

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 - 30

**THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST** held in the Council Chamber at Claremont House on 28 November 2016 at 7.48 pm.

**Present:** Trustees H Ives (Chairman), B Berryman, D Biddle, R Christodoulides, C Harris, W Leach, B Pearman and D Pugh

**In Attendance:** Mrs J Smailes – Trust Secretary  
Miss K Hammond – Trust 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 Greenwood, Legg, Preest and Street.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 26 September 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 the following actions:

- Conservation Area – expenditure due to Local Authority Land Search in readiness for the meeting with FODDC at a cost of £136.00. Noted.
- Conservation Area – expenditure due to Land Search forms at a cost of £18.04. Noted.

4. **FINANCE AND SUNDRY PAYMENTS**

**FINANCIAL STATEMENT -**

**NOVEMBER 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	2,216.42
Receipts OCTOBER	470.81
Receipts NOVEMBER	
Receipts DECEMBER	
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

**Total Receipts YTD** 57,719.88

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 – 31

## 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
<b>Payments OCTOBER</b>	<b>7,533.53</b>
<b>Payments NOVEMBER</b>	<b>3409.34</b>
Payments DECEMBER	
Payments JANUARY	
Payments FEBRUARY	
Payments MARCH	
Payments PRIOR TO YEAR END	

Total Payments YTD **46,427.98**  
**80,896.97**

<b>Reconciled Bank Statements as at end</b>		<b>OCTOBER 2016</b>	
LLOYDS BANK - Current			24,336.21
LLOYDS BANK – General Reserve	50,854.20		
– Earmarked Reserve: Trampoline	2,000.00		
– Earmarked Reserve: Play Eq Wet Pour	3,706.56		
– Earmarked Reserve: Events	00.00		
			<b>56,560.76</b>
<b>Bank Balances as at:</b>	<b>31-Oct-16</b>		<b>80,896.97</b>

## OCTOBER PAYMENTS

### Payments made by Direct Debit:

Scottish Power: 16003809836: Gas- Pav	09.09.16	74.00	Monthly	DD	Pavilion: Gas
Scottish Power: 73349704013: Elec-Wksp	12.09.16	40.00	Monthly	DD	Workshop: Electricity
Scottish Power: 73349749017: Elec-Pav	12.09.16	275.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 73349703019: Gas-Wksp	15.09.16	43.00	Monthly	DD	Workshop: Gas
Forest Equipment Services Ltd	26.09.16	1,420.86	Monthly	SO	Litter picking

**Direct Debits: Sub total 1,852.86**

Fields In Trust	26.09.16	50.00	Annual	1270	Grounds Maintenance
Griffiths Marshall	26.09.16	900.00	Annual	1271	Audit
Corporate Expenditure	10.10.16	85.85	Monthly	1272	Pavilion Cleaning
HMRC	10.10.16	21.40	Monthly	1273	Pavilion Cleaning
FoDDC	18.10.16	136.00	Ad Hoc	1274	Legal Fees

**Interim Payments: Sub total 1,193.25**

### Payments for approval in Lieu of meeting

Float for Fireworks	500.00	Annual	1275	Fireworks
Actavo (UK) Ltd	888.00	Annual	1276	Fireworks
Avoncrop Amenity Products	1,233.60	Annual	1277	B/Green Maintenance
Bunzl Cleaning & Hygiene Supplies	43.57	Quarterly	1278	Pavilion Cleaning
Charles Saunders Ltd	62.78	Quarterly	1279	Materials
Cleaning Products UK	27.50	Quarterly	1280	Pavilion Cleaning
Luke Cole	90.00	Ad hoc	1281	Materials
Equipment Hire Services	54.00	Ad hoc	1282	Pavilion Bldg Maintenance
Greenworks Solutions Ltd	548.40	Quarterly	1283	Equipment Hire
Light Fantastic DIY Ltd	160.90	Ad hoc	1284	Pavilion Maintenance
Monmouthshire County Council	150.00	Annual	1285	Park General Repairs
PB Safety Supplies	81.71	Ad hoc	1286	Play Eq Maintenance
Travis Perkins	136.23	Monthly	1287	Tools/Protective Clothing
TrunkArb Tree Surgery	192.00	Ad hoc	1288	Park General Maintenance
Worksafety Ltd	122.38	Ad hoc	1289	Gr Maintenance/Trees
Petty Cash	22.95	Monthly	1290	Tools/ Protective Clothing
Lydney Settled Estate	173.40	Ad hoc	1291	Petrol Pavilion Cl
<b>Payments in Lieu of meeting: Sub total</b>	<b>4,487.42</b>			Materials
				Park Grounds Maintenance

