRUST

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## 6.7 Parks for People

Trustee Ives provided information on the 'Parks for People' programme.

It was advised that the programme was jointly funded with the Big Lottery Fund (Heritage Lottery Fund) and the scheme aims to provide substantial funding opportunities to public parks of particular historic & cultural importance to their communities. Trustee Ives further advised that the initial reason for suggesting the Trust join the 'Parks for People' programme came from the result of the survey carried out in the Park by Trustees (as part of the Green Flag Community Award) whereby it was felt that the Trust needed to improve the fencing/railings in the Park which would not only satisfy the criteria for such an award but would also enhance the overall appearance of the Park.

During discussion it was felt that if the Trust were to pursue such funding they would need to consider employing a Project Worker who would be able responsible for:-

- Receiving the initial agreement from the Parks for People indicating that the bid had potential to succeed
- Compile the stage one Application; to be submitted prior to 31 August 2016
- Compile supporting documentation for stage one
- Compile draft/framework documentation for the stage two application which would then be submitted prior to 31 August 2017 deadline

Trustee Ives expressed his desire to put Bathurst Park forward for such funding award and advised that initial/draft costings had been drawn up by the CPA Assistant. Trustee Ives further advised that the costings were liable to change as the bid was built however the costings were currently:

<b>Item</b>	<b>Est. Cost</b>	<b>Additional Costs</b>
Railings and gates	100,000.00	
Bandstand (Iron Works)	25,000.00	
Park Lighting	30,000.00	
Info/Interpretation Boards	5,000.00	
Sensory Garden	20,000.00	
Activity/assault course	10,000.00	
Fit for life/coach/guide session (20)	15,000.00	
Wildlife/habitation boxes	2,000.00	
Wildlife plants/seeds	2,000.00	
Park Launch & Promo	5,000.00	
Signage & Fingerposts directing from Town to Park		5,000.00
Summer of live gigs (6) & Promo	5,000.00	
Heritage website		3,000.00
Plans/planning/consultancy	5,000.00	
Consultation		5,000.00
Additional Grounds Person		22,000.00
Grounds Staff training	5,000.00	
Job adverts		
Project worker (year 1)	20,000.00	

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M.I.

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Project worker (year 2)	22,000.00	
Project worker (year 3)		22,000.00
20% Contingency		64,600.00
<b>Total</b>	<b>271,000.00</b>	<b>116,600.00</b>
		<b>387,600.00</b>
<b>Parks for People Funding</b>	<b>243,900.00</b>	<b>348,840.00</b>
<b>Match Funding</b>	<b>27,100.00</b>	<b>38,760.00</b>

Trustee Ives further advised that as part of the application the Trust were required to provide an evidential basis that Bathurst Park is both valued by the community and in need of improvement. To satisfy the criteria the Trust would need to undergo a Park users and non-user consultation which would then be used as evidence in the Parks for People bid and also for the Green Flag Community Award.

Trustee Pearman spoke in favour of the project however felt that the Trust would require a Project Worker to enable the Trust to have expert direction/assistance/and/or ability to apply for additional grants. The Trust would also need to consider any/all VAT implications and match funding associated costs.

Following a short discussion, **it was proposed by Trustee Ives** that the Trust would proceed with the application submission, subject to support from Lydney Town Council regarding the employment of a Project Worker. Unanimous. (Agenda item Full Council 13 June 2016).

**Action by – the Trust Chairman and Trust Secretary**

## 6.8 **Bandstand Roof**

Prior to the meeting Trustees were provided with a quotation for the provision of a new 'pitched roof' to the Bandstand.

During discussion Trustee Legg questioned whether the sum for the Bandstand roof could be incorporated into the 'Parks for People' programme bid? In response Trustee Pearman felt that it would be a good investment for the Trust to secure the roofing sooner rather than later, especially with bands and events coming up, as with the bid it would take some time for the roof work to be otherwise undertaken.

