

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 March 2014 - 34

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 24 March 2014 at 8.39 pm.

Present: Trustees C Matthews (Chairperson), B Berryman, D Biddle, R Bonser, J Greenwood, C Harris, V Hobman, W Osborne, A Preest, S Rudge 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 Bevan, Pearman and Vaughan.

2. **DECLARATIONS OF INTEREST**

Trustee Preest - Agenda item 5.4 – Pavilion (re. Quotation from Travis Perkins)


3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 27 January 2014 were confirmed and signed as a true record. **Moved by Trustee Hobman, seconded by Trustee Harris.** Vote carried.

4. **FINANCE AND SUNDRY PAYMENTS**

4.1 **To approve Financial Statement**

FINANCIAL STATEMENT	FEBRUARY & MARCH 2014	
Bank Balance as 1st April 2013		
LLOYDS BANK - Current	00171608	14,407.45
LLOYDS BANK - Deposit Account	29897960	34,350.69
	Bank Balance	48,758.14
<u>TRANSACTIONS</u>		
<u>RECEIPTS</u>		
Receipts APRIL	250.76	
Receipts MAY	691.13	
Receipts JUNE	1,191.16	
Receipts JULY	21,177.24	
Receipts AUGUST	131.60	
Receipts SEPTEMBER	580.67	
Receipts OCTOBER	19,150.25	
Receipts NOVEMBER	9,347.93	
Receipts DECEMBER	2,340.53	
Receipts JANUARY	716.16	See attached
Receipts FEBRUARY	1,169.59	See attached
Receipts MARCH (to Year-End)	-	to follow
	Total Receipts YTD	56,747.02
<u>PAYMENTS</u>		
Payments APRIL	2,923.51	
Payments MAY	4,020.25	
Payments JUNE	2,595.66	
Payments JULY	2,868.18	
Payments AUGUST	5,012.10	
Payments SEPTEMBER	7,588.79	



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 March 2014 - 35

Payments OCTOBER	5,037.57	
Payments NOVEMBER	5,090.36	
Payments DECEMBER	2,074.78	
Payment JANUARY	6,615.97	
Payments FEBRUARY	3,199.57	Detailed below
Payments MARCH	4,630.50	Detailed below
Payments PRIOR TO YEAR END	-	
	Total Payments YTD	51,657.24
	Total	53,847.92

Reconciled Bank Statements as at end		FEBRUARY 2014	
LLOYDS BANK - Current	00171608	19,484.57	
LLOYDS BANK - General Reserve	29897960	34,363.35	
Bank Balances as at	28-Feb-14	53,847.92	0.00

FEBRUARY PAYMENTS Details

Payments made by Direct Debit:

STWA	3.1.14	205.88	Quarterly	DD	Park: Water 17.6.13 - 16.12.13
	Direct Debits: Sub Total	205.88			

Payments for approval in lieu of meeting:

				<u>Chq. No.</u>	
Corporate Expenditure	81.42	Monthly	795	Pavilion Cleaning: February	
HMRC	20.20	Monthly	796	Pavilion Cleaning: February	
Lydney Town Council	51.69	Quarterly	797	Postage Recharge	
Petty Cash	6.98	Monthly	798	Pavilion: Building Maintenance	
British Gas	629.76	Quarterly	799	Pavilion: Gas	
Dean Mowers Ltd	567.93	Annual	800	Machinery	
Forest Equipment Services Ltd	1,328.60	Monthly	801	Litterpicking re Jan-14	
Greenworks Washrooms	112.01	Annual	802	Workshop/Pavilion: Building Maintenance	
JAS Gas Services	50.00	Ad hoc	803	Pavilion: Building Maintenance	
Light Fantastic DIY	10.90	Monthly	804	General Repairs	
Travis Perkins	77.52	Monthly	805	Pavilion: Building Maintenance	
Worksafely Ltd	56.68	Ad hoc	806	PPE	
Payments in lieu of meeting: Sub total	2,993.69				

