

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 - 11

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 23 September 2013 at 8.34 pm.

Present: Trustees C Matthews (Chairperson), D Biddle, R Bonser, C Harris and B Thomas

In Attendance: Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Housekeeping – Trustee Matthews 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, Bevan, Cooksley, Hobman, James, W Osborne and B Pearman.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 28 May 2013 (note: Trust meeting scheduled for 22 July 2013 was not quorate) were confirmed and signed as a true record. **Moved by Trustee Harris, seconded by Trustee Bonser. Unanimous.** Actions taken under Delegated Powers (due to previous meeting not having been quorate) were duly noted (detail having previously been circulated to Trustees with the Agenda) summarised as follows:

- Replacement of the shutter with wrought iron work to small window on Pavilion at a cost of £888 plus VAT
- Replacement of blades on Etesia Mower at a cost of £195.00 (inclusive of labour and VAT)
- To accept a booking from Bream Cricket Club (if forthcoming), preference given to Primrose Hill Cricket Club regarding use of the pitch
- Request Forest of Dean District Council/Gloucestershire County Council arrange for litter collection of Avenue Andre Clement
- Approval given for Pavilion Tenant to hold an event on 31 August 2013.

4. **FINANCE AND SUNDRY PAYMENTS**

4.1 **To approve Financial Statement**

| FINANCIAL STATEMENT | JUNE & JULY 2013 | | AUGUST & SEPTEMBER 2013 | |
|--------------------------------|------------------|--|-------------------------|------------------|
| Bank Balance as 1st April 2013 | | | | |
| LLOYDS BANK - Current | 00171608 | | | 14,407.45 |
| LLOYDS BANK - Deposit Account | 29897960 | | | 34,350.69 |
| | | | Bank Balance | <u>48,758.14</u> |

TRANSACTIONS

RECEIPTS

Receipts APRIL

250.76



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 – 12

| | | |
|----------------------------|------------------|----------------|
| Receipts MAY | 691.13 | |
| Receipts JUNE | 1,191.16 | |
| Receipts JULY | 21,177.24 | See attached |
| Receipts AUGUST | 131.60 | See attached |
| Receipts SEPTEMBER | - | |
| Receipts OCTOBER | - | |
| Receipts NOVEMBER | - | |
| Receipts DECEMBER | - | |
| Receipts JANUARY | - | |
| Receipts FEBRUARY | - | |
| Receipts MARCH | - | |
| Total Receipts YTD | 23,441.89 | |
| PAYMENTS | | |
| Payments APRIL | 2,923.51 | |
| Payments MAY | 4,020.25 | |
| Payments JUNE | 2,595.66 | Detailed below |
| Payments JULY | 2,868.18 | Detailed below |
| Payments AUGUST | 5,012.10 | Detailed below |
| Payments SEPTEMBER | 7,588.79 | Detailed below |
| Payments OCTOBER | - | |
| Payments NOVEMBER | - | |
| Payments DECEMBER | - | |
| Payment JANUARY | - | |
| Payment FEBRUARY | - | |
| Payment MARCH | - | |
| Payments PRIOR TO YEAR END | - | |
| Total Payments YTD | 25,008.49 | |
| Total | 47,191.54 | |

| Reconciled Bank Statements as at end | | AUGUST 2013 | | |
|--------------------------------------|----------|------------------|------------------|-------------|
| LLOYDS BANK - Current | 00171608 | | 12,835.17 | |
| LLOYDS BANK - General Reserve | 29897960 | | 34,356.37 | |
| Bank Balances as at | | 30-Aug-13 | 47,191.54 | 0.00 |

