

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 25 July 2016 - 11

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 25 July 2016 at 7.46 pm.

Present: Trustees H Ives (Chairman), D Biddle, R Christodoulides, J Greenwood, C Harris, B Pearman and D Pugh

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 Beddis, Berryman, Legg, Preest and Street.
2. **DECLARATIONS OF INTEREST**
Trustee Biddle – Agenda item 5.3: Future Events
3. **APPROVAL OF MINUTES**
The minutes of the Bathurst Park and Recreation Trust meeting held on 31 May 2016 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Christodoulides.** Vote carried.

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

- *Health and Safety* - Nappy Disposal Unit in Pavilion - Seven additional collections to take place during the Summer months only (this will enable the unit to be emptied on a fortnightly basis) at a cost of £90.42. Noted.
- *Health and Safety* - Nappy Disposal Unit in Pavilion - installation of an air sterile unit and 13A spur (to kill the airborne bacteria which causes the odours) at a cost of £302.00. Noted.

4. **FINANCE AND SUNDRY PAYMENTS**

| FINANCIAL STATEMENT | JULY 2016 | | |
|---------------------------------------|-----------|---------------------|------------------|
| Bank Balance as 1st April 2016 | | | 16,966.46 |
| LLOYDS BANK - Current | 00171608 | | |
| LLOYDS BANK - General Reserve | 29897960 | 50,638.61 | |
| LLOYDS BANK - Trampoline Reserve | | 2,000.00 | |
| LLOYDS BANK - Events | | 0.00 | 52,638.61 |
| | | Bank Balance | 69,605.07 |
| <u>TRANSACTIONS</u> | | | |
| <u>RECEIPTS</u> | | | |
| Receipts APRIL | | 22,631.88 | |

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| | | |
|--------------------|-----------|--------------|
| Receipts MAY | 79.02 | See attached |
| Receipts JUNE | 30,549.22 | See attached |
| Receipts JULY | | |
| Receipts AUGUST | | |
| Receipts SEPTEMBER | | |
| Receipts OCTOBER | | |
| Receipts NOVEMBER | | |
| Receipts DECEMBER | | |
| Receipts JANUARY | | |
| Receipts FEBRUARY | | |
| Receipts MARCH | | |

Total Receipts YTD 53,260.12

PAYMENTS

| | | |
|----------------------------|----------|----------------|
| Payments APRIL | 5,582.95 | |
| Payments MAY | 2,142.45 | |
| Payments JUNE | 5,428.78 | Detailed below |
| Payments JULY | 4,461.09 | Detailed below |
| Payments AUGUST | | |
| Payments SEPTEMBER | | |
| Payments OCTOBER | | |
| Payments NOVEMBER | | |
| Payments DECEMBER | | |
| Payment JANUARY | | |
| Payment FEBRUARY | | |
| Payment MARCH | | |
| Payments PRIOR TO YEAR END | | |

Total Payments YTD 17,615.27
Total **105,249.92**

| | | | |
|---|------------------|-----------|-------------------------------------|
| Reconciled Bank Statements as at end | JUNE 2016 | | |
| LLOYDS BANK - Current | 00171608 | | 52,604.67 |
| LLOYDS BANK - General Reserve | 29897960 | 50,645.25 | |
| - Earmarked Reserve: Trampoline | | 2,000.00 | |
| - Earmarked Reserve: Events | | 0.00 | |
| | | | 52,645.25 |
| Bank Balances as at | 30-Jun-16 | | 105,249.92 0.00 check |