TOTAL PAYMENTS	FEBRUARY 2014	3,199.57
-----------------------	----------------------	-----------------

MARCH PAYMENTS Details

Payments made by Direct Debit:

Npower	26.2.14	46.22	Quarterly	DD	Workshop: Electricity 29.11.13 - 15.1.14
Npower	26.2.14	195.24	Quarterly	DD	Pavilion: Electricity 29.11.13 - 15.1.14
	Direct Debits: Sub Total	241.46			

Payments made in advance of the meeting:

Corporate Expenditure	81.22	Monthly	807	Pavilion Cleaning: March
HMRC	20.40	Monthly	808	Pavilion Cleaning: March
Payments in advance of meeting: Sub total	101.62			

Payments for approval at meeting on:

	<u>24th March 2014</u>			
British Gas	190.78	Monthly	809	Pavilion: Gas
Avoncrop Amenity Products	84.42	Ad hoc	810	Bowling Green Maintenance
Forest Equipment Services Ltd	1,328.60	Monthly	811	Litterpicking re Feb-14
Light Fantastic DIY	25.64	Monthly	812	Pavilion: Maintenance/General Repairs
LTC Recharge: Fuel	492.10	Quarterly	813	Fuel
LTC Recharge: Franking Machine	25.46	Quarterly	814	Postage
<i>Chq cancelled</i>	<i>0.00</i>		<i>815</i>	<i>Chq cancelled</i>
Forest Equipment Services Ltd	1,328.60	Monthly	816	Litterpicking re Mar-14

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 March 2014 - 36

LTC Recharge: 50% H&S	750.00	Annual	817	Health & Safety
LTC Recharge: Van Insurance	61.82	Annual	818	Insurance
Payments to meeting: Sub total	<u>4,287.42</u>			
TOTAL PAYMENTS	MARCH 2014			
	<u>4,630.50</u>			

A list of unrepresented Cheques (For Information only)

Corporate Expenditure	81.42	795
British Gas	629.76	799
Dean Mowers Ltd	567.93	800
Forest Equipment Services Ltd	1,328.60	801
Greenworks Washrooms	112.01	802
JAS Gas Services	50.00	803
Light Fantastic DIY	10.90	804
Travis Perkins	77.52	805
Worksafely Ltd	56.68	806
Total	<u>2,914.82</u>	

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

4.2 2014-2015 Charges

Prior to the meeting Trustees were provided with copies of the proposed charges for 2014. Trustee Bonser requested that Members consider charges on an individual basis, rather than en-block.

Trustee Bonser proposed the following charges:

Football per game - £65.00
Junior games - £35.00
Cricket per game - £65.00

Trustee Harris agreed to second the motion provided that the other proposed charges in blue remain. Trustee Bonser then questioned how such a percentage increase could be levied and expressed a desire for only manufacturer's increases to be passed on to hirer. **Trustee Osborne then agreed to second Trustee Bonser's proposal**. Vote carried.

Action by – the Secretary

5. BUSINESS

5.1 Funding Bids

Trustee Matthews advised that no progress had been made on this matter as she had been striving to complete her coursework. However, **Trustee Matthews proposed** that a Working Party be formed to take the matter forward. Trustees Biddle, Berryman, Rudge and Matthews volunteered to join the Working Party.

Action by – Trustees Biddle, Berryman, Rudge and Matthews

It was noted that the Trustees' site meeting organised for 5 December 2013 had not taken place and would need to be arranged between Trust Members of said Working Party.

5.2 Future Events

Future Events Working Party Report

It was noted that the meeting organised for 13 February 2014 had not taken place. During discussion Trustee Preest suggested that an approach be made to Lydney Band



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 March 2014 - 37

to ascertain if they would be interested in performing in Bathurst Park on a few occasions during the summer months, with the Trust providing a £50 donation together with allowing the Band to take a collection. Whilst he voiced agreement with the suggestion, Trustee Biddle felt that Lydney Festival should hold one of its events in the Park and stressed the need for a roof to be provided for the bandstand.