Trustee Ives also spoke in favour of the Trust securing a Bandstand roof as he felt that it would have the potential to attract future events and could even be considered as a future wedding venue, given further investigation.

Trustees were reminded that consideration may also need to be given to gaining Planning consent from FODDC Planning department due to the Bandstand being in a Conservation area.

It was **proposed by Trustee Ives** that the Trust would accept the quotation for the Bandstand 'pitched roof' at a cost of £5,000. (subject to approval from FODDC Planning department).

Vote carried with 1 against.

**Action by – the Trust Secretary**

M.I. 25/07

# BATHURST PARK AND RECREATION TRUST

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6.9 **Lease of Pavilion Café**

Trustees were advised that the café lease had been completed/signed off and the Pavilion tenant had been invoiced accordingly. Noted.

6.10 **Green Flag Community Award**

Trustee Ives provided a verbal update on the work undertaken to date in respect of the Green Flag Community Award.

It was advised that the Ground Staff had:

- Installed Bird Boxes in conservation area in Park
- Cleaned all signs and painted where necessary
- Re-painted the white lines in the car park

It was further advised that Ground Staff would power clean the slabs outside the Pavilion and install 'Disabled Parking' signs in the car park prior to the end of September 2016.

Members were made aware of graffiti located on the archway at the Alms House end of the Park and Trustee Ives advised that he had contacted the Trust Secretary who had agreed to take the issue forward to ensure that such graffiti was removed. Furthermore, it was felt that the 'No Cycling' sign located on the path through the middle walkway in the Park (War Memorial entrance) needed to be removed.

Following a short discussion it was **proposed by Trustee Ives** that he would inform Gloucestershire County Council to remove the 'No Cycling' sign located on the path through the middle walkway in the Park. Unanimous.

**Action by – the Trust Chairman**

Following discussion at the last meeting, Members were provided with a copy of research undertaken by the Admin Assistant regarding the provision of a recycling bin in the Park. Trustees noted that neither FODDC, Biffa or the Trust's waste contractor would take responsibility of emptying such a bin. There was also evidence of implications involved in providing such bin in a Conservation Area.

Trustees resolved to defer the suggestion of a recycling bin.

6.11 **Tree Survey**

Prior to the meeting Trustees were provided with a copy of the updated Tree Inspection survey report and were asked to consider/approve the quote for work identified as part of said report.

Trustees were reminded that work to the trees identified as requiring urgent attention needed addressing due to Health and Safety.

Following a short discussion it was **proposed by Trustee Ives** that the Trust would approve the expenditure meeting the requirements of the 2016 Tree Survey (updated 21 April 2016) for immediate and 3 month recommended tree works (as identified in list) including green waste removal and contractor submitting a Five Day Notice

25/07  
T.H.



# BATHURST PARK AND RECREATION TRUST

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to Forest of Dean District Council (due to trees sited in Lydney Conservation Area) at a cost of £1,320.00. Unanimous.

Action by - the Trust Secretary

6.12 **Insurance Overview**

Trustees were provided with an overview document detailing the insurance policies currently in force on behalf of the Trust. Noted.

7. **MEMBERS REPORTS**

Trustee Pearman reported that he had been approached by a member of the public who advised that the fish seemed to be struggling in the pond in the park during the hot weather. The Trust Secretary also advised that ducklings had to be removed from the pond earlier that morning and relocated to the lake by Ground Staff due to them being attacked by other mature ducks.

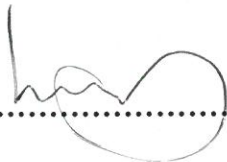
**Confidential Matters – Page 10**

8. **STAFFING**

Resolved that Ground Staff would seek to incorporate the additional Pavilion/toilets/ cleaning duties for Summer 2016 (School holidays).

Meeting closed at 7.58 pm

Chairman .....



Date .....

25/07/16