

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 30 May 2017 - 01

**THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST** held in the Council Chamber at Claremont House on 30 May 2017 at 7.00 pm.

**Present:** Trustees H Ives (Chairman), B Berryman, R Christodoulides, C Harris, W Leach, C Legg, B Pearman

**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.

Members were advised that unfortunately there would not be a presentation by Mr P Darbyshire as he would no longer be pursuing a lease for the Pavilion Café. Noted.

1. **APOLOGIES & APPOINTMENT OF VICE CHAIR**

Apologies for absence were received and noted from Trustees, Biddle, Greenwood, Preest, Pugh, Street and White.

It was **proposed by the Trust Chairman** that Trustee Leach be appointed as Vice Chair. Vote carried.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 27 March 2017 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Berryman.** Unanimous.

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

- Installation of removable bollards/drop posts (with ball finials) on Avenue Andre Clement at a cost of £900.00 plus VAT
- Repair to Lightning Protection system at the Pavilion at a cost of £299.12 plus VAT
- Replacement Boiler for the Workshop at a cost of £1,150.00 plus VAT

4. **FINANCE AND SUNDRY PAYMENTS**

**FINANCIAL STATEMENT -**

April & May 2017

**Opening Bank Balances as 1st April 2017**

LLOYDS BANK - Current		21,725.55
LLOYDS BANK –General Reserve	00.00	53,685.30
	<b>Bank Balance</b>	<b>75,410.85</b>

**TRANSACTIONS**

**RECEIPTS**

<b>Receipts APRIL</b>	2,127.07
Receipts MAY	
Receipts JUNE	
Receipts JULY	
Receipts AUGUST	

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Receipts SEPTEMBER  
Receipts OCTOBER  
Receipts NOVEMBER  
Receipts DECEMBER  
Receipts JANUARY  
Receipts FEBRUARY  
Receipts MARCH

Total Receipts YTD 2,127.07

## PAYMENTS

Payments APRIL 7,095.28

Payments MAY 9,394.89

Detailed Below  
Detailed Below  
(Minus Chq written  
Back)

Payments JUNE  
Payments JULY  
Payments AUGUST  
Payments SEPTEMBER  
Payments OCTOBER  
Payments NOVEMBER  
Payments DECEMBER  
Payments JANUARY  
Payments FEBRUARY  
Payments MARCH  
Payments PRIOR TO YEAR END

Total Payments YTD 16,490.17

61,047.75

<b>Reconciled Bank Statements as at end</b>	<b>April 2017</b>	
LLOYDS BANK - Current		7,361.98
LLOYDS BANK – General Reserve		53,685.77
<b>Bank Balances as at:</b>	<b>30-April-17</b>	<u><b>61,047.75</b></u>

## APRIL PAYMENTS

### Payments made by Direct Debit:

WPS Ltd	3,715.71	Annual	1381	Insurance
Corporate Expenditure	88.05	Monthly	1382	Pavilion Cleaning
HMRC	21.80	Monthly	1383	Pavilion Cleaning
<b>Direct Debits: Sub total</b>	<b>3,825.56</b>			

### Payments for approval in Lieu of meeting

Abbey Loos Ltd	469.50	Ad Hoc	1385	Event
Abbey Loos Ltd	1,408.50	Ad Hoc	1386	Event
Fleet (Line Markers) Ltd	1,174.74	Ad Hoc	1387	Grounds Maintenance
Lydney Town Council (Recharge)	210.00	Ad Hoc	1388	Grounds Maintenance
Cash	6.98	Monthly	1389	Grounds Maintenance
<b>Payments in Lieu of meeting: Sub total</b>	<b>3,269.72</b>			

**TOTAL PAYMENTS FEBRUARY 7,095.28**

## MAY PAYMENTS

### Payments made by Direct Debit:

British Gas: 602478936: Elec- Wkshop	25.04.17	28.25	Monthly	DD	Workshop Costs
British Gas: 602478939: Gas -Wkshop	25.04.17	36.44	Monthly	DD	Workshop Costs
British Gas: 602478935: Elec -Pavilion	25.04.17	86.24	Monthly	DD	Pavilion Utilities
Forest Equipment Services Ltd	26.04.17	1,447.86	Monthly	STO	Litter Picking
British Gas: 602478938: Gas -Pavilion	26.04.17	225.23	Monthly	DD	Pavilion Utilities
<b>Direct Debits: Sub total</b>		<b>1,824.02</b>			

