

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 26 September 2016 - 18

**THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST** held in the Council Chamber at Claremont House on 26 September 2016 at 7.00 pm.

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

**In Attendance:** One member of the public - Mr Tom Beveridge (Head of Dean Academy)  
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 5.4 was discussed prior to item 5.1 and Item 5.6 was discussed prior to item 4.0 however the minutes reflect the order as shown on the Agenda

1. **APOLOGIES**

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

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 25 July 2016 were confirmed and signed as a true record. **Proposed 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:

- *Health and Safety* – Repair to top panel on large slide in ladies side of park at a cost of £105.95 plus VAT. Noted.
- *Vandalism* – Fire retardant spray on the new bandstand roof at a cost of £995.00 plus VAT. Noted.

4. **FINANCE AND SUNDRY PAYMENTS**

**FINANCIAL STATEMENT -**

**AUGUST & SEPTEMBER 2016**

**Opening Bank Balances as 1st April 2016**

LLOYDS BANK - Current		16,966.46
LLOYDS BANK – General Reserve	50,638.61	
LLOYDS BANK – Trampoline Reserve	2,000.00	
LLOYDS BANK – Events	00.00	52,638.61
	<b>Bank Balance</b>	<b><u>69,605.07</u></b>

**TRANSACTIONS**

**RECEIPTS**

Receipts APRIL	22,631.88
Receipts MAY	79.02
Receipts JUNE	30,549.22
Receipts JULY	893.93
Receipts AUGUST	878.60
Receipts SEPTEMBER	
Receipts OCTOBER	
Receipts NOVEMBER	

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Receipts DECEMBER  
Receipts JANUARY  
Receipts FEBRUARY  
Receipts MARCH

Total Receipts YTD 55,032.65

### PAYMENTS

Payments APRIL	5,582.95
Payments MAY	2,142.45
Payments JUNE	5,428.78
Payments JULY	4,461.09
Payments AUGUST	4,437.10
Payments SEPTEMBER	13,432.74
Payments OCTOBER	
Payments NOVEMBER	
Payments DECEMBER	
Payments JANUARY	
Payments FEBRUARY	
Payments MARCH	
Payments PRIOR TO YEAR END	

Total Payments YTD 35,485.11  
89,152.61

### Reconciled Bank Statements as at end

AUGUST 2016

LLOYDS BANK - Current		36,502.96
LLOYDS BANK – General Reserve	50,649.65	
– Earmarked Reserve: Trampoline	2,000.00	
– Earmarked Reserve: Events	00.00	
		<u>52,649.65</u>
		<u>89,152.61</u>

### AUGUST PAYMENTS

#### Payments made by Direct Debit:

Scottish Power: 73349704013	11.07.16	31.00	Monthly	DD	Workshop: Electricity
Severn Trent Water	11.07.16	39.86	Biannual	DD	Pitch & Pavilion
Severn Trent Water	11.07.16	42.99	Biannual	DD	Bowling Green
Scottish Power: 16003809836	11.07.16	74.00	Monthly	DD	Pavilion: Gas
Scottish Power: 73349749017	11.07.16	165.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 73349703019	15.07.16	45.00	Monthly	DD	Workshop: Gas
Forest Equipment Services Ltd	26.07.16	1,420.86	Monthly	SO	Litterpicking
<b>Direct Debits:</b>	<b>Sub total</b>	<b>1,818.71</b>			

#### Interim Payments made in advance of meeting:

Corporate Expenditure	85.85	Monthly	1249	Pavilion Cleaning
HMRC	21.40	Monthly	1250	Pavilion Cleaning
<b>Interim Payments:</b>	<b>Sub total</b>	<b>107.25</b>		

