

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 25 September 2017 – 19

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 25 September 2017 at 7.55pm.

**Present:** Trustees H Ives (Chairman), D Biddle, A Preest, K White, R Christodoulides, C Legg, C Harris 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.

- APOLOGIES**  
Apologies for absence were received and noted from Trustees; Berryman, Leach and Pugh
- DECLARATIONS OF INTEREST**  
None
- APPROVAL OF MINUTES**  
Approval of the minutes of the meeting held on 31 July 2017. **Proposed by Trustee Pearman, seconded by Trustee Harris.** Vote carried
- FINANCE AND SUNDRY PAYMENTS**

## August/September 2017 Financial Statement

FINANCIAL STATEMENT -		SEPTEMBER 2017
<b><u>Opening Bank Balances as 1st April 2017</u></b>		
LLOYDS BANK - Current		21,725.55
LLOYDS BANK –General Reserve	00.00	53,685.30
	<b>Bank Balance</b>	<b><u>75,410.85</u></b>
<b><u>TRANSACTIONS</u></b>		
<b><u>RECEIPTS</u></b>		
Receipts APRIL		2,127.07
Receipts MAY		59,048.38
Receipts JUNE		1,342.35
Receipts JULY		1,364.49
Receipts AUGUST		5,525.73
Receipts SEPTEMBER		
Receipts OCTOBER		
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
	<b>Total Receipts YTD</b>	<b><u>69,408.02</u></b>
<b><u>PAYMENTS</u></b>		
Payments APRIL		7,095.28
Payments MAY		9,394.89
Payments JUNE		6,064.77

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## August/September 2017 Financial Statement

Payments JULY	3,436.58	
Payments AUGUST	5,140.59	Detailed Below
<b>Payments SEPTEMBER</b>	<b>13,957.69</b>	<b>Detailed Below</b>
Payments OCTOBER		
Payments NOVEMBER		
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
	<b>Total Payments YTD</b>	
	<b>45,089.80</b>	
	<b>99,729.07</b>	

<b>Reconciled Bank Statements as at end</b>	<b>AUGUST 2017</b>	
LLOYDS BANK - Current 00171608		42,041.49
LLOYDS BANK – E/M Refurbish Toilets 29897960	4,000.00	
	53,687.12	57,687.58
<b>Bank Balances as at:</b>	<b>31-Aug-17</b>	<b>99,729.07</b>

### AUGUST PAYMENTS

#### Payments made by Direct Debit:

Monnow Marquees	11.07.17	180.00	Ad Hoc	BACS	Park Event
Forest Equipment Services Ltd	26.07.17	1,447.86	Monthly	STO	Litterpicking
British Gas Business: 602478939	26.07.17	1.65	Monthly	DD	Workshop: Gas
British Gas Business: 602478936	26.07.17	38.79	Monthly	DD	Workshop: Electricity
British Gas Business: 602478935	26.07.17	87.17	Monthly	DD	Pavilion: Utilities Gas
British Gas Business: 602478938	26.07.17	339.56	Monthly	DD	Pavilion: Utilities Elec
	<b>Direct Debits:</b>	<b>Sub total</b>	<b>2,095.03</b>		

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

Corporate Expenditure		87.85	Monthly	1427	Pavilion Cleaning
HMRC		22.00	Monthly	1428	Pavilion Cleaning
R & R Dance Group		1,060.00	Ad Hoc	1429	Park Event
	<b>Interim Payments:</b>	<b>Sub total</b>	<b>1,169.85</b>		

#### Payments for approval in Lieu of Meeting

Charles Saunders Ltd		33.38	Quarterly	1430	Pavilion Cleaning Materials
Forest Equipment Services Ltd		396.00	Ad Hoc	1431	Litter Picking
Forest of Dean & Wye Valley Review Ltd		181.80	Ad Hoc	1432	Park Event
Gooch Group Ltd		97.71	Quarterly	1433	Pavilion Cleaning Materials
Light Fantastic DIY Ltd		28.97	Monthly	1434	Grds Maintenance
Lydney Festival		200.00	Ad Hoc	1435	Park Event
Lydney Music		750.00	Ad Hoc	1436	Park Event
Lydney Training Band		110.00	Ad Hoc	1437	Park Event
Cash		77.85	Monthly	1438	Wkshop/Grds Maintenance/Pav Materials
	<b>Payments in Lieu of meeting: Sub total</b>	<b>1,875.71</b>			

**TOTAL PAYMENTS AUGUST 5,140.59**

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## August/September 2017 Financial Statement

