

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31st July 2017 – 12

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 31st July 2017 at 7.50pm.

Present: Trustees H Ives (Chairman), D Biddle, A Preest, D Pugh, D Street, K White, C Harris, W Leach and B Pearman

In Attendance: Mrs J Smailes – Trust Secretary
Mrs S Lanfear – Trust Admin Assistant
Ms Carol Wheeler – Lydney Town Council, Executive Officer

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 Trustees; Berryman, Legg and Christodoulides.

2. **DECLARATIONS OF INTEREST**

Trustee Biddle – Agenda item 5.1

3. **APPROVAL OF MINUTES**

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

It was noted that since the last meeting the following actions had been addressed under Delegated Powers.

Actions under Delegated Powers,

- i) *Hire of an additional Marquee (£720) in respect of the Summer Event in the Park.*

FINANCE AND SUNDRY PAYMENTS

4.

FINANCIAL STATEMENT -

July 2017

Opening Bank Balances as 1st April 2017

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

TRANSACTIONS

RECEIPTS

Receipts APRIL	2,127.07
Receipts MAY	59,048.38
Receipts JUNE	1,342.35
Receipts JULY	
Receipts AUGUST	
Receipts SEPTEMBER	
Receipts OCTOBER	
Receipts NOVEMBER	
Receipts DECEMBER	
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

Total Receipts YTD 62,517.80

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31st July 2017 – 13

PAYMENTS

Payments APRIL	7,095.28	
Payments MAY	9,394.89	
Payments JUNE	6,064.77	Detailed Below
Payments JULY	3,436.58	Detailed Below
Payments AUGUST		
Payments SEPTEMBER		
Payments OCTOBER		
Payments NOVEMBER		
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		

Total Payments YTD 25,991.52
111,937.13

Reconciled Bank Statements as at end	JUNE 2017	
LLOYDS BANK - Current		58,250.47
LLOYDS BANK – General Reserve		53,686.66
Bank Balances as at:	30-June-17	<u>111,937.13</u>

JUNE PAYMENTS

Payments made by Direct Debit:

British Gas Business; 602478939	25.05.17	1.64	Monthly	DD	Workshop: Gas
Forest Equipment Services Ltd	26.05.17	1,447.86	Monthly	STO	Litterpicking
British Gas Business: 602478936	26.05.17	46.90	Monthly	DD	Workshop: Electricity
British Gas Business: 602478938	26.05.17	102.37	Monthly	DD	Pavilion: Gas
British Gas Business: 602478935	26.05.17	363.00	Monthly	DD	Pavilion: Electricity
Direct Debits:	Sub total	1,961.77			

Interim Payments made in advance of meeting:

Griffiths Marshall		900.00	Annual	1402	Audit
Corporate Expenditure		87.85	Monthly	1403	Pavilion Cleaning
HMRC		22.00	Monthly	1404	Pavilion Cleaning
FoDDC		21.00	Ad Hoc	1405	Park Event
Interim Payments:	Sub total	1,030.85			

Payments for approval in Lieu of Meeting

Charles Saunders Ltd		33.38	Quarterly	1406	Cleaning Materials - Pav
Coinros Park Nurseries Ltd		1,753.30	½ Yearly	1407	Plants/Garden/Benches
L Cole Electrical Services		74.00	Annual	1408	Workshop Costs
Dean Mowers Ltd		26.40	Monthly	1409	Machinery Maintenance/Repairs
Gooch Group Ltd		63.22	Quarterly	1410	Cleaning Materials - Pav
Light Fantastic DIY Ltd		21.36	Monthly	1411	General Repairs
Lydney Settled Estate		18.00	Ad Hoc	1412	General Repairs
Mincost Ltd		17.94	Ad Hoc	1413	PPE
Lydney Town Council		402.00	Annual/Qrtly	1414	Insurance/Postage
Cash		32.55	Monthly	1415	Gen Repairs/Pav Cleaning Materials
A Gillard (Balloon Entertainer)		240.00	Ad Hoc	1416	Summer Event
Image Print & Signs Ltd		390.00	Ad Hoc	1417	Summer Event
Payments in Lieu of meeting: Sub total		3,072.15			