#### Payments for approval in Lieu of meeting

Forest of Dean & Wye Valley Review	268.80	Adhoc	1251	Fireworks
Green works Solutions Ltd	140.90	Part Annual	1252	Building Maintenance
J Parker Dutch Bulbs (Wholesale) Ltd	1,074.00	Adhoc	1253	Plants
Light Fantastic Ltd	18.02	Adhoc	1254	Tools/Maintenance
Monmouthshire County Council	58.44	Adhoc	1255	Play equipment Maintenance
Charles Saunders Ltd	50.68	Annual	1256	Workshop
Shaw & Sons Ltd	126.90	Adhoc	1257	Minute Book
TrunkArb Tree Surgery Ltd	773.40	Quarterly	1258	Trees
<b>Payments in Lieu of meeting: Sub total</b>	<b>2,511.14</b>			

**TOTAL PAYMENTS AUGUST 4,437.10**

### SEPTEMBER PAYMENTS

#### Payments made by Direct Debit:

Scottish Power: 16003809836: Gas - Pav	09.08.16	74.00	Monthly	DD
Scottish Power: 73349704013: Elec-Wksp	10.08.16	40.00	Monthly	DD
Scottish Power: 73349749017: Elec - Pav	10.08.16	165.00	Monthly	DD
Severn Trent Water	11.08.16	141.08	Quarterly	DD
Scottish Power: 73349703019: Gas-Wksp	15.08.16	43.00	Monthly	DD
Forest Equipment Services Ltd	26.08.16	1,420.86	Monthly	SO
<b>Direct Debits:</b>	<b>Sub total</b>	<b>1,883.94</b>		

Ref: Mins - Park Trust Mtg 26.9.16

H. I.  
28/11

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## Interim Payments made in advance of meeting:

Corporate Expenditure	85.85	Monthly	1259	Pavilion Cleaning
HMRC	21.40	Monthly	1260	Pavilion Cleaning

<b>Interim Payments:</b>	<b>Sub total</b>	<b>107.25</b>
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## Payments for approval at meeting on:

	26 <sup>th</sup> September 2016		
Arkell & Hurcombe (Bronzeworks)	26.09.16	126.00	Adhoc 1261
Dean Mowers Ltd	26.09.16	47.99	Monthly 1262
Equipment Hire Services	26.09.16	42.00	Adhoc 1263
Peter Hurcombe	26.09.16	5,950.00	Adhoc 1264
Light Fantastic Ltd	26.09.16	83.52	Monthly 1265
Monmouthshire County Council	26.09.16	127.14	Adhoc 1266
Lydney Town Council	26.09.16	870.90	Quarterly 1267
Star Fireworks Ltd	26.09.16	3,000.00	Annual 1268
Flame Protect UK Ltd	26.09.16	1,194.00	Adhoc 1269

<b>Payments in Lieu of meeting: Sub total</b>	<b>11,441.55</b>
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<b>TOTAL PAYMENTS SEPTEMBER</b>	<b>13,432.74</b>
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## A list of unrepresented Cheques (For Information only)

Forest of Dean & Wye Valley Review	268.80	1251
Green works Solutions Ltd	140.90	1252
J Parker Dutch Bulbs (Wholesale) Ltd	1,074.00	1253
Light Fantastic Ltd	18.02	1254
Monmouthshire County Council	58.44	1255
Charles Saunders Ltd	50.68	1256
Shaw & Sons Ltd	126.90	1257
TrunkArb Tree Surgery Ltd	773.40	1258

<b>Total</b>	<b>2,511.14</b>
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### 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 August & September 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. The list of virements included:

- £100.00 for Pavilion Toilets (July)
- £150.00 for Queens 90<sup>th</sup> Event (July)
- £300.00 for Vandalism (September)
- £1,500.00 for Health & Safety grounds maintenance
- £1,000.00 for Plants & Memorial (September)
- £225.00 for refurbishment of Bandstand

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## 4.3 Trust Budget 2017/2018

A copy of the proposed 2017/2018 Trust Budget was issued to Trustees and they were informed that the Trust Secretary had negotiated a cheaper rate on the gas and electricity supply and, given the Trust's approval, the Trust Secretary would proceed with the change to British Gas for its future utility bills.

