

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 March 2017 - 49

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 27 March 2017 at 8.07 pm.

Present: Trustees H Ives (Chairman), B Berryman, R Christodoulides, D Biddle, J Greenwood, C Harris, W Leach, C Legg, B Pearman, A Preest and D Pugh

In Attendance: One member of the public
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 Street.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 30 January 2017 were confirmed and signed as a true record. **Proposed by Trustee Pugh, seconded by Trustee Berryman.** Vote carried.

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

- White lining of car park at a cost of £175.00. Noted.
- Repairs to Boiler and Water Heaters at Workshop and Pavilion total cost of £577.50. Noted.

4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

March 2017

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
	Bank Balance	<u>69,605.07</u>

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	9,506.40
Receipts DECEMBER	671.95
Receipts JANUARY	327.72
Receipts FEBRUARY	2,388.26
Receipts MARCH	

Total Receipts YTD 70,614.21

H. I.
30/05/17

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 March 2017 - 50

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	7,533.53
Payments NOVEMBER	3,409.34
Payments DECEMBER	3,201.43
Payments JANUARY	2,880.34
Payments FEBRUARY	7,960.66
Payments MARCH	3,348.87
Payments PRIOR TO YEAR END	

Total Payments YTD 63,819.78
76,399.50

Reconciled Bank Statements as at end

FEBRUARY 2017

LLOYDS BANK - Current	22,714.61
LLOYDS BANK - General Reserve	53,684.89

Bank Balances as at: 28- FEB-17 76,399.50

FEBRUARY PAYMENTS

Payments made by Direct Debit:

Severn Trent: Bowling Green	05.01.17	68.53	½ Yearly	DD	Bowling Green
Scottish Power: 73349704013: Elec-Wksp	10.01.17	47.00	Monthly	DD	Workshop: Elec
Scottish Power: 73349749017: Elec-Pav	10.01.17	340.00	Monthly	DD	Pavilion: Elec
Severn Trent : Pavilion	16.01.17	36.09	½ Yearly	DD	Bowling Green
British Gas Pavilion: 602478938	25.01.17	321.48	Bi Monthly	DD	Pavilion: Gas
British Gas W/Shop: 602478939	25.01.17	135.84	Bi Monthly	DD	Workshop
Forest Equipment Services Ltd	26.01.17	1,420.86	Bi Monthly	STO	Litter Picking
Lydne Recreation Trust	31.01.17	2,000.00	Ad Hoc	BACS	Tfr re Park Run Footbridge (Active Together Grant

Direct Debits: Sub total 4,369.80

Interim Payments made in advance of meeting:

Dean Mowers	30.01.17	200.50	Ad hoc	1318	Bowling Green
Corporate Expenditure	13.02.17	85.85	Monthly	1319	Pavilion Cleaning
HMRC	13.02.17	21.40	Monthly	1320	Pavilion Cleaning

Interim Payments: Sub total 307.75

Payments for approval in Lieu of meeting

Charles Saunders Ltd		25.74	Monthly	1321	Workshop
Lydne Creswick Heating & Plumbing Ltd		116.94	Ad Hoc	1322	Bld Maintenance Pavilion
Monmouthshire County Council		878.54	Ad Hoc	1323	Play Equipment
M J Security (UK) Ltd		75.00	Ad Hoc	1324	Bld Maintenance Pavilion
Omega Red Group Ltd		216.00	Annual	1325	Bld Maintenance Pavilion
Scottish Power: 16003809836 Gas- Pavilion		889.49	Monthly	1326	Pavilion Utilities
Scottish Power: 73349749017 Elec - Pavilion		66.67	Monthly	1327	Pavilion Utilities
LTC Recharge		989.78	Ad Hoc	1328	Play Equipment Park
Petty Cash		17.95	Monthly	1329	Play Eqp Park/Postage

Payments in Lieu of meeting: Sub total 3,283.11

TOTAL PAYMENTS FEBRUARY 7,960.66

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 March 2017 - 51

MARCH PAYMENTS

Payments made by Direct Debit:

British Gas: 602478939	220.2.17	79.51	Monthly	DD	Pavilion: Gas
British Gas: 602478938	22.02.17	142.46	Monthly	DD	Workshop: Gas
Forest Equipment Services Ltd	27.02.17	1,420.86	Monthly	STO	Litter Picking