### Interim Payments made in advance of meeting:

Corporate Expenditure		87.85	Monthly	1390	Pavilion Cleaning
HMRC		22.00	Monthly	1391	Pavilion Cleaning
<b>Interim Payments: Sub total</b>		<b>109.85</b>			

### Payments for approval at meeting on:

**31<sup>st</sup> MAY 2017**

Avoncrop Amenity Products	1,581.30	Annual	1392	General Maintenance
Charles Saunders Ltd	51.48	Quarterly	1393	Pav – Cleaning Materials
Lyndon Creswick Heating & Plumbing Ltd	1,380.00	Ad Hoc	1394	Building Materials/Contingency

Ref: Mins - Park Trust Mtg 30.5.17

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## PARK TRUST MEETING – 30 May 2017 – 03

Dean Fire	187.20	Annual	1395	Building Maintenance
Dean Mowers	73.08	Ad Hoc	1396	Grds
Light Fantastic DIY Ltd	48.60	Monthly	1397	Maintenance/Machine
M J Security (UK)Ltd	343.20	½ Yearly	1398	Repairs
Peter Neale	4,800.00	Ad Hoc	1399	Grds Maintenance
Omega Red Group Ltd	358.94	Ad Hoc	1400	Pav – Telephone/Alarms
P B Safety Supplies	45.72	Quarterly	1401	E/M General
<b>Payments in Lieu of meeting: Sub total</b>	<b>8,869.52</b>			Reserves/Contingency
				Building Maintenance
				Workshops

<b>TOTAL PAYMENTS</b>	<b>MAY</b>	<b>10,803.39</b>
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### A list of unrepresented Cheques (For Information only)

	<b>Total</b>	<b>00.00</b>
Chqs Written back to the Account		
Abbey Loos	1,408.50	1386

#### 4.1 To Approve the Payment Schedule

Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule for April & May 2017.

The Trust Secretary drew Members attention to the cheque written back to the Trust's account ie. Abbey Loos £1,408.50 (*due to the reduction in the amount of loos that the Trust would instead be hiring for the Summer Dance Event in the Park*).

In response to a query raised regarding the four payments to British Gas the Trust Secretary advised that it was showing that way because the Trust had received all four invoices issued by British Gas (two for the Workshop Gas/Electric and two for the Pavilion Gas/Electric) and it's the way that that particular month had fallen.

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

#### 4.2 To Approve Payments Therefrom

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

#### 4.3 Appointment of Internal Auditor for Year End 2017/18

It was **proposed by Trustee Harris, seconded by Trustee Ives** that the Trust would appoint Griffiths Marshall as the Trust Independent Internal Auditor for Year End 2017/18. Unanimous.

#### 4.4 Donation from Lydney Town Council

Trustees noted that an additional donation of £11,200.00 had been received from Lydney Town Council for improvement works to the railings in the Park. Noted.

### 5. BUSINESS

#### 5.1 Working Party - Update

Trustee Ives provided Members with a verbal update following the BHP Working Party meeting held on 4 May 2017 re. Bathurst Park Summer Dance Event.

Trustee Ives confirmed that the final programme consisted of:

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- 12:00 – Lydney Town Band
- 13:00 – Forest of Dean Ukulele Band “Friends Ukenited”
- 14:00 – Tyler Evans – singer and winner of ‘Totally Talented’ 2016
- 14:15 – first dance routine (can-can)
- 14:25 – Lola Morse - singer
- 14:40 – second dance routine (flamenco)
- 14:50 – Lisa Davis - singer
- 15:05 – third dance routine (Bollywood)
- 15:15 – Jenny Longville - singer
- 15:30 – fourth dance routine (vegas)
- 15:40 – Betty Hughes - singer
- 15:55 – fifth dance routine (belly dancing)
- 16:05 – Ellen May Coombe - singer
- 16:20 – final dance routine (1920’s Gatsby)

It was further noted that all equipment, host, staging & marquee aspects had been booked. Trustee Ives also confirmed that the Pavilion Tenant would be providing a stall selling cakes/foodstuffs also other stalls would be attending including a face painting stall, jewellery stall, bucking bronco stall, bouncy castle and four-bed trampoline ride/stall. The Trust Secretary reminded Trustee Ives that he would need to supply the office with all contact details and relevant documentation including Public Liability insurance for each stall and Food Hygiene Certificates (where applicable) and that a pitching fee would need to be invoiced to each stall holder.