It was noted that the proposed draft budget sum remained the same as in the previous year however it now included £4,000.00 for Green Flag Community Award and £2,000.00 for Events with £1,000.00 contingency for Vandalism. In response to a query raised in regard to the increase in the sum for litter picking the Trust Secretary advised that the sum was based on the current contract for litter picking, with additional picks should the Trust require. Furthermore the litter picking contractor had provided its services to the Trust for many years and had always proved highly dependable and professional.

After a short discussion it was **proposed by Trustee Ives** that the proposed budget of £84,920 be approved. Unanimous.

## 4.4 Donation Request 2017/2018 (from Lydney Town Council)

Trustees noted the donation sum of £45,180.00 which would need to be approved by Lydney Town Council for 2017/2018.

It was **proposed by Trustee Ives** that the Trust would request a donation sum of £45,180.00 from Lydney Town Council. Vote carried.

**Action by – The Trust Secretary**

## End of Year Accounts

Prior to the start of the meeting Trustees were provided with a copy of the audited accounts, audit carried out by Griffiths Marshall.

Approval of the Audited accounts was **proposed by Trustee Ives**. Unanimous.

## 5. BUSINESS

### 5.1 Five Year Plan

The Trust Chairman requested an update from each Trustee in relation to the Five-Year Management Plan – 2016-2021 (which incorporated the Green Flag Community award) with six subject areas (previously allocated to each Trustee re. timescales, costing's, delivery over five years, etc). The six subject areas would then be combined to form a single document which could then be considered in November 2016.

Trustee Pearman had been allocated the heading 'A Welcoming Place' in which he advised he had carried out a site inspection of the park and offered suggestions for improvement; it was felt that the Memorial/Coronation gates were in good condition and so would not seek to improve; the Avenue entrance sign appeared very negative with information telling you what you 'cannot do' rather than welcoming what 'you can do' and what the park offers; it was felt that the signs

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had been set fairly high off the ground and particularly in the ladies park it was felt that more 'child friendly' signs could be erected showing children what they could play on and thus creating more of a 'friendly' and welcoming environment; it was felt that the gateway entrances did not currently appear welcoming, especially the car park gate entrance. Trustee Pearman concluded by saying he felt that the railings needed improvement along with additional, more informative and 'friendly' signage.

Trustee Pugh had been allocated the heading 'Healthy, Safe and Secure' he advised that legally the Trust held a good stance in this area as it already had its own policies and procedures in place with regular reviews (LTC ground staff carry out weekly checks of all play equipment in the park) and Annual play inspections (carried out by Monmouthshire County Council). It was also noted that the Trust had recently housed a Defibrillator on the side of the workshop which ensured that the public were safe should the need arise for emergency first aid in the park.

Trustees Christodoulides and Ives had been allocated the heading 'Clean and Well-maintained' and 'Sustainability'. Trustee Ives commended LTC ground staff for the high standard in which they maintain the park and surrounding areas and felt that the area was generally clean and well maintained. Trustee Ives therefore proposed that that the Trust ensured that the current practice remained in place. The Trust Secretary reminded Trustees that the ground staff were LTC employees and as such it would be difficult to increase the hours spent in the park without detriment to town duties. Noted.

Trustee Ives further advised that he was exploring the possibility of installing a cigarette/smokers bin in the park and as it was felt it would not need to be emptied as often as a recycling bin, it could be a possibility for the future. In response to a question raised regarding a compost heap and use of pesticides, the Trust Secretary advised that a compost heap had been created and that LTC ground staff have a COSH register already in place which they adhere to with safe storage of pesticides (stored in the workshop).

Trustee Greenwood had been allocated the heading 'Biodiversity and Heritage' he felt that the Heritage aspect was already quite strong in the park but he expressed the need for more interpretation of its history including signage to attract more visitors and gain peoples interest. In regard to Biodiversity it was felt that input from LTC ground staff would be advantageous and that more areas needed to be left to grow feral (as most of the park is cut back or mowed) which would then encourage wildlife corridors in areas such as along the railway line and churchyard end of the park. It was further felt that the main issue was dog fouling and it was suggested that an area be fenced off for dog walkers to walk their dogs in a specific area.