### SEPTEMBER PAYMENTS

#### Payments made by Direct Debit:

South West Medics	03.08.17	800.00	Ad Hoc	BACS	Summer Event
Forest Equipment Services Ltd	21.08.17	35.94	Monthly	DD	Workshop Costs
Water Plus	21.08.17	70.77	Monthly	DD	Pavilion Utilities
British Gas: 602478936	21.08.17	351.42	Monthly	DD	Pavilion Utilities
Water Plus	29.08.17	1,447.86	Monthly	STO	Litter Picking
<b>Direct Debits:</b>	<b>Sub total</b>	<b>2,705.99</b>			

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

Corporate Expenditure	87.85	Monthly	1439	Pavilion Cleaning
HMRC	22.00	Monthly	1440	Pavilion Cleaning
<b>Interim Payments:</b>	<b>Sub total</b>	<b>109.85</b>		

#### Payments for approval at meeting on: 25<sup>th</sup> September 2017

Actavo (UK) Ltd	988.80	Annual	1441	Fireworks
Charles Saunders Ltd	59.12	Ad Hoc	1442	Workshop/Pavilion Costs
Essential Signs & Graphics	96.00	Ad Hoc	1443	Noticeboards
Forest Equipment Services	159.60	Ad Hoc	1444	Summer Event
Forester Newspapers Ltd	240.72	Ad Hoc	1445	Summer Event
Light Fantastic DIY Ltd	2.98	Monthly	1446	Workshop Costs
P S Neale	240.00	Ad Hoc	1447	Play Eqp Maintenance
TrunkArb Tree Surgery Ltd	1,608.00	Ad Hoc	1448	Grds Maintenance & Trees
Ukenited – T A Cox	50.00	Ad Hoc	1449	Summer Event
Lydney Town Council - Recharge	196.63	Annual	1450	Insurance/Postage
P S Neale	7,500.00	Ad Hoc	1451	Donation re Fencing
<b>Payments in Lieu of meeting: Sub total</b>	<b>11,141.85</b>			

**TOTAL PAYMENTS SEPTEMBER 13,957.69**

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

Charles Saunders Ltd	33.38	1430
Forest Equipment Services Ltd	396.00	1431
Forest of Dean & Wye Valley Review	181.80	1432
Gooch Group Ltd	97.71	1433
Lydney Festival	200.00	1435
Lydney Music	750.00	1436
Lydney Training Band	110.00	1437
<b>Total</b>	<b>1,768.89</b>	

#### Finance/Sundry Payments

4.1 Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule. Acceptance of the payment schedule **proposed Trustee Preest seconded by Trustee Pearman.**

4.2 Approval of payments therefrom **Proposed by Trustee Harris seconded by Trustee Pearman** Unanimous

H. I.

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# BATHURST PARK AND RECREATION TRUST

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- 4.3 Members were provided with a copy of the proposed draft budget for 2018/19. Members noted that the Trust's budget for the 2018/19 financial year had been set at £88,639. **Proposed by Trustee Preest seconded by Trustee Harris** that the proposed draft budget £88,639 be accepted. Unanimous

Donation request of £46,5000 **Proposed by Trustee Preest seconded by Trustee Harris** to be submitted to Lydney Town Council. Unanimous

After a short discussion on fund raising ideas for Bathurst Park Trustees agreed to form a working party or subcommittee for the Bathurst Park and Recreation Trust. Trustee Pearman requested that this be an agenda item for the next Trust meeting. Unanimous  
**Action by – The Trust Secretary**

Trustees were informed that the aforementioned budget would result in a deficit of £29,584.00. It was anticipated that the deficit could be addressed by utilising £8,000.00 residue from the 2017/2018 budget and the Trust Secretary advised the Trust to consider submitting a further donation request for £10,000.00 to Lydney Town Council once the tax Base calculation was known. It was noted that the above approach would require the Trust to take £11,584.00 (as a minimum) from General Reserves.

It was **proposed by Trustee Pearman, Seconded by Trustee Harris**, that the Trust would submit a further donation to Lydney ~~Recreation Trust~~ <sup>Town Council</sup> for £10,000.00 once the Tax Base calculation was known. Unanimous  
*Ms.*

## 5 Grant Submissions

Trustee Ives reported to Trustees that the Trust would not be working with Network Solutions as they had declined the Trusts request for more information regarding their funding process.

Trustee Ives advised that the funds in the sum of £500.00 had been received from Active Together had been used to purchase new Rugby Goal Posts.

The Grant Application submitted to Tesco's was still being processed and Trustee Ives gave a commitment to update attendees at the next Meeting. Noted

## 6 BUSINESS Incident in the Park

The Trust Secretary Informed Trustees of an incident involving a young child that had taken place in the Park, Trustees were informed that its Insurer had been informed. Noted



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## 6.2 Bathurst Park Summer Event

Trustee Ives provided a verbal overview of the recent event and discussed areas where improvements could be made. Trustees congratulated Trustee Ives and the staff at the Pavilion Café who had worked tirelessly on the day. After a short discussion Trustees agreed that next years event would be an agenda item for the next Trust meeting. The Trust Secretary spoke of her concerns over the operation of a working party and suggested that may be a Sub Committee able to incur expense would be more apt; also that Danter's Fair provide ride provisions for next year's event as the Trust had been let down by one stall holder who had committed to bring multiple units. The Trust Secretary was instructed to invite Danter's Fair to provide ride provisions for next year's event which would take place on the first Saturday in July 2018.