Direct Debits: Sub total 1,642.83

Interim Payments made in advance of meeting:

Corporate Expenditure	07.03.17	85.85	Monthly	1330	Pavilion Cleaning
HMRC	07.03.17	21.40	Monthly	1331	Pavilion Cleaning

Interim Payments: Sub total 107.25

Payments for approval at meeting on: 27th MARCH 2017

Lydney Settled Estate	27.03.17	280.00		1332	Play Area Maintenance
Dean Fire	27.03.17	187.20		1333	Pavilion Maintenance
Lydney Town Council	27.03.17	187.49		1334	Petrol/Diesel/Postage
Keith Morgan Mowers	27.03.17	300.00		1335	Equipment Hire
Lydney Creswick Heating & Plumbing Ltd	27.03.17	644.10		1336	Workshop/Bld Maintenance

Payments in Lieu of meeting: Sub total 1,598.79

TOTAL PAYMENTS MARCH 3,348.87

A list of unpresented Cheques (For Information only)

Charles Saunders Ltd	25.74	1321
Lydney Creswick Heating & Plumbing Ltd	116.94	1322
Monmouthshire County Council	878.54	1323
M J Security (UK) Ltd	72.00	1324
Omega Red Group Ltd	216.00	1325
Scottish Power: 16003809836 Gas- Pavilion	899.49	1326
Scottish Power: 73349749017 Elec - Pavilion	66.67	1327
LTC Recharge	989.78	1328
Petty Cash	17.95	1329
Total	<u>3,283.11</u>	

4.1 To Approve the Payment Schedule

Prior to the start of the meeting Trustees were provided with a copy of the full reconciled payment schedule for 2016/17.

Trustee Greenwood expressed concern at the sum spent in regard to litter picking of the Park and felt that the public should be made aware of such an expense. In response, the Trust Secretary advised that the Spending Plan was publically available via the Town Council Website (Charitable Trust section).

Trustee Leach noted that there had been a shortfall in income for the Park and questioned whether the Trust had considered additional ways of gaining an income stream? In response the Trust Secretary advised that the Trust would be applying to Lydney Town Council for an on-going commitment (as explained at the recent Full Council meeting) however it was advisable for Trustees to consider how it wished to generate income going forward.

Trustee Ives advised that he would include a request for suggestions in his Chairman's Annual Report at the Annual Town Meeting.

Approval of the Payment Schedule was **proposed by Trustee Harris, seconded by Trustee Ives.** Motion carried.

4.2 To Approve Payments Therefrom

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

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 March 2017 - 52

4.3 Year End Payments

Trustee Ives proposed that the Trust bestow Delegated Powers on Two Trustees and the Trust Secretary in respect of any Year End Payments in order that the accounts may then be duly submitted to the External Auditor and duly submitted on-line. Unanimous.

4.4 Donation Request

It was **proposed by Trustee Leach, seconded by Trustee Pugh** that the Trust Secretary be instructed to apply to Lydney Town Council for £45,180 donation for 2017/18 Financial Year. Vote carried.

Action by – The Trust Secretary

5. BUSINESS

5.1 Working Party - Update

Trustee Ives provided Members with a verbal update following the BHP Working Party meeting held on 6 March 2017 re. Bathurst Park Celebration Summer Event. It was advised that the outcomes/recommendations were:

- Five music acts had been confirmed (performing free of charge)
- Six dance routines performed by the professional dance company UK Dancers for Hire (Can-Can, Flamenco, Bollywood, Vegas, Belly Dancing and 1920's Gatsby)
- Further preparations were under discussion such as availability of chairs, contact with catering providers/refreshment stalls and bouncy castle provider, with such details being discussed and reported back following the next Working Party meeting.
- Trustees noted that the next BHP Working Party meeting was due to be convened on Monday 3 April 2017 at 7.15pm at 3 Hill Street, Lydney.

The Trust Secretary reminded Members that only items that were on the BHP Expenditure/List of Commitments for the event would be sanctioned and would form part of the event budget and as such requested approval for expenditure of two items – Litter pick (and disposal charge) and Porta Loos.

It was **proposed by Trustee Ives** that the Trust would approve the expenditure for the Litter pick (and disposal charge) at a cost of £159.60 plus approval for expenditure for the Porta Loos at a cost of £1,878.00 which were both required for the Bathurst Park Celebration Summer Event. Unanimous.