The Trust Chairman advised that he was still investigating the possibility of a 'Friends of Bathurst Park' Group. It was felt that the 'friends' would be volunteers who could be involved in future events etc however the organisation of such a group had yet to be formalised by Trustees.

Following a short discussion, the Trust Secretary sought clarification that whilst it

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was agreed that the Five-Year Management Plan – 2016-2021 would need to remain a ‘working document’, Trustees would adopt the theory but did not intend to earmark a commitment for such at this time. The Trust Chairman agreed that it would be a ‘working document’ only at this stage and that it was a foundation that would be used to plan future improvements.

It was **proposed by Trustee Ives** that the Trust would seek to adopt a Five-Year Management Plan – 2016-2021 (collation of the aforementioned points) at its next meeting. Unanimous.

**Action by – The Admin Assistant**

### 5.2 Green Flag Community Award & Parks for People Programme

The Trust Chairman provided an update from the working party on the Green Flag Community Award & Parks for People Programme.

It was advised that LTC ground staff had undertaken the majority of the physical aspects to the improvements in the Park (as previously suggested) for the Green Flag Community Award. The Trust had therefore satisfied everything on the Award specification check list, apart from the improvements to the park railings. It was advised that the railings were in need of update/repair or removal and the Trust were currently in discussions with FODDC regarding the conservation area/railings in the park (discussed under agenda item 5.4).

It was proposed by **Trustee Berryman, seconded by Trustee Greenwood** that the Trust would defer putting the park forward for assessment for the Green Flag Community Award until the issues regarding the railings had been addressed. Unanimous.

The Trust Chairman further advised that unfortunately the admin support for the Parks for People Programme would not be available (due to LTC Personnel being unable to increase the corporate spend in respect to the project) and queried what the Trust felt was therefore feasibly achievable.

Following a short discussion, it was **proposed by Trustee Ives** that the Trust would discontinue the application for the Parks for People Programme at this time due to lack of resources and funding for the project. Unanimous.

### 5.3 Insurance for Volunteers/Friends of Bathurst Park - Update

Prior to the meeting Trustees were provided with a copy of the email from the Trust insurers regarding the provision of insurance for Volunteers/Friends of Bathurst Park.

The Trust had informed its insurers that the Trust would be investigating the possibility of encouraging members of the public to get involved with the maintenance of the Park with the public being involved in a number of light duties. It was further advised that whilst the exact details of suitable tasks were yet to be determined, the suggestions were; Weeding, Watering, Painting (railings/play equipment/benches, etc), Sweeping (the use of any machinery by a volunteer would be prohibited). It was also advised that the Trust was aware that it would be

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required to; carry out a risk assessment for each activity which would be undertaken by a volunteer, ensure that it keeps a record of the name, date, start time, end time etc on every occasion a volunteer worked in the Park (as well as details of the task undertaken), ensure that volunteers received an induction, training, PPE, welfare breaks etc and someone was appointed to oversee work undertaken by volunteers.

The Trust further informed its insurers that should the decision be taken to form a 'Friends of Bathurst Park' group who comprised members of the public with their role initially being a consultative one with their involvement being to attend meetings and provide suggestions on improvements for the Park, whether they would be covered under the Trust's insurance? In response the Trust's insurers advised that in principle, the proposals for volunteers were acceptable, and the policy could be extended to include such. In regard to the 'Friends of Bathurst Park' it was advised that it would depend on the status of the 'Friends of Bathurst Park' and their relationship with Bathurst Park and Recreation Trust. As such, if the 'friends' were a legal entity, they would need to arrange their own insurance however if they were not a legal entity, but rather an informal group, it was felt that that they were individuals acting in their personal capacity and would not require insurance. Therefore, in essence, they could only be included under the Trusts insurance policy if they were a sub-committee of the Trust. Noted.