**TOTAL PAYMENTS OCTOBER 7,533.53**

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# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 - 32

## NOVEMBER PAYMENTS

### Payments made by Direct Debit:

Scottish Power: 16003809836: Gas - Pav	10.10.16	74.00	Monthly	DD	Pavilion: Gas
Scottish Power: 73349704013: Elec-Wksp	10.10.16	40.00	Monthly	DD	Workshop: Electricity
Scottish Power: 73349749017: Elec - Pav	10.10.16	275.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 73349703019: Gas-Wksp	17.10.16	43.00	Monthly	DD	Workshop: Gas
Forest Equipment Services Ltd	26.10.16	1,420.86	Monthly	STO	Litter Picking

**Direct Debits: Sub total 1,852.86**

### Interim Payments made in advance of meeting:

Corporate Expenditure	14.11.16	85.85	Monthly	1259	Pavilion Cleaning
HMRC	14.11.16	21.40	Monthly	1260	Pavilion Cleaning
Bunzl Cleaning & Hygiene Supplies	21.11.16	-43.57	Ad hoc	1278	CHQ Reissued below
Bunzl Cleaning & Hygiene Supplies	21.11.16	43.57	Ad hoc	1294	Pavilion Cleaning Materials

**Interim Payments: Sub total 107.25**

### Payments for approval at meeting on: 28<sup>th</sup> NOVEMBER 2016

Coinros Park Nurseries Ltd	28.11.16	607.50	Ad hoc	1295
Light Fantastic DIY Ltd	28.11.16	36.54	Monthly	1296
The Forest of Dean & Wye Valley Review	28.11.16	104.93	Quarterly	1297
P B Safety Supplies	28.11.16	45.12	Ad hoc	1298
St Johns Ambulance	28.11.16	144.00	Annual	1299
Travis Perkins	28.11.16	493.10	Monthly	1300
LTC (Oyez recharge)	28.11.16	18.04	Ad hoc	1301

**Payments in Lieu of meeting: Sub total 1,449.23**

**TOTAL PAYMENTS NOVEMBER 3,409.34**

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

FoDDC	136.00	1274
Bunzl Cleaning & Hygiene Supplies	43.57	1278
Charles Saunders Ltd	62.78	1279
Luke Cole	90.00	1281
Equipment Hire Services	54.00	1282
Green works Solutions Ltd	548.40	1283
Light Fantastic DIY Ltd	160.90	1284
Monmouthshire County Council	150.00	1285
P B Safety	81.71	1286
Travis Perkins	136.23	1287
TrunkArb Tree Surgery	192.00	1288
Lydney Settled Estates	173.40	1291

**Total 1,828.99**

#### 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 October & November 2016.

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

#### 4.2 To Approve Payments Therefrom

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



# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 - 33

- 4.3 **Donation Request 2017/2018 (from Lydney Town Council) Bathurst Park Event 2017**  
Trustees were asked to consider/approve the donation sum to be requested from Lydney Town Council for the Bathurst Park Summer Event 2017

After a short discussion it was **proposed by Trustee Ives** that the Trust would request a donation sum of £2,500 from Lydney Town Council. Vote carried.