TOTAL PAYMENTS JUNE 6,064.77

25/09
H.I.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31st July 2017 – 14

JULY PAYMENTS

Payments made by Direct Debit:

British Gas: 602478938	23.06.17	73.85	Monthly	DD	Pavilion Gas
Forest Equipment Services Ltd	26.06.17	1,447.86	Monthly	STO	Litter Picking
Water Plus	29.06.17	38.86	Monthly	DD	Pavilion/Grds Maintenance
British Gas: 602478936	29.06.17	40.06	Monthly	DD	Workshop Electricity
Water Plus	29.06.17	57.34	Monthly	DD	Bowling Green Maintenance
British Gas: 602478935	29.06.17	357.22	Monthly	DD	Pavilion Electric

Direct Debits: Sub total 2,015.19

Interim Payments made in advance of meeting:

Corporate Expenditure	87.85	Monthly	1418	Pavilion Cleaning
HMRC	22.00	Monthly	1419	Pavilion Cleaning

Interim Payments: Sub total 109.85

Payments for approval at meeting on: 31st JULY 2017

Equipment Hire Services	52.80	Ad Hoc	1420	Equipment Hire
Light Fantastic DIY Ltd	116.68	Monthly	1421	Plants & Grds Maintenance
Mincost Ltd	2.10	Monthly	1422	PPE
Monmouthshire COUNTY Council	150.00	Annual	1423	Play Eq Maintenance
Monnow Marquees	540.00	Annual	1424	Summer Event
Lydney Town Council	441.96	Quarterly	1425	Petrol Oil/ Diesel
Cash	8.00	Monthly	1426	Wkshop Costs

Payments in Lieu of meeting: Sub total 1,311.54

TOTAL PAYMENTS JULY 3,436.58

A list of unrepresented Cheques (For Information only)

FoDDC	21.00	1405
Charles Saunders Ltd	33.38	1406
Coinros Park Nurseries Ltd	1,753.30	1407
L Cole Electrical Services	74.00	1408
Dean Mowers Ltd	26.40	1409
Gooch Group Ltd	63.22	1410
Light Fantastic Ltd	21.36	1411
Lydney Settled Estate	18.00	1412
Mincost Ltd	17.94	1413
Lydney Town Council	402.00	1414
A Gillard	240.00	1416
Image Print & Signs Ltd	390.00	1417
Total	3060.60	

BUSINESS

4.1 To Approve the Payment Schedule

Trustee Ives advised that all payments had now been received from stall holders in respect of the Summer Event. **Noted.**

Approval of the Financial Statement (including the virements/transfers shown below) was proposed by Trustee Pugh seconded by Trustee Street. Unanimous.

25/09

H.I.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31st July 2017 – 15

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£1000.00	Health & Safety (Inc Tree Works Delegated Powers)	Fireworks Display
£500.00	Health & Safety (Inc Tree Works Delegated Powers)	Grounds Maintenance/Tree Works
£1219.00	16/17 Events C/fwd	Park Event

4.2 End of Year Accounts 2016/17

Trustees received a copy of the Audited Accounts for Year End accounts prepared, by Griffith's Marshall, and noted that the Audited Accounts had since been submitted to the Charity Commission by same. **Noted**

4.3 Grant Application Submissions

Trustee Ives informed Trustees that a Grant Application to Tesco Bags of Help Programme had been submitted which, if successful, could mean that the Trust would receive up to £4000.00.