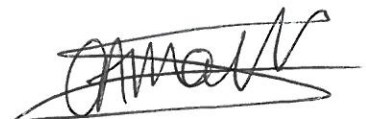
| JUNE PAYMENTS | | Details | | |
|--|-----------------------|------------------|-----------------|-------------------------------------|
| <u>Payments made by Direct Debit:</u> | | | | |
| none | | | | |
| | Direct Debits: | Sub Total | 0.00 | |
| <u>Payments made in advance:</u> | | | Chq. No. | |
| Corporate Expenditure | 81.42 | Monthly | 677 | Pavilion Cleaning: June |
| HMRC | 20.20 | Monthly | 678 | Pavilion Cleaning: June |
| Payments in advance of meeting: | Sub total | 101.62 | | |
| <u>Payments for approval in lieu of meeting:</u> | | | | |
| DBC Solutions Ltd | 250.00 | Ad hoc | 679 | Celebration Gates: Risk Assessment |
| Folkdean Ltd | 42.60 | Ad hoc | 680 | Celebration Gates: Helium |
| The Coffee House | 316.72 | Ad hoc | 681 | Celebration Gates: Refreshments |
| Lydney Training Band | 100.00 | Ad hoc | 682 | Celebration Gates: Donation |
| Severnbank Cygnets | cancelled | 0.00 | 683 | cheque cancelled |
| Mr S Rudge | 80.00 | Ad hoc | 684 | Celebration Gates: Erect Marquee |
| Dean Mowers Ltd | cancelled | 0.00 | 685 | cheque cancelled |
| Forest Equipment Services Ltd | 1,328.60 | Monthly | 686 | Litterpicking |
| Gooch Group Ltd | 52.57 | Ad hoc | 687 | Pavilion Cleaning Materials |
| Monmouthshire CC | 150.00 | Ad hoc | 688 | Play Equipment Maintenance |
| Travis Perkins | 7.02 | Monthly | 689 | Play Equipment Maintenance |
| Petty Cash | 19.97 | Monthly | 690 | Grounds/Pavilion Maintenance |
| Dean Mowers Ltd | 46.56 | Ad hoc | 691 | Machinery Maintenance |
| Severnbank School | 100.00 | Ad hoc | 692 | Celebration Gates: Cygnets Donation |
| Payments in lieu of meeting: | Sub total | 2,494.04 | | |
| TOTAL PAYMENTS | JUNE 2013 | 2,595.66 | | |

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 – 13

| <u>JULY PAYMENTS</u> | | | | | <u>Details</u> |
|---|--|------------------|-----|---------------------|---|
| <u>Payments made by Direct Debit:</u> | | | | | |
| Npower | 122.67 | Quarterly | DD | | Electricity: Workshop 5.3.13 - 10.6.13 |
| Npower | 304.48 | Quarterly | DD | | Electricity: Pavilion 5.3.13 - 10.6.13 |
| Severn Trent Water | 37.50 | Quarterly | DD | | Water: Pitch & Pavilion 12.12.12 - 7.6.13 |
| | Direct Debits: | Sub Total | | | 464.65 |
| <u>Payments made in advance of the meeting:</u> | | | | | |
| Corporate Expenditure | 81.22 | Monthly | | Chq. No. 693 | Pavilion Cleaning: July |
| HMRC | 20.40 | Monthly | | 694 | Pavilion Cleaning: July |
| | Payments in advance of meeting: | Sub total | | | 101.62 |
| <u>Payments for approval at meeting on:</u> | | | | | |
| | | | | | 22nd July 2013 |
| Arkell & Hurcombe | 108.00 | Ad hoc | 695 | | Memorial bench & plaque |
| BEC | 84.00 | Ad hoc | 696 | | Workshop: PAT testing |
| Charles Saunders Ltd | 29.76 | Ad hoc | 697 | | Pavilion: Cleaning Materials |
| Dean Mowers Ltd | 121.34 | Ad hoc | 698 | | Machinery |
| Forest Equipment Services Ltd | 1,328.60 | Monthly | 699 | | Litterpicking |
| Forest Lubricants (UK) Ltd | 78.00 | Ad hoc | 700 | | Machinery: Oil |
| Gloucestershire Playing Fields Assoc | 5.00 | Annual | 701 | | Entry fee |
| Light Fantastic DIY Ltd | 32.95 | Monthly | 702 | | General Repairs |
| Travis Perkins | 28.33 | Monthly | 703 | | General Repairs |
| WPS Insurance | 26.50 | Ad hoc | 704 | | Coronation Gates event: Insurance |
| LTC Recharges | 459.43 | Quarterly | 705 | | Playback / Fuel / Insurance |
| | Payments to meeting: | Sub total | | | 2,301.91 |
| TOTAL PAYMENTS | | JULY 2013 | | | 2,868.18 |