**Action by – The Trust Secretary**

## 6.3 Bathurst Pond/Fountain

Trustees were provided with a quote from Aquaflores Landscapes which would address the Pond Filtration and a Planting Project cost of £22,765.00 (plus VAT) and £2500,00 Electrical sub-contractor (plus VAT). After a short discussion the Trust Secretary informed Trustees that the Grant Administrator was currently looking into Grant Funding for the filtration system and will revert back to Trustees at the next meeting on the success of such. Trustee Ives gave a commitment to approach other organisations to see how they addressed similar filtration issues. Agenda item for the next committee meeting

**Action by – The Trust Secretary and Trustees Ives**

## 6.4 Fireworks Display 2017

Prior to the meeting Trustees were provided with a list of rides being supplied by Danter's Fair on 3 November 2017 and also with the food provision listing which will be supplied by the Pavilion Café.

The Trust Secretary referred to email correspondence previously circulated which stated where Trustees would be positioned on the evening of the Fireworks Display and their individual assigned duties.

Noted

## 6.5 Public Toilets

This item was deferred to the next Trust meeting as the Trust had yet to receive a quotation from Thomas Dudley Ltd and Wallgate Ltd.

**Action by – The Trust Secretary**

## 6.6 Dogs in the Park

New dog signage had been erected on the sports side of Bathurst Park inviting responsible dog owners to use the park; two larger signs had also been ordered and would be erected once received.

Noted

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6.7 **Cycle Racks**

Prior to the meeting Trustees were provided with the costs for a cycle rack for the Park, The Trust Secretary suggested asking the Grant Administrator to obtain possible Grant Funding for this. **Trustee Preest proposed, seconded by Trustee Biddle** that the Grant Administrator would apply for Grant Funding. Unanimous

**Action by – The Trust Secretary**

6.8 **Hayter Large Area Amenity Lawnmower**

Members were reminded of the discussion which has taken place at the September Full Council meeting, the Trust Secretary advised that she was currently liaising with the Head Groundsman and Machinery Suppliers as to whether it was cost effective to service the Hayter Lawnmower again this year or whether such should be traded in against a Compact Tractor. It was noted the cost to service the Hayter was £2400 + VAT and that dependant on the responses either a service order would be issued or a quote provided for new equipment at the next meeting. Noted

6.9 **Remedial Works – Bathurst Park Picnic Area and Bathurst Park Concrete Area**

Trustees were provided with a quotation to consider for the remedial work in the Park. After careful consideration Trustees agreed the quote was too expensive and requested that the Trust Secretary source further quotations. **Trustee Preest proposed, seconded by Trustee Ives** that Delegated Powers be bestowed on the Trust Secretary, plus two members for up to £3000 in order to address such works.

**Action by – The Trust Secretary**

6.10 **Forest of Dean & Wye Valley Visitor Guide 2018**

The Trust Secretary informed Trustees of the cost to advertise in the Forest of Dean and Wye Valley Visitor Guide; ½ page advert, if a member, cost £905.00 + VAT and for non-members £1280.00 + VAT. The costs of becoming a member, Silver membership £120.00 + VAT and Gold membership £250.00 + VAT. Trustees discussed the cost implications of the advert and how it would benefit the Trust and agreed that it would not be cost effective at this time to advertise.

**Proposed by Trustee Legg, seconded by Trustee Christodoulides** Vote carried

6.11 **Pitch Use at Bathurst Park**

Trustees were advised that Lydney Town Under 10's and Broadwell AFC Under 10's had been using the sports pitches on Bathurst Park without having booked a pitch prior and free of charge. The Sports Clubs in question had since paid for the usage of training pitch hire in the Park. Noted

H.I.

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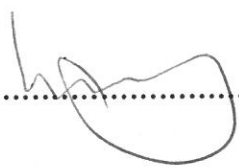
7. **MEMBERS REPORTS**

Trustee Ives enquired how work was progressing on the installation of the Archway over the Avenue Andre Clement. The Trust Secretary informed members that the posts and arch were currently under construction and the posts would be installed prior to the refurbishment of the surface on the Avenue Andre Clement.

Trustee Ives informed members that in light of their outstanding contribution to town life he had nominated “The Coffee House” in both the “Rural Enterprise” and “Local Food/Drink” categories and wished them luck. Noted

Meeting closed at 8.49 pm

Chairman .....



Date .....

↓h  
27 November 2017