Trustees noted the Grant Administrator is seeking further funding to replace rugby goal posts; Install Park/Memorial Garden Ironworks; Pond Filtration System. Trustee Ives updated the Trust regarding the funding application for the open-air cinema which he had been pursuing with Net Solutions Wales. Trustee Leach and Trustee Pearman stated that they required more information regarding the application process before a decision as to whether to submit to Network Solutions or not could be resolved, it was noted that if the Trust later resolved not to use Net Solutions Wales that the Trust could be liable for up to 15% of the cost of the total project. At this stage of the application there is no indication of what these figures are in monetary terms. **Trustee Prest proposed** delegated Powers to **Trustee Ives and Trustee Leach** to meet with the company on site, to discuss specification, and to arrange for them to attend the next Trust meeting to present the Company's proposals. **Seconded by Trustee Pearman.** Vote carried

Action by – Trustee Ives

5.1 Bathurst Park Summer Event

Members resolved that Trustee Ives would be the Lead Trustee for the event and noted that he had been passed the event file containing the risk assessments, site plan, contact details, etc. Prior to the meeting Trustees were presented with a copy of an email requesting a pitch at the event in Bathurst Park – the paperwork had been received after the deadline of 14th July 2017. Trustee Ives advised that he had been approached by a member of the public who wished to also attend with a dress stall.

25/09
H.I.

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31st July 2017 – 16

Trustee Ives was also still to obtain the Insurance Certificate from the stall holder who was bringing the tea cup ride. It was **proposed by Trustee Pugh and seconded by Trustee Preest** that the Trust Secretary would formally notify any late applicants that they could not be considered for this year's event but that they would be welcome to apply for next year's event. Unanimous

Action by – Trust Secretary

A lengthy discussion ensued concerning the fact the working party had not contacted Danter's but instead, on this occasion had allowed independent traders to approach the Trust which it was noted provided no attendance confirmation. The Trust Secretary advised that when considering future Events, the Trust would be well placed if it asked Danter's to attend. **Proposed by Trustee Pearman seconded by Trustee Harris** that Danter's would be invited to future events.

Action by – The Trust Secretary

5.2 Go-Karts

Prior to the meeting Trustees were provided with copies of documentation which had been received from Mr McLoughlin regarding the operation of a Go-Kart track in the park on the 1st August 2017 and during the week commencing 21st August 2017. Discussions regarding the email and relevant supporting documents submitted by Mr McLoughlin took place. The request was however declined by the Trustees due to the vendor not agreeing to stall terms and conditions. The Trust Secretary was instructed to formally notify Mr McLoughlin of the Trust's decision. **Proposed by Trustee Harris, seconded by Trustee Pearman.** Vote carried.

Action by – The Trust Secretary

5.3 Bathurst Park Pond/Fountain

Trustee Ives read out Facebook comments concerning the lack of Pond Maintenance. The Trust Secretary advised that whilst the pond was maintained by the Town Council's Ground Staff it did not have a filtration system. Members noted that investigations were taking place regarding the possibility of grant funding. A report in due course would be provided to Trustees.

Action by – The Trust Secretary

5.4 Fireworks Display 2017

- Trustee Ives was appointed as Trustee in overall charge of the event and agreed to distribute fliers to local residents. **Proposed by Trustee Pearman seconded by Trustee Harris.** Unanimous
- It was **proposed by Trustee Harris and seconded by Trustee Ives** that the admission charge for the 2017 event will be:
- £5.00 per adults (16years and over), £2.00 per child (5years – 16years), Under 5s Free.
Proposed by Trustee Harris, seconded by Trustee Pearman. Unanimous
- Trustees were advised of the need for them to attend the event and to remain on-site until the event closed. Trustee Harris requested that the matter be an agenda item for the future full Council meeting.