| <u>AUGUST PAYMENTS</u> | | | | | <u>Details</u> |
|--|--|--------------------|-----|---------------------|---|
| <u>Payments made by Direct Debit:</u> | | | | | |
| Severn Trent Water | 43.18 | Quarterly | DD | | Water: Pitch & Pavilion 12.12.12 - 7.6.13 |
| Severn Trent Water | 98.18 | Quarterly | DD | | Water: Pitch & Pavilion 12.12.12 - 7.6.13 |
| | Direct Debits: | Sub Total | | | 141.36 |
| <u>Payments made in advance:</u> | | | | | |
| Corporate Expenditure | 81.22 | Monthly | | Chq. No. 706 | Pavilion Cleaning: August |
| HMRC | 20.40 | Monthly | | 707 | Pavilion Cleaning: August |
| Mr Cackett | 791.50 | Bi-annual | | 708 | Summer Bedding |
| | Payments in advance of meeting: | Sub total | | | 893.12 |
| <u>Payments for approval in lieu of meeting:</u> | | | | | |
| Avoncrop Amenity Products | 388.20 | Ad hoc | 709 | | Bowling Green |
| DBC Solutions Ltd | 90.00 | Annual | 710 | | Maintenance |
| Dean Mowers Ltd | 255.50 | Ad hoc | 711 | | Machinery Maintenance |
| Fleet Line Markers Ltd | 1,103.78 | Annual | 712 | | Maintenance |
| Forest Drains | 55.00 | Ad hoc | 713 | | Pavilion: Building Maintenance |
| Forest Equipment Services Ltd | 1,328.60 | Monthly | 714 | | Litterpicking |
| Gascheck - BEC | 146.88 | Ad hoc | 715 | | Workshop Tap / Pavilion Lighting |
| Gooch Group (Pavilion) | 161.63 | Ad hoc | 716 | | Pavilion Cleaning Materials |
| Light Fantastic DIY Ltd | 58.84 | Ad hoc | 716 | | Play Equipment / Pavilion Maintenance |
| Lydne Garden Centre | 92.20 | Ad hoc | 718 | | Grounds Maintenance |
| Monmouthshire CC | 240.00 | Ad hoc | 719 | | Play Equipment Maintenance |
| Premier Products | 56.99 | Ad hoc | 720 | | Pavilion: Cleaning Materials |
| | Payments in lieu of meeting: | Sub total | | | 3,977.62 |
| TOTAL PAYMENTS | | AUGUST 2013 | | | 5,012.10 |



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 – 14

| SEPTEMBER PAYMENTS | | | | Details | |
|---|-----------------------|-----------|-----|----------------|------------------------------------|
| <u>Payments made by Direct Debit:</u> | | | | | |
| none | | | | | |
| Direct Debits: | Sub Total | | | | |
| | | | | | 0.00 |
| <u>Payments made in advance of the meeting:</u> | | | | | |
| Corporate Expenditure | 81.42 | Monthly | 721 | | Pavilion Cleaning: September |
| HMRC | 20.20 | Monthly | 722 | | Pavilion Cleaning: September |
| Mincost | 59.94 | Monthly | 723 | | Machinery Maintenance & Repairs |
| Petty Cash | 19.82 | Monthly | 724 | | Pavilion: Cleaning / Workshop |
| British Gas | 636.21 | Quarterly | 725 | | Workshop & Pavilion Gas |
| Payments in advance of meeting: | Sub total | | | | 817.59 |
| <u>Payments for approval at meeting on:</u> | | | | | |
| 23rd September 2013 | | | | | |
| Dean Mowers Ltd | 526.50 | Ad hoc | 726 | | Machinery Maintenance & Repairs |
| Forest Drains | 110.00 | Ad hoc | 727 | | Pavilion: Building Maintenance |
| Forest Equipment Services Ltd | 1,328.60 | Monthly | 728 | | Litterpicking |
| Griffiths Marshall | 900.00 | Annual | 729 | | Audit Pavilion |
| Light Fantastic DIY Ltd | 51.40 | Monthly | | | Cleaning/Workshop/Grounds Maint |
| M J Security (UK) Ltd | 222.00 | Bi-annual | 731 | | Pavilion Alarm / Workshop |
| Pland Stainless Ltd | 78.80 | Ad hoc | 732 | | Pavilion: Building Maintenance |
| Sandling Fireworks | 3,000.00 | Annual | 733 | | Fireworks Display |
| Shaw & Sons Ltd | 206.88 | Ad hoc | 734 | | Binding of Minutes |
| Travis Perkins | 11.02 | Monthly | 735 | | Workshop |
| Deborah Services Ltd | 336.00 | Annual | 736 | | Fireworks Display Fencing |
| Payments to meeting: | Sub total | | | | 6,771.20 |
| TOTAL PAYMENTS | SEPTEMBER 2013 | | | | 7,588.79 |

A list of unpresented Cheques (For Information only)

| | | |
|---------------------------|-----------------|-----|
| Forest Equipment Services | 1,328.60 | 714 |
| Lydney Garden Centre | 92.20 | 718 |
| Total | 1,420.80 | |

Approval of the Financial Statement was **proposed by Trustee Bonser, seconded by Trustee Matthews**. Unanimous.