## 5.4 Conservation Area Queries/Railings in Park - Update

Trustees were advised that the Trust had put forward a pre-application enquiry (P1199/16/PREAPP) to the FODDC regarding the potential removal of the railings surrounding the park. It was advised that, due to the nature of the enquiry, FODDC had consulted with its Conservation Advisor and the Local Plans officer to provide its response.

FODDC response was; "*Bathurst Park is a fine example of a Victorian town park which is well maintained. The park and the urban setting add both character and significance to the Conservation Area, this relationship is not just to the church and almshouses to the south but also to the Victorian housing to the west. The Council are not in a position to resource the review of the Conservation Area and it would be very unlikely that we would wish to remove the park from it. There would also be a cost implication for a review*"

Furthermore in regard to the railings, FODDC advised; "*The removal of the railings would diminish the character of the park, they are a very distinctive and important feature of the locality. The removal of the railings could also increase rather than reduce the risk of vandalism. There is a need for the railings to be refurbished and protected as to lose them would detract from the layout and lose the feel of the area. It is the suggestion of our Conservation Advisor that the Town Council may wish to look into seeking additional funding from the Heritage Lottery Fund, as this project has seen the re-introduction of the railings to secure a major urban park precisely to reduce the risk of vandalism. Furthermore, railings have been introduced within the park to reduce the risks of dogs and children wandering off when the park is open and they increase the perception of the park being a safe area*"

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The Trust Secretary advised Trustees that despite trying to gain sufficient funding on numerous occasions to refurbish the Park railings, securing the required sum had not been possible; neither was it considered pragmatic for Lydney Town Council to increase the town's Precept to cover the replacement of the railings on a 'like for like' basis. Given the aforementioned, Trustees were asked to consider seeking to instead protect the Memorial Gardens (formal gardens/fountain area) by replacing where necessary/making good the railings.

During discussion, Trustee Ives suggested that the Avenue railings be removed to create a more 'open plan' park and instead utilise the old railings to protect the Memorial Gardens and improve the entrances. It was further suggested that only one side of the railings be taken away (to stop dogs from going into the ladies side of the park) with a turnstile installed or if possible removing all railings then re-installing one side with more modern fencing. Trustee Pearman advised that consideration needed to be given in regard to signage for dog walkers ie. 'we welcome responsible dog owners' and further consideration was needed regarding a car park area.

The Trust Secretary advised that a fee of £34.74 had been incurred in regard to finding out the 'Title Register and Title Plan' for Bathurst Park. Members were further informed that the advice received from Head of Programmes for Fields in Trust was that the fact that a site was in a conservation area would usually be noted on the Title Register, however it was advisable that the Trust downloaded a copy of the register as a planning authority was able to register a restriction without the consent of the land owner.

Trustee Pearman advised that Heritage England were very upfront in regard to improvement and safety and felt that they would be in support of the proposed improvements to the park.

The Trust Secretary advised that a meeting between Lydney Town Council and FODDC Development Manager, Clive Reynolds, had been arranged for November in which the matter regarding Conservation Area/Railings in Park would be fully discussed. . The Trust would also seek advice from FODDC's Conservation expert (as it may be the Trusts intention to 'officially' further its observations and would therefore require expert guidance based upon national standards).

It was **proposed by Trustee Pugh, seconded by Trustee Greenwood** that the Trust's proposal to address the railings would be deferred until the meeting had taken place with FODDC Development Manager and a response had been received from FODDC's Conservation expert. Vote carried.

### 5.5 Future Events

Trustees were asked to confirm/approve the sum the Trust wished to 'ring fence' for the Bathurst Park Celebration Event for Summer 2017.

Trustee Christodoulides advised that she had been in contact with a few different dance groups however the general costs involved across the board amounted to the same as the Trust had paid for the Bollywood Dancers for the Queens 90<sup>th</sup> Birthday Event, held during April 2016 (ie. Approx. £650.00).