Action by – The Trust Secretary

- Trustees to confirm their attendance, notification as to allotted duty will then be issued in due course. **Noted**

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31st July 2017 – 17

- The gates will open at 5.30pm and close at 8.30pm. However, the park will remain unsecured for that evening only. **Noted**
- Trustees noted that this would be the last consecutive year that Danter's Pitch fee would remain unchanged. It was **proposed by Trustee Harris seconded by Trustee Pearman** that 'trading' fees would be held and that an £80.00 pitch fee would be levied on all other stall traders. Unanimous
- Road Closure has been applied for. **Noted**
- First Aid provision currently being revised. **Noted**
- To note lighting, generators and fencing have been booked. **Noted**
- An advert will be placed in the Forester & Review one week in advance of the event. **Noted**

5.5 Public Toilets

Trustees were provided with an overview of a complaint which had been received from a member of the public concerning the state of the public toilets in the Bathurst Park. Whilst action had been taken to improve the cleanliness of the facilities the need to refurbish the sanitary wear was stressed to the Trustees. Trustees noted that a site meeting had been arranged with a contractor to discuss refurbishments; a sum of £4000.00 is earmarked in general reserves for such improvements. It was **proposed by Trustee Pearman and seconded by Trustee Leach** that quotations would be obtained. Trustees also noted that investigations were being undertaken regarding the possibility of grant funding. Unanimous.

Action by – The Trust Secretary

5.6 Cycle Rack

Trustee Ives called for the Trust to consider the installation of a cycle rack in the park. After a short discussion, it was **proposed by Trustee Street seconded by Trustee Pugh** that investigations should be made as to the possibility of obtaining a grant for such an installation. Vote carried
Trustee Ives proposed that Delegated Powers be bestowed on the Trust Secretary to obtain quotations. Vote carried

Action by – The Trust Secretary

5.7 Picnic Benches

Prior to the meeting Trustees were provided with a copy of an email which had been received from the Pavilion Tenant requesting the installation of benches on the sports site of the park, within the location of the Pavilion for which she was willing to offer a contribution towards the cost. After a lengthy discussion the Trust agreed to site picnic benches and an additional seat benches would be made in house over the Winter months. It was **Proposed by Trustee Street, seconded by Trustee White** that Delegated Powers would be bestowed on the Trust Secretary to progress works. Unanimous

Action by – The Trust Secretary

5.8 Tree Works

Prior to the meeting members were provided with a copy of a quotation to undertake tree works in the park. **Proposed by Trustee Pearman, seconded by Trustee Street** that a quotation to the sum of £390.00 including VAT would be accepted. Unanimous

Action by – The Trust Secretary

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 31st July 2017 – 18

5.9 **Annual Play Inspection.**

Prior to the meeting Trustees were provided with a copy of the Annual Play Inspection report which had been received from Monmouthshire County Council. It was **proposed by Trustee Leach and seconded by Trustee Pugh** that Delegated Powers would be bestowed on the Trust Secretary to arrange the welding of the large slide.

Vote carried

Action by – The Trust Secretary

5.10 **5 Year Fixed Wiring Test**

It was **proposed by Trustee Pugh and seconded by Trustee Street** that Delegated Powers would be bestowed on the Trust Secretary to arrange the 5 Year Fixed Wiring Test for the Pavilion and the workshop. Vote carried

Action by – The Trust Secretary.

6. **MEMBERS REPORTS**

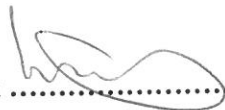
The Trust had received a letter of request for a family fun day to be held at Bathurst Park. The Trust Secretary informed the Trust that the Charity Commission does not allow other Charities to make a profit off the back of other Charities. The Trust Secretary is instructed to write back to the applicant. **Proposed by Trustee Pearman, seconded by Trustee Street.** Vote carried.

Trustee Ives informed Members that a letter had been received requesting the use of Bathurst Park on the 25th August 2017 for a family fun day to raise funds for chosen charity. After a short discussion, it was **proposed by Trustee Pearman seconded by Trustee Street** that the request would be declined and that the Trust Secretary would provide the individual event guidance on the type of documentation (e.g. Insurance cover, risk assessment, licences etc.) required before considering hosting an event. Furthermore, the Trust Secretary would advise the individual of the need for the Trust to observe Charity Commission guidance when working with other Charitable Organisations.

Trustee Ives advised that the Police Community Bus would visit the Park on the 1st August 2017.

Meeting closed at 9.03 pm

Chairman



Dateth 25 September 2017