Action by – The Trust Chairman/Trust Secretary/Admin Assistant

Attention was then drawn to the possibility of gaining sponsorship from organisations which would assist with the advertising costs/event budget. The Trust Secretary reminded Members that the posters for the event had already been printed and given to Trustee Pugh for distribution however the BHP Working Party could consider the inclusion of stickers on the posters along with a banner to be erected on the Bathurst Park boundary fence, should the Trust gain/be in receipt of any additional sponsorship funds.

Trustee Preest also felt that Trustees should consider a programme of events/timetable for the day (which could be printed by Whitehouse Press).

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 March 2017 - 53

Following a short discussion, it was **proposed by Trustee Ives** that the aforementioned suggestions be taken to the next BHP Working Party for consideration. Vote carried.

Action by – The Trust Chairman

5.2 Planning Application/Railings in Park - Update

Trustees noted that 'FULL PERMISSION' had been granted by FODDC in respect to the Planning application P1675/16/FUL for the removal of railings in the Park.

Trustees were then asked to consider/confirm the start date for phase 1 – removal of railings to sports side/make good perimeter fencing (at a cost of £9,350 plus VAT. Total cost £11,220) and noted that should the decision be taken to commence works that such work needed to be completed prior to September 2017 (due to the Fireworks event in November and the commitment from GCC Highways re. resurface of the Avenue).

Trustee Christodoulides felt that there should be a sign erected stating 'no cycling' or a pedestrian gate/bollard installed to prevent motorcycles/cars and the like from driving onto the playing field side of the Park once the railings had been removed. Noted.

It was proposed by Trustee Harris, seconded by Trustee Berryman that the Trust bestow Delegated Powers on Two Trustees and the Trust Secretary in order that the work may commence as soon as possible re. phase 1 – removal of railings to sports side/make good perimeter fencing (*at a cost of £9,350 plus VAT. Total cost £11,220 plus installation of bollards. Sum to be taken from General Reserves*). Unanimous.

Action by – The Trust Secretary

5.3 Fitness Trail Project

Prior to the meeting Trustees were provided with pictures showing the work undertaken by the Town Council Ground staff re. Installation of a Fitness Trail on the sports side of the Park. Noted.

5.4 Request for use of Park

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Churches Together to hold their annual 'Fun in the Park and Songs of Praise' event on Sunday 25 June 2016 in the Park.

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

Action by – The Trust Secretary

M.I.
30.05.17

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 March 2017 - 54

5.5 **Bathurst Park Café**

Trustees were asked to consider supporting the Pavilion Tenant who, in an effort to restore faith in the staff and to thank them for their efforts year on year, have entered "The Coffee House" into the Foresters "Small Business of the year" award. It was advised that completed forms and testimonials/images for the award was required to be sent to the Forester Newspaper by the end of March 2017.

Trustee Ives felt that the Trust ought to thank the Pavilion Tenant for her tireless efforts in making "The Coffee House" a success and a credit to both Bathurst Park and the people of Lydney and as such advised that as Trust Chairman he would submit a letter of support re. the Small Business of the year award in order that it may be included with "The Coffee House" entry.

It was **proposed by Trustee Greenwood, seconded by Trustee Pugh** that the Trust would provide a letter of support to "The Coffee House" in order that it may be submitted with their entry into the Foresters "Small Business of the year" award. Unanimous.

Action by – The Trust Chairman

5.6 **Insurance Overview**

Trustees noted the cost for the Annual Insurance Renewal which amounted to £3,353.11 inclusive of tax & IPT. Noted.

5.7 **Annual Play Inspection**

Trustees were requested to consider and approve the quotation from Monmouthshire County Council in respect of the annual inspection of the play equipment in Bathurst Park for 2017.

It was **proposed by Trustee Berryman, seconded by Trustee Harris** that the expenditure of £125.00 + VAT would be approved. Unanimous.

Action by – The Trust Admin Assistant

6. **MEMBERS REPORTS**

Trustee Ives proposed that the 'Trust Byelaws' be an agenda item for consideration at the next Trust meeting. Vote carried.

Action by – The Trust Secretary

Trustee Ives advised that he had received the dates for the Horseback Police Patrol in the Park. These dates however would not be published/made available in the public domain due to obvious reasons (ie. In order to catch any person on the spot re. vandalism)

Meeting closed at 8.36 pm

Chairman

Date 30th May 2017