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During discussion Trustees attention was drawn to the costs involved in such an event and it was suggested that Trustees 'mirror' the success of the Town Council's 'welcome home Andy Lewis event' and also interact with local businesses to ascertain whether they would be willing to assist with donations or fundraising for the event. It was further suggested that the Trust may wish to seek a donation from Lydney Town Council to the sum of £2,500.00 which could be 'match funded' by local businesses/major developers in the town.

Trustee Pugh felt that the idea of the event being a 'dance event' would be really good for the town, with a lot of local talent in the area, including dance acts from local Schools, it would not only be a great way for people to showcase their talent but it would also bring positive publicity to the park.

Following a short discussion, it was **proposed by Trustee Ives** that the Trust would host the event during Summer 2017 (*suggested date of Saturday 19 August 2017*) with a Working Party being appointed to discuss details such as a safe surface for dancers, dry area for them to perform, advertising/budget requirements etc. All of which 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**

It was further **proposed by Trustee Ives** that the Trust would request a donation sum of £2,500.00 from Lydney Town Council towards the Bathurst Park Celebration Event for Summer 2017. Vote carried.

**Action by – The Trust Secretary**

### 5.6 **Bandstand Roof - Update**

The Trust Secretary advised Trustees that the contractor had completed work to the roof on the bandstand in the park with the initial feedback from the public regarding such improvements being positive (despite the roof initially falling victim to vandalism during its construction).

Prior to the meeting Trustees were provided with photographs showing the extent of the vandalism already experienced (initials burnt into the wooden framework, since covered up using Fire retardant spray). The Trust Chairman stated that vandalism was a big concern in the park and Members were frequently advised by residents that it was down to young people 'hanging out' in the area after dark.

The Trust had therefore invited Mr Tom Beveridge (Head of Dean Academy) to its meeting to gain a perspective on vandalism from a Secondary School's perspective and for the Trust to potentially forge a relationship with the School to help mitigate the problem.

Mr Beveridge advised that it was a difficult situation however it was believed that with 'positive citizenship' the School could work together with the Trust and the community to encourage young people to nurture their environment rather than causing destruction to it.

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Trustee Pearman felt that it was in the best interest of the Trust to protect its asset and as such suggested that the installation of CCTV or modern LED Lighting around the bandstand would prove to be a more pragmatic approach.

Trustee Greenwood felt that young people needed to be encouraged to engage with their community and asked whether the students could visit the park during a working School day as part of a field project or such like? In response, Mr Beveridge advised that it could be a possibility however such would need to be discussed as to how it would fit in with course components of the School Curriculum.

Trustee Ives felt that with the current situation with the gates being closed at certain times, young people foresee that as a 'challenge' and that by being there when they are not supposed to be that they are 'breaking the rules' by gathering after dark. However should the park be more 'open' it would remove that 'challenge' and such would not then be so much of an attraction. It was also felt that by the park being more 'open' that the general public would 'police' it naturally, as such is proved on the Recreation Trust land which is 'open space'.

Attention was then drawn to the 'Bathurst Park Celebration Event for Summer 2017' and Trustee Ives enquired whether the Dean Academy would be interested in providing a dance act for the event? In response Mr Beveridge advised that the School would definitely be interested in attending and it would also be a great way of encouraging the students to support/celebrate the Town's asset.

It was **proposed by Trustee Ives** that, as part of the Trust's Working Party for the Bathurst Park Celebration Event for Summer 2017, the Trust would communicate with the Dean Academy School to discuss future plans for the event and indeed nurture a working relationship between the School and the Trust. Vote carried.

**Action by - the Trust Chairman**

## 5.7 **Request for use of Park**

Trustees noted that Lydney Football Juniors Under 12's, Lydney Football Juniors and Lydney Rugby Juniors would all be using the park/football/rugby pitch for their 2016/17 season. (It was further noted that all the clubs had agreed to co-operate during any fixture clashes re. pitch use). Noted.