JUNE PAYMENTS

| | | | | |
|---|-------------|-----------------|----------------|----------------------------------|
| <u>Payments made by Direct Debit:</u> | | | | Details |
| Scottish Power: 16003809836 | 9.5.16 | 74.00 | Monthly DD | Pavilion: Gas |
| Scottish Power: 73349704013 | 10.5.16 | 31.00 | Monthly DD | Workshop: Electricity |
| Scottish Power: 73349749017 | 10.5.16 | 165.00 | Monthly DD | Pavilion: Electricity |
| Scottish Power: 73349703019 | 16.5.16 | 45.00 | Monthly DD | Workshop: Gas |
| Forest Equipment Services Ltd | 26.5.16 | 1,420.86 | Monthly DD | Litterpicking (May) |
| Direct Debits: Sub Total | | 1,735.86 | | |
| <u>Payments made in advance:</u> | | | | Chq No |
| Corporate Expenditure | 13.6.16 | 85.85 | Monthly 1228 | Pavilion Cleaning |
| HMRC | 13.6.16 | 21.40 | Monthly 1229 | Pavilion Cleaning |
| Coinros Park Nurseries Ltd | 13.6.16 | 1,059.80 | Monthly 1230 | Plants |
| Payments in advance of meeting: Sub Total | | 1,167.05 | | |
| <u>Payments for approval in lieu of meeting:</u> | | | | |
| Avoncrop Amenity Products Ltd | | 37.20 | Ad hoc 1231 | Grounds Maintenance |
| L Cole Electrical | | 68.00 | Annual 1232 | Workshop |
| Fields in Trust | | 156.00 | Ad hoc 1233 | Legal |
| Light Fantastic DIY Ltd | | 69.95 | Monthly 1234 | General Repairs |
| PB Safety | | 43.90 | Ad hoc 1235 | Workshop |
| TrunkArb - tree survey | | 150.00 | Annual 1236 | Trees |
| LTC: Recharge | | 184.99 | Ad hoc 1237 | Events |
| LTC: Recharge | | 291.04 | Quarterly 1238 | Insurance/Postage |
| Petty Cash | | 41.15 | Monthly 1239 | Workshop/Pav: Cleaning Materials |
| Charles Saunders Ltd | | 62.78 | Ad hoc 1240 | Pavilion Cleaning Materials |
| Forest Equipment Services Ltd (re bank error) | | 1,420.86 | Monthly 1241 | Litterpicking (April) |
| Payments in lieu of meeting: Sub total | | 2,525.87 | | |
| TOTAL PAYMENTS | JUNE | 5,428.78 | | |

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| JULY PAYMENTS | | | | | Details |
|--|------------------|-----------------|---------|------|--------------------------------|
| Payments made by Direct Debit: | | | | | |
| Scottish Power 16003809836: Gas-Pav | 9.6.16 | 74.00 | Monthly | DD | Pavilion: Gas |
| Scottish Power 73349704013: Elec-Wksp | 10.6.16 | 31.00 | Monthly | DD | Workshop: Electricity |
| Scottish Power 73349709017: Elec-Pav | 10.6.16 | 165.00 | Monthly | DD | Pavilion: Electricity |
| Scottish Power 73349703019: Gas-Wksp | 15.6.16 | 45.00 | Monthly | DD | Workshop: Gas |
| Forest Equipment Services Ltd | 27.6.16 | 1,420.86 | Monthly | DD | Litterpicking (June) |
| Direct Debits: | Sub Total | 1,735.86 | | | |
| Payments made in advance of the meeting: | | | | | |
| Corporate Expenditure | | 85.65 | | 1242 | Pavilion Cleaning |
| HMRC | | 21.60 | | 1243 | Pavilion Cleaning |
| Payments in advance of meeting: | Sub total | 107.25 | | | |
| Payments for approval at meeting on: 25th July 2016 | | | | | |
| L Cole Electrical | | 90.00 | Ad hoc | 1244 | Pavilion: Building Maintenance |
| Fleet (Line Markers) Ltd | | 1,131.06 | Ad hoc | 1245 | Grounds Maintenance |
| Gooch Group | | 61.37 | Ad hoc | 1246 | Pavilion: Cleaning Materials |
| Light Fantastic DIY Ltd | | 15.55 | Monthly | 1247 | Tools/Pavilion Maintenance |
| TrunkArb Tree Surgery Ltd | | 1,320.00 | Ad hoc | 1248 | Trees |
| Payments to meeting: | Sub total | 2,617.98 | | | |
| TOTAL PAYMENTS | | JULY | | | 4,461.09 |

A list of unpresented Cheques (For Information only)

| | | |
|-------------------------------|-----------------|------|
| Keith Morgan Mowers | 59.80 | 1221 |
| Avoncrop Amenity Products Ltd | 37.20 | 1231 |
| L Cole Electrical | 68.00 | 1232 |
| Fields in Trust | 156.00 | 1233 |
| Light Fantastic DIY Ltd | 69.95 | 1234 |
| PB Safety | 43.90 | 1235 |
| TrunkArb - tree survey | 150.00 | 1236 |
| LTC: Recharge | 184.99 | 1237 |
| LTC: Recharge | 291.04 | 1238 |
| Charles Saunders Ltd | 62.78 | 1240 |
| Forest Equipment Services Ltd | 1,420.86 | 1241 |
| Total | 2,544.52 | |

4.1 To Approve Financial Statement

Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule for July 2016.