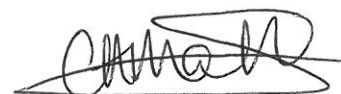
4.2 Accounts for Year Ended 31 March 2013

Members noted that the accounts for Year Ended 31 March 2013 have since been submitted online to the Charity Commission (Trustees had been previously issued with a copy of the accounts in readiness for the Trust meeting in July).

4.3 2014-2015 Budget

Prior to the meeting Trustees were provided with a copy of the suggested Trust budget for the 2014-2015 financial year. Trustees were able to compare the Trust's performance against actual and budget, for the last three years in order to aid their budget deliberations.

During discussion it was noted that the Trust's budget included the cost of litter collection for the Park and the Secretary outlined once again the fact that the Town Council's Ground Staff's labour spent in the Park was gifted "in kind" to the Trust and therefore did not incur a monetary cost to the Trust, this being in addition to any donation the Council may choose to give. Trustee Harris stressed the need for the Trust to organise future events to generate income streams for the Trust in order to reduce the amount of its requested donation from the Council each year. The Secretary informed Trustees of the events which were organised during the summer months in Bournemouth Gardens and she suggested that Members may wish to



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 - 15

consider similar stalls/entertainment/events. It was **proposed by Trustee Bonser** that the Secretary may like to obtain costings for activities which could be held in the Park during the summer months Trustee Thomas suggested that consideration be given towards the formation of a cross Trust sub-committee to investigate the possibility of holding events in Bathurst Park and Lydney Recreation Ground. The possibility of licencing the Park for music/weddings was also raised, together with the possibility of utilising the services of the Pavilion Tenant. At this point **Trustee Biddle proposed** that the Secretary obtain costings for licencing the Park for weddings. Trustee Harris agreed to second both proposals, (no vote taken).

Action by – the Secretary

Approval of the suggested budget of £61,555 (including a donation to be requested from Lydney Town Council of £39,000) was **proposed by Trustee Bonser, seconded by Trustee Biddle.** Unanimous.

4.4 Utility Charges

Trustees were made aware that the Trust's utility suppliers may change as investigations were currently being undertaken to establish if lower contract prices could be obtained. Noted.

5. BUSINESS

5.1 Funding Bids

Trustee Matthews advised that no action had been taken.

5.2 Repair of Workshop

Trustees noted that since the last meeting it had been necessary to effect a repair of a leaking pipe and sink.

Prior to the meeting Trustees were also provided with a copy of the two quotations which had been obtained to undertake numerous repairs to the exterior of the workshop in Bathurst Park. The Secretary suggested Trustees may wish for the exterior of the building to be painted in the 2014-2015 financial year and Trustee Matthews requested the matter be an agenda item.

Action by – the Secretary

Acceptance of the quotation from P Hurcomb Carpentry for £475.00 was **proposed by Trustee Bonser, seconded by Trustee Matthews.** Unanimous.

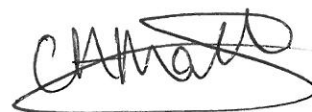
Action by – the Secretary

5.3 Replacement of Shutter System on small window in Pavilion

Trustees noted that wrought iron work had been affixed to the exterior of the small window in the Pavilion in order to replace the shutter system which had become defective. It was hoped that in future, the Trust would replace all of the existing shutter systems with matching iron work.

5.4 Lydney in Bloom

Trustee Matthews voiced her desire to encourage members of the community to plant floral displays in the Park through the formation of an official group. It was noted that some Councils already operate such a system whereby plants were purchased by the Council and then planted by a voluntary group.



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 - 16

During discussion it was felt that Trustee Matthews's suggestion should also be an agenda item for Lydney Town Council's Amenities Committee, as they may also wish to utilise such a system. The Secretary suggested that Trustees may wish to limit the system to the Park for the first year.