## 5.8 **Firework Display 2016**

Prior to the meeting members were provided with an 'overview' listing and all Trustees confirmed that they would be in attendance on the night of the event. Members then considered the following issues pertaining to the 2016 display:

- Trustees noted that they were required to attend the event to act as Marshals/entrance gate personnel and were aware of which gate they had been assigned to (any amendments to assigned gates would be emailed to all Trustees prior to event – Trustees to meet at Workshop at 5.30pm)
- Trustees noted that the Road Closure had been applied
- Trustees noted that Trustee Ives, as Trustee Chairman, would be in overall charge of the event/responsible for Health and Safety

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- Trustees noted that the Fire Brigade had been informed of the event
- Trustees noted that the advertisement of the event would be placed in both the Forester and the Review Newspapers at a cost of £104.93 plus VAT. **It was proposed by Trustee Ives** that the advertisement would appear for one week in the run-up to the event, with the event also being advertised via Radio Gloucester, Lydney Town Council's Facebook page and Lydney Town Council's Noticeboards. Vote carried.
- Trustees noted that a traders request to attend for £60.00 to sell his light up novelties would be advised that a set fee of £80.00 would be charged (as per prior minuted approval). **Trustee Ives proposed** that should the trader wish to negotiate then the Trust would grant Delegated Powers to the Trust Secretary to negotiate with the trader. Unanimous.

Prior to the start of the meeting Trustees were provided with copies of the submitted catering tenders. Following a short discussion it was felt that the Trust welcomed the introduction of more catering competition to the event and as such it was **proposed by Trustee Pearman, seconded by Trustee Ives** that the Trust would accept both submitted catering tenders for the 2016 event. Unanimous.

**Action by - the Trust Secretary**

Trustees attention was then drawn to the request made by the Pavilion Tenant to provide 'money off' vouchers for the Coffee Shop to be handed out on the entrance gates. During a short discussion Trustee Christodoulides felt that it would not be possible for Trustees/volunteers to hand out vouchers on the gate however it was suggested that the 'money off' voucher be included as part of the Trust's advertisement in the paper, whereby the voucher could be cut out and handed in to the Coffee Shop.

It was **proposed by Trustee Ives** that the Pavilion Tenant provide a cost towards the advert (should the advert increase in price with the addition of the voucher). Also it would be suggested to the Pavilion Tenant that they erect a 'sandwich board' in the park on the night of the event which would direct visitors towards the location of the Coffee Shop. Unanimous.

**Action by - the Trust Secretary**

### 5.9 Annual Play Inspection Report

Members were provided with a copy of the Annual Play Inspection report which had been undertaken by Monmouthshire County Council in respect to the Play equipment in the Park.

Trustees were informed that the play inspection report was carried out every year with Lydney Town Council's ground staff carrying out regular inspections every week.

Following a short discussion it was **proposed by Trustee Ives** that Delegated Powers be bestowed to the Trust Secretary and two members to address the items in the Annual Play Inspection report which had been identified as 'high risk' and to advise the Trust Chairman of costing's for all repair work pertaining to the 'high

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risk' items. Unanimous.

Action by - the Trust Secretary

6. **MEMBERS REPORTS**

Trustee Ives commended all those involved in the 'welcome home Andy Lewis event' especially Lydney Town Council's Executive Officer for overseeing the preparation and operational aspects of the event and ground staff for their assistance on the day.

Trustee Pugh also seconded the comments made regarding the 'welcome home Andy Lewis event' advising that the event was very well received by all attendees.

Trustee Ives further reported that he had attended the Gloucestershire Playing Fields Association (GPFA) event at Stanway House and advised Members that it was nice to see how Bathurst Park was viewed in comparison to other areas involved with GPFA.

Meeting closed at 8.50 pm

Chairman .....  


Date .....  
28<sup>th</sup> November 2016