Approval of the Financial Statement was **proposed by Trustee Pearman, seconded by Trustee Pugh**. Unanimous.

Approval of payments therefrom was **proposed by Trustee Ives**. Unanimous

4.2 To note Virements

Prior to the start of the meeting Trustees were provided with a list of virements which were duly noted.

4.3 RBS Update

Trustees were advised that the administration of the Trust's accounts were still being processed via the old system however it was hoped such would shortly be moved to the new RBS system. Noted.

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5. BUSINESS

5.1 Five Year Plan

Prior to the meeting Trustees were provided with the notes for the Five-Year Management Plan – 2016-2021 taken from the Bathurst Park Working Party held on 16 June 2016.

In line with the six assessment areas of the Green Flag Community Award, the Trust Chairman suggested structuring the plan under six headings and allocating each of the six subject areas to a Trustee for them to take away and explore in detail (timescales, costing's, delivery over five years, etc) together with adding their own personal recommendations for taking the park forward in that area. These six subject areas would then be reconsidered in September and combined to form a single document which could then be considered in November. The six headings were:

- A Welcoming Place (allocated to Trustee Pearman)
- Healthy, Safe and Secure (allocated to Trustee Pugh)
- Clean and Well-maintained (allocated to Trustees Christodoulides and Ives)
- Sustainability (allocated to Trustees Christodoulides and Ives)
- Biodiversity and Heritage (allocated to Trustee Greenwood)
- Community Involvement (allocated to Trustees Harris and Biddle)

During discussion, Trustees suggested various ways to 'improve' Bathurst Park. Such suggestions stemmed from the initial feedback from the public questionnaire and included: the signage at entrances to the Park to be amended to include details of the history of Bathurst Park, small signage to be positioned by the water feature and bandstand briefly explaining the history of both park features, decorative walkway pieces to be placed at key points on Park footways, mobile CCTV units to be explored as a possibility, recycling bin/smokers bin, installation of bird-boxes, bat-boxes & other structures to encourage the presence of wildlife in key areas of the Park. All ideas to be included by Trustees as part of their specific report.

The Trust Chairman advised that funding would need to be sought via the Heritage-Lottery funded 'Parks for People' Programme for the replacement of the historic Park railings if such a proposal was deemed appropriate. Funds would also be required for the maintenance of other key features in Bathurst Park, such as the Bandstand & large water feature.

The Trust Chairman also advised that he would be exploring the possibility of a 'Friends of Bathurst Park' Group. The purpose of which to provide a key forum for 'Friends' to express their views to Trustees. It would also allow an additional medium for the community to communicate with Trustees and be a consultative forum for the Trust when considering community projects/schemes.

The Trust Secretary advised Trustees she would require indicative costs/figures prior to the next Trust meeting; emailed to the admin assistant.

Action by - all Trustees

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5.2 Green Flag Community Award & Parks for People Programme

The Trust Chairman provided an update on the fieldwork day and questionnaire for the Green Flag Community Award & Parks for People Programme.

The Trust Chairman reminded Trustees that they had voted in favour of pursuing a significant grant from the Heritage Lottery-funded 'Parks for People' programme with the scheme providing substantial funding opportunities (£100k - £5m) to public parks of particular historic & cultural importance to their communities.

It was advised that ground staff were undertaking a majority of the physical aspects to the improvements in the Park as suggested and that following the fieldwork days undertaken in the Park the Trust had received 35 responses to the questionnaire.

The Trust Chairman also advised that, should the Trust prove successful in the application, it would be in receipt of enough funding to deliver a £271,000 works project, designed to address both long-term infrastructure issues & other areas of need in Bathurst Park. Furthermore, with assistance from the Project Worker there would be a Heritage funding meeting convened on Thursday 28 July 2016 to discuss the matter and compile supporting documentation/draft framework documentation for stage one and two which would then be submitted prior to 31 August 2017 deadline.