Trustee Matthews proposed that she would e-mail local groups in order to ascertain their interest in participating in such a scheme (no vote taken).

Action by – Trustee Matthews

Trustees were made aware that if such a scheme proceeded, responsibility for the design of the floral displays would lie with the appointed group, not the Trust.

5.5 Repair of Etesia

Trustees noted that it had been necessary to replace the blades on the Etesia at a cost of £195.00.

5.6 Pitches in the Park

Two Rivers Housing

It was noted that Two Rivers Housing had hired the football pitch in the Park on 26 July, 2 August and 9 August for football training.

Cheesewring Cricket Club

Trustees noted that Cheesewring Cricket Club had hired the cricket pitch in the Park on 27 July 2013.

Bream Cricket Club

Trustees noted that whilst Bream Cricket Club had initially expressed an interest in using the pitch in the Park next season, no further approaches had been received to date.

Lydney Town AFC

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Lydney Town AFC.

Recalling that the Club had previously requested that the Trust permit the Club to use the pitches in the Park for their fourth team. Trustee Matthews called for the Trust to stand on its original decision that the football and rugby pitches in the Park should only be used by youths of 16 years and under. **Trustee Matthews** highlighted that the Trust did not possess any labour to repair the pitch on weekends between matches and she therefore **proposed** that the Club's request should be declined. Trustee Bonser proposed an amendment to the proposal that the Trust should explain to the club that impact of adults using the pitches had on the use for Junior games, together with the fact that it did not possess any labour to repair the pitch on the weekends. Trustee Matthews agreed to accept the amendment to her original motion. Unanimous.

Action by – the Secretary



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 - 17

5.7 Collection of Litter

Avenue Andre Clement

Trustees noted that Forest of Dean District Council had arranged for the Avenue Andre Clement to be added to their litter collection contract.

Collection of Dog Waste

Trustees were informed that the current litter collection contract for the park did not include the “picking up” of dog waste which had been left in the park by irresponsible dog owners and Trustees were asked to consider if they wished to incorporate the collection of such waste in the 2014-2015 financial year.

During discussion Trustees noted that dogs tended to be exercised off their lead in the “sports” side of the park; Trustee Matthews highlighted that some owners still tended to walk their dogs thought the Ladys’ Park and called for owners to ensure that their dogs were placed on leads. However, the Secretary questioned how the Trust wished to enforce Trustee Matthews’s suggestion, as Town Council Ground Staff had previously been abused by members of the public.

Trustee Bonser suggested that the Trust should observe a six month period whereby it monitored the level of dog waste left in the park and that if improvement was not noticed it may wish to consider banning dogs from the park. Trustee Bonser felt that the issue of non-collection of dog waste could be reported in the local press and also the Town Council’s quarterly newsletter. **Proposed by Trustee Matthews.** Unanimous.

Action by – the Secretary

5.8 Severnbank Cygnets

Prior to the meeting Trustees were provided with a copy of the letter of thanks which had been received from the Severnbank Cygnets in respect of the Trust’s donation, the contents of which were duly noted.

5.9 Removal of Dead Tree

Trustees noted that since the last meeting it had been necessary to remove a dead Rabinia tree from the park at a cost of £200.00


5.10 Annual Inspection Report

Prior to the meeting Trustees were provided with a copy of the Annual Inspection Report which had been received from Monmouthshire County Council, the contents of which were duly noted.

5.11 Firework Display

Prior to the meeting Trustees were provided with a copy of an e-mail which had been received from Sandling Fireworks regarding the need for their engineers to be provided with a contact number for the person in charge of the event and also the problem with locating marshals at the event.

During discussion it was noted that the plan of the firework display area had been corrected for this year’s display. Furthermore, it was noted that not all Trustees attended to marshal; Trustees in attendance at the meeting considered



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 - 18

the possibility of utilising volunteers to assist with marshalling and questioned if such attendance would be covered under the Trust's insurance policy. Trustees also suggested that it may be possible for clubs in the Town to be approached to ascertain if they would be willing to assist with marshalling. The Secretary stressed that the liability for the event lay with the Trust and as such, it needed to ensure that sufficient marshals were in attendance.

Trustee in Charge

It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that Trustee Matthews (as Chairman) would be appointed as the Trustee in Charge of the event. Unanimous.