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

Trustee Ives further advised that ‘The Forest of Dean Lions Club’ had offered a £50.00 donation towards the event for which the Trust was most grateful.

In response to a request for assistance in advertising the event Trustees Berryman and Harris advised that they would take a number of posters to display in shop windows throughout Lydney to advertise the event.

Following a short discussion, it was **proposed by Trustee Ives** that further preparations including that of holding a raffle/bucket licence and the opening of the event by local artist Mary Rose Young would be discussed at the next BHP Working Party meeting due to be convened on Thursday 1 June 2017 at 7.15pm at 3 Hill Street, Lydney. Any items discussed would then be reported back to the next Trust meeting. Vote carried.

**Action by – The Trust Chairman**

## 5.2 Planning Application/Railings in Park - Update

Trustees noted that the work to Phase 1 (*removal of railings to sports side/make good perimeter fencing*) in respect to the Planning application P1675/16/FUL for the railings in the Park was well underway with the Contractor having removed one side of the railings to the sports side of the Park.

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PARK TRUST MEETING – 30 May 2017 – 05

Trustees were asked to consider/confirm the start date for phase 2 – new railings to enclose Memorial Gardens (*at a cost of £37,680.00*) and Phase 3 – Entrance Arch Feature (*at a cost of £5,520.00*) and noted that should the decision be taken to commence works to the Entrance Arch Feature (on the Andre Clement Avenue) 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*).

The Trust Secretary reminded Trustees that they needed to keep a ‘close eye’ on the Trust’s budget/general reserves and expressed her concern that should the Trust decide to go ahead with both phases then it would seriously deplete the sum left in the general reserve account which would in turn have an impact on next year’s budget and ultimately next year’s Full Council precept.

Trustee Ives advised that the ‘Tesco Bags of Help Grant Scheme’ had a timescale of six months from application to outcome but unfortunately no further work had been carried out by either himself or Trustee White towards gaining such funding since the initial discussion in April 2017.

A number of Trustees also expressed concern that if the Trust were agreeable to the works to Phase 2 of the Iron Works then the figure required for this Phase would greatly reduce the sum of money left in the Trust’s account.

Following a short discussion it was **proposed by Trustee Berryman, seconded by Trustee Legg** that the Trust would proceed with the Iron Works required for Phase 3 – Entrance Arch Feature at a cost of £5,520.00 to be paid out of the Trust’s General Reserves (*in order that the work could be completed prior to September 2017*). Unanimous.

**Action by – The Trust Secretary**

Following a further short discussion, it was **proposed by Trustee Ives** that given the concerns raised regarding the Trust’s level of General Reserves that the Trust would defer (pending grant funding) Phase 2 - new railings to enclose Memorial Gardens. Furthermore, it was requested that the Trust Secretary provide Trustee White with a new set of the Grant Application papers for ‘Tesco Bags of Help Grant Scheme’ so that he may address/seek funding for £37,680.00 for the aforementioned/ and/ or replacement goal posts. Unanimous.

**Action by – The Trust Secretary**

## 5.3 Project Ideas

The Trust Secretary advised that at a recent Town Council staff meeting employees were encouraged to bring suggestions for future projects in order that they may be relayed to the Trust for discussion.

The following suggestions were received from members of staff:

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- Open air cinema in Bathurst Park
- Band performances in the Pavilion (not just brass bands)
- Easter Egg Hunt – not necessarily conducted on Easter Sunday – consider conducting in the week and utilising office staff
- Open air theatre (similar to that operated at Chepstow Castle)
- Open air classical performances
- Need for increased parking provision to be considered
- Need to ensure that a licence for regulated entertainment is obtained for the Park
- Artist exhibitions in bandstand
- Use of Park as Wedding Venue
- Need for larger premises for Groundstaff/equipment store

It was further advised that a request had recently been received from a member of the public wanting to use the Park Bandstand on 8 July 2017 for their daughter's wedding photographs. The Trust Secretary spoke at length on the potential for Bathurst Park to generate an income stream through the use of the facility as a wedding venue or the like and outlined the action which would need to be taken in order to achieve this aim (ie. wedding licence, cordon off Bandstand area, erection of marquee etc).