It was **proposed by Trustee Preest, seconded by Trustee Harris**, that an approach would be made to Lydney Training Band to establish if they would be interested in performing in the Park on two occasions, with a £50 donation made by the Trust in addition to permitting the Band to take a collection. Unanimous.

Action by – the Secretary

Trustee Matthews voiced a desire that the Youth Council would be operational by the event in order that their members may assist.

Pavilion Tenant

Members were informed that the Pavilion Tenant had expressed an interest in getting involved in future plans which the Trust may have for the Park (including that of a Designated Premises Supervisor). Members noted that the Pavilion Tenant had withdrawn at short notice from providing additional catering facilities at the 2013 Fireworks event, Trustee Matthews sought an assurance from the Secretary that the situation would not occur at future events planned by the Trust. However, Members were reminded that only the Tenant could provide such an assurance.

Sheds

It was noted that investigations regarding storage sheds/planning consent/purchasing of deck chairs had been placed on hold pending a report from the Future Events Working Party as to the type of event to be progressed.

5.3 **Five Year Plan**


Members noted that the matter had once again been deferred from the last meeting. Trustee Matthews advised that she had already undertaken similar work for park as part of her course studies. Trustee Bonser felt that grant funding efforts could be combined with the Five Year Plan. Trustee Harris expressed concern over the continued delaying of this matter; Trustee Matthews stated that it had been necessary to regularly delay the pursuance of grant funding due to her personal time constraints.

5.4 **Pavilion**

Prior to the meeting Trustees were informed that the sum previously allocated to purchase and lay insulation (£200) was insufficient to cover the entire roof space. Accordingly, Trustees were asked to provide guidance as to whether they wished to authorise additional expenditure to undertake the work and were provided with details of prices for the required amount of insulation.

Trustee Osborne called a Point of Order as the Trust had previously resolved to expend a maximum of £200 on the work. It was noted that Trustee Preest had managed to negotiate a further discounted price with Travis Perkins for the insulation and that the Trust faced higher heating costs through its failure to insulate the pavilion roof space. No further discussion took place on the matter.

Action by – Trust Secretary – agenda item



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 March 2014 - 38

5.5 Disposal of Trust Equipment

Prior to the meeting Trustees were provided with a copy of an e-mail exchange between the Trust Chairman and the Assistant Secretary, during which Trustee Matthews confirmed her interest in purchasing a chainsaw owned by the Trust which had been previously decommissioned on health and safety grounds.

If the Trust wished to dispose of the chainsaw to Trustee Matthews, the Trust Secretary advised Members to consider levying a charge of £50 plus VAT (as the Trust had been previously informed that the equipment would require £140 plus VAT to repair it). Members were also advised that the purchaser should sign an indemnity form. **Trustee Osborne proposed** that the equipment should be sold to Trustee Matthews for £25.00 plus VAT and the requirement to sign an indemnity form be upheld. Trustee Matthews spoke on her preference to provide an income to the Trust through the sale, rather than the equipment remaining in its decommissioned location (no Declaration of Interest noted). **Trustee Biddle seconded** the proposal. Vote carried.

Action by – the Secretary

5.6 Repair of Safety Matting

Prior to the meeting Trustees were provided with a copy of the quotation for the sum of £110.00 plus VAT which had been obtained from Monmouthshire County Council for the repair of a section of safety matting in Bathurst Park. Acceptance of the quotation **proposed by Trustee Berryman, seconded by Trustee Osborne.** Vote carried.

Action by – the Secretary

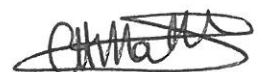
5.7 Automated External Defibrillator (AED)

Prior to the meeting Members were provided with a copy of the quotation for the purchase of an automated external defibrillator in order that they may consider if they wished to purchase such equipment for use in Bathurst Park.