5.3 Future Events

The Trust Chairman reminded Trustees that they had previously resolved to adopt two annual events in the Park, one during Spring and one during the Summer months (in addition to its Firework display) with each event being aptly named 'Bathurst Park Celebration Event'.

During discussion concern was raised as to how much each event would cost the Trust as it was felt that the suggestion of £1,500 budget requirement for each event was not enough, considering the cost of advertising the event and costs for certain acts etc. Furthermore, Trustees felt that one large fully organised event in the Summer would be a better idea than having two poorly funded events which were unlikely to be repeated year on year.

Trustees felt that the event could be more of a 'dance event' as the Bollywood Dancers were especially popular at the HM The Queen's 90th Birthday Event in the Park earlier in the year. It was suggested that as Trustee Christodoulides had previous contact with the Bollywood Dancers she could look to contact other dance companies and invite local dance groups/Schools to attend and provide a performance.

Following a short discussion, it was **proposed by Trustee Ives** that the Trust would host one event during Summer 2017 (*suggested date of Saturday 19 August 2017*) with Trustee Christodoulides making enquiries with dance companies and local dance groups to ascertain their availability and charges etc. Such details/advertising/budget requirements would then be reported back to the next Trust meeting in order that the budget for the event could be further considered. Unanimous.

Action by - the Trust Chairman and Trustee Christodoulides

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5.4 **Bandstand Roof - Update**

The Trust Secretary advised Trustees that it had been necessary to slightly modify the proposed roof for the bandstand in order to conform to Planning regulations and as such it had resulted in a slight increase in the construction cost (from £5,000.00 to £5,950.00 in total).

Furthermore, the contractor was expected to commence the work on the weekend of Friday 16 September 2016. Approval of the additional expenditure was **proposed by Trustee Ives**. Unanimous.

5.5 **Tree Survey**

Prior to the meeting Trustees were provided with a picture of the dead sycamore tree located in the Park and were asked to consider the cost provided by the registered arboriculturist for removal of such.

Following a short discussion, it was **proposed by Trustee Pugh, seconded by Trustee Harris** that the Trust would approve the expenditure to fell the dead sycamore tree at a cost of £773.40 which would include stump grinding of said tree to at least 100mm below ground level in order to allow area to be grassed over. Vote carried.

Trustees were further advised of a complaint received regarding a dangerous juniper tree located in the Park whereby some of the branches were damaged/falling off with the tree also showing signs of deadwood. The advice provided by the registered arboriculturist was to remove the tree rather than remove the deadwood.

Following a further short discussion, it was **proposed by Trustee Harris, seconded by Trustee Biddle** that the Trust would approve the expenditure to fell the juniper tree and remove all waste at a cost of £192.00. Vote carried.

Action by - the Trust Secretary

5.6 **Outside Public Toilets at Pavilion**

Prior to the meeting Trustees were provided with a copy of the letter issued to the Pavilion tenant regarding the outside public toilets at the Pavilion.

It was advised that the Pavilion tenant was agreeable to ensuring that the metal gates on the outside of the public toilets were locked by their own staff when they leave the premises as the Town Council ground staff were unable to lock the metal gates to the toilets whilst their staff were still in the building due to health and safety reasons/obstruction of a fire exit etc. Noted.

5.7 **Vandalism**

Trustees were provided with a copy of an email which had been sent to the Trust Chairman and the Police regarding a spate of vandalism and anti-social behaviour which had been experienced in the Park over the School Summer holidays.

It was reported that the flowerbeds near the pond had been vandalised with the flowers being pulled from the beds and deposited in a pile along with a number of

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broken/smashed bottles near the swings and a broken slat on a picnic bench in the Park. The response from the Police was that they would increase the number of patrols of an evening to enable them to tackle those responsible for such incidents. Noted.

5.8 **Alcohol Consumption – Bathurst Park**

Trustees noted the response letter tendered to West Gloucestershire Cricket Federation (WGCF) regarding the Trust's stance on alcohol consumption in Bathurst Park.

It was advised that although Bathurst Park is situated within the 'Alcohol Free Zone' it does not mean that the Trust have the power to prohibit the consumption of alcohol, it merely gives the Police the power to seize alcohol from those members of the public who are seen to be causing a disturbance. Noted.

6. **MEMBERS REPORTS**

None.

Meeting closed at 8.36 pm

Chairman

Dateth 26 September 2016