Furthermore it was advised that staff had given suggestion of a possible utilisation of a "Tree of Life" in the Park and a parallel was made to the sponsorship plaques which were operated at Clevedon Pier.

The Trust Chairman welcomed the aforementioned ideas and felt that the various suggestions were impressive and would assist Bathurst Park in generating an income. It was further advised that Trustee Ives had been in the process of seeking grant funding through Net Solutions Wales (*I.T Grants for UK Charities and Not-for-Profit Groups*) who assist groups with I.T. Grant's - UK Wide for the provision of: PC's, Laptops, Smartboards, Projectors and Networks with the idea that the Park may be able to get screening for an open air cinema. Furthermore, Trustee Ives advised that he would be speaking to a steel band 'Pandemonium' to ascertain whether they would be interested in performing on the Park Bandstand (thus generating further income). Noted.

Following a short discussion, Trustees general consensus was that they were keen to organise the suggested 'Easter Egg Hunt' for 2018 as it was felt that this would attract more people to the Park and would generate public interest in the Park and its facilities (which would in turn assist in future projects to gain an income).

It was **proposed by Trustee Ives** that the Trust bestow Delegated powers to the Trust Secretary and two Trustees in order that adhoc items may be booked/purchased for the 'Easter Egg Hunt' for 2018 (also that the Pavilion Tenant is included in the organisation/preparation of the Event) budget set at £200.00 (*budget for Easter Egg Hunt*). Unanimous.

**Action by – The Trust Secretary**

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# BATHURST PARK AND RECREATION TRUST

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## 5.4 Litter Bins

In line with the vast visual improvements being made to the Park (*railings etc*), Trustees were asked to consider installing a number of anti-vandal wrought iron litter bins (*at a cost of £534.00 per bin plus one-off delivery charge of £32.00*).

Trustee Ives welcomed the suggestion and felt that the wrought iron litter bins would appear 'in keeping' with the visual and historical ambience/Victorian feature of the Park as well as being an improvement as part of the Green Flag Award assessment.

During discussion, Trustees expressed concern at the cost/expense of the wrought iron bins and felt that they would be purchasing wrought iron bins for decorative purposes rather than practical purposes as it was felt that such bins would not be well used (*it was noted that the litter picking contractor attends site to litter pick every day*).

Following a further short discussion, **it was proposed by Trustee Berryman, seconded by Trustee Harris** that the Trust would instead paint three old plastic bins black and/or purchase three new black plastic drum bins and place one either end of the Avenue and one in the middle to see how much they are used. If they were seen to be used a lot then future consideration would be given to purchasing wrought iron bins. Vote carried.

**Action by – The Trust Secretary**

## 5.5 Dogs in Park

Trustees were advised that a number of complaints had been received from members of the public regarding insufficient dog waste bins available in the sports side of the Park and Trustees were therefore asked to consider installing additional dog waste bins in the Park.

During discussion, Trustees were reminded of previous sought advice gained from FODDC which was that providing the dog waste was only deemed to be a small amount it could be mixed in with general waste and therefore it was suggested that the Trust look to utilise plastic drum bins for general waste, rather than purchasing the more expensive dog waste bins.

Following a short discussion, **it was proposed by Trustee Harris, seconded by Trustee Ives** that the Trust would re-site the two existing red dog waste bins (one near the car park entrance and one near the War Memorial entrance) and would also purchase three new black plastic drum bins which would be placed along the tree line on the sports side of the Park (for litter and dog waste use). Vote carried with 2 abstentions.

**Action by – The Trust Secretary**

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# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 30 May 2017 – 08

Following a complaint received by a member of the public regarding dogs on the sports side of the pitch (member of public felt that with the removal of the one side of the fence on the Avenue that dogs were free to run up to you which they felt was intimidating) and in response to a question regarding the ‘banning’ of dogs on the sports side of the Park, the Trust Secretary reminded Trustees of the 6 month rule as the Trust had already previously decided not to ban dogs.

Trustee Christodoulides suggested that the Trust continue to allow the exercising of dogs on the sports side of the Park provided that dogs were kept on leads. Trustee Pearman agreed with the suggestion adding that appropriate signage should be erected that dogs are to be kept ‘under control’ whilst being exercised in the Park.

It was **proposed by Trustee Ives** that the Trust bestow Delegated powers to the Trust Secretary and two Trustees to address/erect appropriate signage in the Park stating ‘owners are expected to keep dogs under control’ (budget £100.00).  
Unanimous.