**Action by – The Trust Secretary**

## 5. **BUSINESS**

### 5.1 **Five Year Plan**

Prior to the meeting Trustees were provided with a copy of the spread sheet of the proposed Five-Year Management Plan – 2016-2021. The Trust Chairman suggested that as the plan was yet to be invoked, the date should be amended to '2017-2022', he commended the Trust administrator for compiling the spread sheet. Furthermore, it was felt that when the Trust came to assessment for the Green Flag Community Award the Five-Year Management Plan would pay dividends towards its success.

Following a short discussion, it was **proposed by Trustee Ives** that the Trust would adopt the Five-Year Management Plan – 2017-2022 (*subject to the amendment being made by the Trust administrator*). Unanimous.

**Action by – The Trust Admin Assistant**

### 5.2 **Vandalism**

Trustees were asked to consider the email received from a Lydney resident advising of the issues experienced with vandalism in the Park and to consider the request for more police resources in the area to tackle such.

The Trust Chairman advised that Gloucestershire's Police and Crime Commissioner (PCC) Martin Surl had accepted an invitation to attend the next Trust meeting to discuss potential solutions with an invitation also extended to the concerned resident. Trustee Pearman requested that the Trust administrator also contact the Commissioner's Office and invite a senior officer to attend to gain their view regarding a potential solution.

**Action by – The Trust Admin Assistant**

Trustees were then asked to consider the possible installation of CCTV/modern LED Lighting in the Park (*cost/feasibility to be determined*). Trustee Harris spoke in favour of such and felt that it would not only assist in identifying those responsible for vandalism but would also offer a sense of safety for all concerned.

Following a short discussion, it was **proposed by Trustee Ives** that the Trust would explore the possibility of CCTV/modern LED Lighting in the Park with a quote being obtained for Trustees to consider further at their next meeting. Vote carried.

**Action by – The Trust Admin Assistant**

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 - 34

5.3 **Incident in the Park**

Trustees noted that there had been an incident in the Park in which a child had fallen from an item of play equipment and broken their wrist. It was advised that the Trust's Insurance company had been notified.

5.4 **Firework Display 2016**

Trustees were invited to verbally review the 2016 Firework event.

The Trust Chairman felt that the event was a great success and expressed his gratitude towards the attendance of the additional volunteers including a number of uniformed Fire Station personnel who were present on the night. Furthermore, it was felt that the utilisation of the hand stamps for re-entry had proved to be a lot more efficient than the previous wrist bands method.

During discussion, Trustees were advised that unfortunately there had been a few negative remarks from the public in regard to the Firework display 'finale' which they felt was not as good as it had been in previous years however despite such it was felt that it was generally a good display.

The Trust Secretary advised members that the total sum taken by the Trust on the night was £5,327.24 (income over expenditure being £807.91).

In response to a question regarding whether the Trust should look to go out to tender for a future Firework provider, the Trust Secretary reminded Trustees that the current Firework provider not only had a good knowledge of what is required but had also kept to the same cost for the display for the last 5 years furthermore the current provider would also be able to offer an extra 15% of fireworks to the 2017 display free of charge, provided it was booked by mid December 2016. Trustees were also reminded that if the Trust wished to consider increasing its display for future events, it would not only need to consider increasing its budget for such but would also need to consider such things as; what kind of display would be suitable for the area, whether a new company could provide a risk and method statement (RAMS) etc.

Following a further short discussion, it was **proposed by Trustee Ives** that the Trust would continue with its current Firework Provider (Star Fireworks) for the 2017 display at a cost of £2,500 (which would include an extra 15% of free fireworks) with the budget set for the 2017 display as £5,000 (as per 2016 event) with a view to considering alternative providers for the 2018 display (*Trust to consider an increase in its budget for the 2018 Firework display at a later date*).  
Vote carried.

**Action by – The Trust Secretary**

Trustees were asked to consider the date for the 2017 Firework display. It was suggested that due to 5 November 2017 falling on a Sunday and the potential of local competition on that day, that the event should be held on the Friday prior, being Friday 3 November 2017.