Catering

It was noted that the Pavilion Tenant had agreed to provide additional catering facilities in addition to opening the Pavilion Cafe and that an approach had been received from Mr T Marx regarding catering for the event. However, in view of the decision taken at the May Trust meeting the approach from Mr Marx would be declined. Trustees acknowledged that the Pavilion Tenant had been informed that Danters would also provide catering at the event.

Event Close

It was noted that the event would close at 8.30 pm. Trustees also noted the requirement to remain on site until the end of the event.

Risk Assessment

Trustees were asked to consider if the risk assessment for the event could be produced by Town Council staff. No objection was raised.

Police Attendance

It was noted that three PCSOs had changed their shift pattern in order that they could attend the event, for which the Trust expressed thanks.

5.12 Future Events

Trustees noted that the Pavilion Tenant held an event in the Park on 31 August.

Music Licence

The Secretary was requested to obtain costings for the provision of a music and entertainments licence for the Park for consideration at the next meeting, together with the cost of hiring a marquee.

Action by – the Secretary

Deck Chairs

Prior to the meeting Trustees were provided with costings for the custom printing of 50 deck chairs, which could then be hired out during events at the Park. Whilst the suggestion had been well received, it was agreed that further consideration would need to be given regarding the storage, staffing provision and issue of the deckchairs. Accordingly, it was agreed that the matter would be an agenda item for the next meeting. Trustee Thomas also requested that Trustees be provided with details of the size of the area required for storing said items.

Action by – the Secretary



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 - 19

5.13 Five Year Plan

Trustee Matthews advised that no action had been taken over the summer months. Secretary reminded Trustees who had previously indicated their willingness to consider the Plan.

Action by – Trustee Matthews

5.14 Pavilion Toilets

Trustees noted that over the summer months numerous problems had been experienced with blockages of the internal toilets and that it had been necessary to call a specialist drain company on several occasions to remove blockages.

The Secretary reported that it had also been necessary to fit keypad locks to the internal toilets at a cost of £225.00 in an effort to regularise their use for which prior approval had been sought from the Trust Chairman. Noted.

External Toilet Facility

Trustees were asked to give consideration to a future refurbishment of the facility, as it had been brought to the Trust's attention that the replacement parts for the toilets were in limited supply. Whilst such a refurbishment had not been included in the suggested 2014-2015 budget, Trustee Matthews requested that the matter be an agenda item for the next meeting.

Action by – the Secretary

Cleaning

Trustees were asked to consider the frequency of cleaning for the toilets. Trustees were reminded that they currently paid for the Pavilion changing rooms, showers and toilets (both internal and external) to be deep cleaned once per week; outside of the aforementioned period Town Council Ground Staff would mop the external toilets on a daily basis. A suggestion was made that the Trust may wish to approach Forest of Dean District Council to ascertain if they possessed any redundant sanitary wear which could be utilised by the Trust in the Pavilion.

During discussion it was agreed that the matter would be an agenda item for the next meeting, in order that Trustees may consider their future staffing requirements.

Action by – the Secretary

5.15 Pavilion Shower

Trustees were asked to consider the removal of the shower facility in the Referees room as it emitted foul smells which then permeated the building.

It was noted that contact had been made with the various clubs which used the building/their Leagues. Whilst a separate shower facility for the referee was an additional bonus, it was not required for the club levels which currently used the pitches in the Park. Accordingly, the Secretary was requested to obtain costings for the removal of the shower facility.

Action by – the Secretary



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 23 September 2013 - 20

5.16 **Use of Park**

Trustees noted that Lydney Christian Fellowship held an Open Air Service in the Park on 22 September 2013.

5.17 **Lydney Bowling Club**

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Lydney Bowling Club regarding the assistance which had been offered by Town Council Ground Staff regarding the preparation of the Bowling Green in readiness for the Gloucestershire Bowls Association County Cup Final which was held in the Park late August. The contents of the letter was duly noted.

Trustees were also provided with an update on the progress of the Club's formal lease.

5.17 **Donation of Water Lilies**

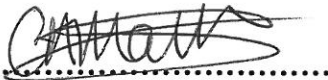
Trustees expressed their appreciation of the kind donation of water lilies received from Ms A Harris and noted the contents of the letter which had been sent to Ms Harris.

6. **MEMBERS REPORTS**

None.

Meeting closed at 9.42 pm

Chairman



Date

25/11/2013