**Action by – The Trust Secretary**

## 5.6 Incident in 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 had received minor injuries. It was advised that the Trust’s Insurance company had been notified.

## 5.7 Gloucestershire Playing Fields Association (GPFA)

Prior to meeting Trustees were provided with a copy of the Bathurst Park Assessment Scheme carried out by Gloucestershire Playing Fields Association (GPFA).

It was noted that the Park had been rated as 86 out of 100 which put it in the ‘Excellent’ overall award with the comments being ‘Excellent site facilities for a public park’.

Trustee Pearman expressed gratitude to the Ground staff and Admin staff for the hard work in keeping the Park up to standard which was clearly reflected in the report as no immediate work was required from the assessment.

Trustee Ives suggested that consideration be given to installing a bicycle rack in the Park and requested that such be an agenda item for the next Trust meeting.

**Action by – The Trust Secretary**

## 5.8 Request for Use of Park

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 1 June 2017 at 12-2pm. Trustees were advised that this would follow the same theme as last year’s event with relevant public liability insurance and risk assessments already been received for this year and placed on file. Noted.



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## 5.9 Youth Shelter

Prior to the meeting Trustees were provided with a quote for a Youth shelter and were asked to consider erecting such in the Park.

During discussion, Trustees were aware that the young people of Lydney needed to socialise as part of their normal growth and development; to learn how to relate to each other in the absence of adults and it was felt it would be much better to let them do this in a designated space out of harm's way, than to try and stop them gathering outside shops, bus shelters or the Park band stand and asking the police to move them on. It was felt that at best this would merely displace the problem and could lead to other, more serious difficulties that could cost dearly in the longer term.

It was **proposed by Trustee Berryman, seconded by Trustee Pearman** that the Trust would seek funding towards the purchase of a Youth Shelter from Gloucestershire's Office of the Police and Crime Commissioner (The Commissioner's Fund) with the Trust willing to 'match fund' the remaining cost. It was further requested that such be an agenda item for the next Trust meeting. Unanimous.

**Action by – The Trust Secretary**

## 5.10 Rugby Posts

Prior to the meeting Trustees were provided with a quote for replacement mini rugby posts for use in the Park as it had been reported by the Head Groundsman that the existing posts had rotted off and needed to be replaced.

The Trust Secretary suggested that the Trust/Club may wish to consider the purchase of PVC posts as these would be lighter to erect and be able to be stored in a bag. It was further advised that Gloucestershire County Council may be able to provide an 'Active Together Grant' as it was felt that such would fit the criteria as a means to promote the wellbeing of people in Gloucestershire by helping them to stay active and healthy through increased opportunities for sport and physical activity.

It was **proposed by Trustee Pearman, seconded by Trustee Harris** that the Trust would seek grant funding from Gloucestershire County Council's 'Active Together Grant' towards the purchase of replacement mini rugby posts. Vote carried.

**Action by – Trustee Preest/The Trust Secretary**

## 5.11 Tree Survey 2017/18

Prior to the meeting Trustees were provided with a copy of the Tree Survey report 2017/18 carried out by the contractor and were asked to consider the contents of the report and approve urgent, phased works as deemed appropriate.

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It was **proposed by Trustee Harris, seconded by Trustee Ives** that under the Trust 'duty of care' the Trust would approve the urgent, phased works as highlighted in the Tree Survey report 2017/18. Unanimous.

**Action by – The Trust Secretary**

5.12 **Lydney War Memorial Trust Mural Project (LWMT)**

Trustees noted that the schedule for the painting of Lydney War Memorial Trust Mural Project would commence on 24 May 2017 for a duration of two weeks. (*LWMT have been asked to forward information relating to the intended design, upon receipt of this information the grant cheque raised for £300.00 would then be released*).

5.13 **Ursus Tractor**

Trustees noted that the Trust's Ursus Tractor (Reg F349KGJ) had been sold (*as not fit for purpose*). It was advised that the Trust's Insurance company had been notified.

6. **MEMBERS REPORTS**

None.

**Confidential Matters – Page 11**

7. **STAFFING/PAVILION CLEANING**

Resolved that the Trust would utilise the Town Council Groundstaff to undertake cleaning duties at the Pavilion over the Summer months.

Meeting closed at 8.20 pm

Chairman .....

Date 31<sup>st</sup> July 2017 .....