Whilst Trustee Berryman spoke in support of purchasing the equipment, he questioned who would be trained in its use. Trustees were advised that Lydney Town Council would also be asked to consider if it wished to purchase an external lockable box in which to site the Town's defibrillator and the Secretary suggested that if Trustees wished to purchase a defibrillator for use in the Park it could be sited on one of the Pavilion's external walls in a similar box. Trustee Osborne expressed a desire for emergency services to respond to any emergencies in the Park; Trustee Rudge voiced concern that the unit may be vandalised if it were located on an exterior wall; Trustee Matthews expressed concern that if instructions to obtain the code for the box were placed along the box that it would be accessed by unscrupulous persons.

Trustee Bonser suggested that the proposed purchase be deferred due to the Trust's financial position. It was therefore **proposed by Trustee Matthews** that the matter would be deferred for six (6) months in order that Trustees may consider if they wished to include the provision for such a purchase in their 2015/2016 budget. Vote carried.

Action by – the Secretary



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 March 2014 - 39

5.8 2014 Fireworks Event

Display Provider

Trustees were asked to consider if they wished to engage Sandling Fireworks to provide the 2014 display at a cost of £2,500 plus VAT. Approval **proposed by Trustee Matthews, seconded by Trustee Biddle**. Trustee Bonser requested an agenda item for the November 2014 meeting in order to allow Trustees to consider if they wished to enhance the 2015 event. Vote carried.

Action by – the Secretary

Catering Provision

Prior to the meeting Trustees were provided with a copy of a letter, for information only, which had been received from Mr T Marx, in which he requested that the Trust permit him to attend the 2014 event. Trustees were reminded of their previous resolution to operate a tender process for catering at the event, with an advert placed in local press during July.

5.9 Tree in Bathurst Park

Prior to the meeting Trustees were provided with copies of an e-mail which had been received from a resident of Church Gardens, expressing concerns over the condition of one of the Trust's trees sited in close proximity to their boundary wall, which they feared was affecting its stability.

Trustees were also provided with details of the advice which had been obtained from Abbey Tree Services, including the cost of the removal of the tree. It was **proposed by Trustee Bonser, seconded by Trustee Greenwood**, that the Trust would remove the tree, subject to additional quotations being obtained.

Responding to a comment which had been made by Trustee Osborne regarding the ability of the Town Council Ground Staff to remove the tree, the Assistant Secretary informed Members that said Ground Staff had only been trained in basic chainsaw maintenance and cross-cutting which enabled them to cut up fallen trees; that they would require further enhanced training if the Council required them to fell trees. Trustee Osborne then withdrew his comments. Vote carried.

Action by – the Secretary

5.10 Collection of Dog Waste

Trustees noted that Forest of Dean District Council's Senior Street Warden had been requested to provide a report to the Trust, which was awaited. Responding to a question which had been raised by Trustee Preest, the Secretary advised that the Senior Street Warden was on long term sick leave, hence the delay in receiving a response to the Trust's enquiry.

5.11 Storm Damage

Trustees noted that as a result of high winds/substantial rain in January/February 2014 three trees were brought down in the Park. Furthermore, that one tree may have resulted in an insurance claim and that the Trust would incur expenditure in relation to the aforementioned regarding clearance work completed by Abbey Tree Services.



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 March 2014 – 40

5.12 Lydney Bowling Club

The Secretary advised that the Club's lease had now been completed; all fees due had been settled and that the Club was aware of its increased fees for the 2014 year.

Members noted that the Club had formally thanked the Trust for the tree clearance work which had been undertaken by the Town Council's Ground Staff during the recent storms.

Water Supply

Trustees noted that during discussions regarding the Club's lease it had been noted that the Club's water supply was provided from the Pavilion. Accordingly, the lease allowed for the Trust to continue to provide water on a "free of charge" basis provided that the Club's water consumption did not increase from its current low volume.

Toilet Facilities

Members noted that the Club had voiced its desire to extend its toilet facilities in the near future and that whilst it did not yet have a date for this work to be carried out, it had requested permission to use the internal disabled toilet in the Pavilion on match days. No objection was raised regarding such use, provided that the usage was limited to the disabled toilet facility only.

6. MEMBERS REPORTS

None.

Meeting closed at 9.17 pm

Chairman 

Date .. 27 May 2014