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 - 35

It was **proposed by Trustee Harris, seconded by Trustee Pearman** that the Trust would hold the 2017 Firework display on Friday 3 November 2017 with Delegated powers bestowed to the Trust Secretary and two Trustees in order that adhoc items may be booked/purchased for 2017 in advance of the event.  
Unanimous.

**Action by – The Trust Secretary**

## 5.5 Future Events

Trustees confirmed that the date for the Bathurst Park Celebration Summer Event would be Saturday 19 August 2017.

Trustee Christodoulides advised that she had been in contact with a company called UK Dance Hire who could provide professional dancers to perform the following styles with costume change; Bollywood, Bhangra, Fusion, Vegas Showgirls, Latino Dancers, Belly Dancers, Flamenco, Can Can Girls, Street Dancers, 1920's Gatsby/flapper girls and Line Dancers. They could offer 3 x 10 minute performances for £195 (min 2 dancers) or 6 x 10 min performances for £275 per dancer or 10 x 10 min performances for £450 per dancer. Alternatively they could also provide Cossack dancers ranging from 3 dancers at £750.00, 4 dancers at £850.00 (£150.00 per extra dancer) plus a one off fee of £50 travel.

Trustees attention was drawn to whether the dancers would require a marquee and flooring/stage. Trustee Biddle advised that Lydney Festival may be able to offer a marquee but he would need to seek Festival committee consent and gave an undertaking to address and report back to the Trust. Alternatively, it was suggested that the Trust contact Monnow Marquees (based in Monmouth) to gain a quote for a marquee and flooring/stage.

**Action by – The Trust Admin Assistant**

Following a short discussion, it was **proposed by Trustee Christodoulides, seconded by Trustee Harris** that Delegated Powers be bestowed to the Trust Secretary and two members to address the hiring of the dancers from UK Dance Hire (total amount payable £1,760.00 which includes £60.00 travel expenses for 8 dancers to perform 6 x 10 minute dance routines with costume changes and a deposit of £640.00) also to address the booking of a marquee and flooring (if required). Vote carried with 1 abstention.

**Action by – The Trust Admin Assistant**

Trustee Christodoulides also felt that with the event being a 'dance event' that local Schools should be contacted as they may wish to provide a 'country dancing' performance or such like.

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 - 36

Trustee Ives advised that the next ‘Working Party’ meeting would be held on Thursday 5th January 2017 at 7pm (*venue to be arranged, suggestion of 3 Hill Street*) with the purpose being to discuss the plans for the event and to report back to the next Trust meeting and to the Full Council meeting on Monday 9th January 2017.

**Action by - the Trust Chairman**

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

Prior to the meeting Trustees were provided with a copy of the notes from the meeting which had taken place between a number of Trustees and Forest of Dean District Council (Mr Clive Reynolds, Development Manager) and (Mr David Haigh, Conservation Advisor) held on Wednesday 16 November 2016 regarding the proposals contained in FODDC’s planning reference P1199/16/PREAPP concerning the removal of some of the railings in the Park and improvement works.

It being the Trusts intention to:

- Remove the railings on the “sports” side of the park which face onto the Avenue Andre Clement, retain all boundary railings and the railings on the Ladies’ Park which fronted onto the Avenue.
- Utilise any railings removed to repair those left in situ
- Enclose the Memorial Gardens, from the existing gate into the “sports” side down to the Boundary wall, using sympathetic replicas which include the provision of an entrance gate in order to continue to allow vehicle access onto the “sports” side.
- Re-paint all railings.
- Erect a “Welcome to Bathurst Park” arched wrought iron sign at the entrance to the Avenue.

FODDC Conservation Advisor informed the Trust that it would need to preserve the character of the conservation area and that the railings contributed towards the character of the Victorian Park although the condition of the railings demonstrated that they had required maintenance for a number of years. When reflecting on the appearance of the surrounding Victorian streets, it was stressed that there was a strong importance on the boundary railings of the Park however it was felt the railings on the Avenue to be of less importance, when considering their state of repair. It was further felt that if the Trust adopted a pragmatic approach; if it committed to utilising railings removed from the Avenue to repair boundary railings elsewhere; then in principle a planning application may be looked on favourably by the Local Planning Authority. Regarding the enclosure of the Memorial Gardens, it was felt that the openness of the Park required careful consideration and whilst in broad agreement, it was stressed the need for the Trust to put its proposals regarding detail and design in writing to FODDC. Furthermore, it was suggested that the Trust Secretary contact Gloucestershire County Council regarding the condition of Avenue Andre Clement and advise them of the Trust’s proposals.

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 - 37

Trustees were also provided with a copy of three quotations in regard to the aforementioned work to the railings and were asked to consider how the Trust wished to proceed (ie. Submission of Planning Application with appropriate fee).

During discussion, Trustee Pearman felt that Mr David Stuart at Historic England should be contacted regarding the Trust's proposals, particularly in regard to the conservation area, as it was felt he may be able to provide assistance in directing the Trust to funding resources. Trustee Ives suggested that the Trust also have a bucket collection at their Summer Event to raise funds for the Park railings and felt that the Working Party would need to discuss such at the meeting in January (ie. Provision of bucket licence, possible entry fee, etc).

Following a further short discussion, it was **proposed by Trustee Ives** that the Trust would proceed with the submission of a Planning Application (with appropriate fee) to FODDC. In the meantime, the Trust would also contact Historic England in regard to advice for potential funding. Unanimous.

**Action by – The Trust Secretary**

In relation to the three quotations obtained it was **proposed by Trustee Ives** that the Trust would start with the removal of the railings and repair of existing, then install the new fencing around the Memorial Garden and finally the new archway once the planning consent had been approved. The three quotations being considered/approved as appropriate. Vote carried.

**Action by – The Trust Admin Assistant**

## 5.7 Fields in Trust

Trustees noted that the membership had been renewed for another year to Fields in Trust at a cost of £50.00. Noted.

## 5.8 Annual Play Inspection Report

Members were asked to consider/approve the quotation from Monmouthshire County Council for an item identified as 'medium risk' from the Annual report ie. work required to resurface the area around the roundabout (the surface around the roundabout would need to be cleaned off and capped with Notts Artificial to remove gapping and trip points).

It was **proposed by Trustee Harris, seconded by Trustee Berryman** that the Trust would grant approval for the expenditure for the remedial works to be carried out by Monmouthshire County Council at a cost of £732.12. Unanimous.

**Action by – The Trust Admin Assistant**

Members were further asked to consider whether the Trust wished to replace the high pedestal slide and climbing frame due to the items being shown as 'not up to British Standard' (as identified in the Annual report).

During discussion, Trustees noted that it was not a legal requirement to replace an item due to it not being 'British Standard' and furthermore that the Trust maintains



# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 November 2016 - 38

a high standard of all its play equipment, with risk assessments and the Trust insurance being aware of the equipment currently in situ.

Trustee Ives suggested that the Trust look to put a sum in the budget for 2018/19 for a new slide however felt that the high pedestal slide was currently a nice feature of the park.

It was **proposed by Trustee Leach, seconded by Trustee Harris** that the Trust would not replace the play equipment at the present time. Unanimous.

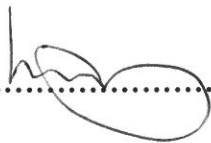
6. **MEMBERS REPORTS**

Trustee Biddle advised that he had emailed Trustee Ives regarding a 'Sport England' grant for possible funding for youth activity groups and as such felt that it could be an opportune time to apply again for a grant for an 'in ground' trampoline, if the Trust could find a youth group who could support the application. Trustee Ives felt that the only group which could maybe fit the criteria was the 'Dean Academy After Schools Club' and as such advised that he would liaise with both Trustee Biddle and The Dean Academy and report back to the next Trust meeting. Concern was however expressed with regard to the level of vandalism in the park currently.

**Action by – The Trust Chairman**

Meeting closed at 8.46 pm

Chairman .....



Date .....

30<sup>th</sup> January 2017