

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 24 November 2014 - 27

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 24 November 2014 at 7.03 pm.

Present: Trustees W Osborne (Chairman), B Berryman, D Biddle, R Bonser, J Greenwood, C Harris, V Hobman, H Ives, J Openshaw, B Pearman, A Preest, S Rudge and B Thomas

In Attendance: One member of the public
Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Housekeeping – Trustee Osborne 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 and Vaughan.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 29 September 2014 were confirmed and signed as a true record. **Moved by Trustee Rudge, seconded by Trustee Harris.** Unanimous.

Delegated Powers: Members noted that since the last meeting it had been necessary to purchase a quantity of stock fencing in order to undertake a temporary fencing repair as instructed by the Trust Chairman, at a cost of £136.96.

4. **FINANCE AND SUNDRY PAYMENTS**

4.1 **To approve Financial Statement**

FINANCIAL STATEMENT

OCTOBER & NOVEMBER 2014

Bank Balance as 1st April 2014

| | | | |
|-------------------------------|----------|------------------|---------------------|
| LLOYDS BANK - Current | 00171608 | 23,015.96 | |
| LLOYDS BANK - Deposit Account | 29897960 | 34,364.41 | |
| | | <u>57,380.37</u> | Bank Balance |

TRANSACTIONS

RECEIPTS

| | | |
|--------------------|---------------------------|--------------|
| Receipts APRIL | 229.13 | |
| Receipts MAY | 4,741.52 | |
| Receipts JUNE | 19,661.67 | |
| Receipts JULY | 2,378.10 | |
| Receipts AUGUST | 1,791.57 | |
| Receipts SEPTEMBER | 975.25 | See attached |
| Receipts OCTOBER | 19,889.00 | See attached |
| Receipts NOVEMBER | - | |
| Receipts DECEMBER | - | |
| Receipts JANUARY | - | |
| Receipts FEBRUARY | - | |
| Receipts MARCH | - | |
| | <u>Total Receipts YTD</u> | 49,666.24 |

PAYMENTS

| | |
|----------------|----------|
| Payments APRIL | 4,886.04 |
| Payments MAY | 2,367.62 |

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| | | |
|----------------------------|------------------|-----------------------|
| Payments JUNE | 4,936.14 | Detailed below |
| Payments JULY | 7,350.63 | Detailed below |
| Payments AUGUST | 1,975.37 | |
| Payments SEPTEMBER | 12,207.55 | |
| Payments OCTOBER | 4,247.96 | Detailed below |
| Payments NOVEMBER | 2,988.72 | Detailed below |
| Payments DECEMBER | - | |
| Payment JANUARY | - | |
| Payment FEBRUARY | - | |
| Payment MARCH | - | |
| Payments PRIOR TO YEAR END | - | |
| Total Payments YTD | 40,960.03 | |
| Total | 66,086.58 | |

| | | | | |
|---|---------------------|--|------------------|-------------------|
| Reconciled Bank Statements as at end | OCTOBER 2014 | | | |
| LLOYDS BANK - Current | 00171608 | | 40,164.52 | |
| LLOYDS BANK - General Reserve | 29897960 | | 25,922.06 | |
| Bank Balances as at | 31-Oct-14 | | 66,086.58 | 0.00 check |

OCTOBER PAYMENTS

Payments made by Direct Debit:

| | | | | | Details |
|---------------------------------|----------|-----------------|-----------|----|-----------------------|
| Scottish Power | 10.09.14 | 26.00 | Monthly | DD | Workshop: Electricity |
| Scottish Power | 10.09.14 | 106.00 | Monthly | DD | Pavilion: Electricity |
| Severn Trent Water | 12.09.14 | 20.73 | Quarterly | DD | Water: Bowling Green |
| Scottish Power | 15.09.14 | 38.00 | Monthly | DD | Workshop: Gas |
| Forest Equipment Services Ltd | 29.09.14 | 1,369.79 | Monthly | DD | Litter Picking (Sep) |
| Direct Debits: Sub Total | | 1,560.52 | | | |

Payments made in advance:

| | | | | Chq No | |
|---------------------------------|--|---------------|---------|--------|-------------------|
| Corporate Expenditure | | 81.42 | Monthly | 917 | Pavilion Cleaning |
| HMRC | | 20.20 | Monthly | 918 | Pavilion Cleaning |
| Direct Debits: Sub Total | | 101.62 | | | |

Payments for approval in lieu of meeting:

| | | | | | |
|---|--|-----------------|-----------|-----|------------------------------|
| Change Float for Fireworks Display | | 500.00 | Annual | 919 | Fireworks |
| DBC Solutions Ltd (Dean Fire) | | 150.00 | Ad hoc | 920 | Pavilion: Building Maint. |
| Avoncrop Amenity Products | | 960.00 | Annual | 921 | Bowling Green |
| Dean Mowers Ltd | | 53.96 | Ad hoc | 922 | Machinery Repairs |
| Gooch Group Ltd | | 73.78 | Quarterly | 923 | Pavilion: Cleaning Materials |
| Greenworks | | 354.00 | Annual | 924 | Pavilion: Bldg Mnt/Workshop |
| Hale & Co (Drybrook Ltd) | | 43.56 | Ad hoc | 925 | Bowling Green |
| Light Fantastic DIY Ltd | | 75.64 | Monthly | 926 | Play Equip Maint/Plants |
| Shaw & Sons Ltd | | 206.88 | Annual | 927 | Gen Repairs/Benches |
| Lydney Settled Estate | | 60.00 | Ad hoc | 928 | Bind Minutes |
| TPS Gates & Doors Ltd | | 108.00 | Ad hoc | 929 | Pavilion: Shutters |
| Payments in lieu of meeting: Sub total | | 2,585.82 | | | |

TOTAL PAYMENTS OCTOBER 2014 4,247.96

NOVEMBER PAYMENTS

Payments made by Direct Debit:

| | | | | | Details |
|---------------------------------|----------|-----------------|---------|-----|-----------------------|
| Scottish Power: 73349704013 | 10.10.14 | 40.00 | Monthly | DD | Workshop: Electricity |
| Scottish Power: 73349749017 | 10.10.14 | 200.00 | Monthly | DD | Pavilion: Electricity |
| Scottish Power: 73349703019 | 15.10.14 | 49.00 | Monthly | DD | Workshop: Gas |
| Forest Equipment Services Ltd | 28.10.14 | 1,369.79 | Monthly | STO | Litter Picking (Oct) |
| Direct Debits: Sub Total | | 1,658.79 | | | |

Payments made in advance of the meeting:

| | | | | Chq. No. | |
|--|--|---------------|---------|----------|-------------------|
| 4 Wire | | 136.96 | Ad hoc | 930 | Vandalism |
| Corporate Expenditure | | 81.42 | Monthly | 931 | Pavilion Cleaning |
| HMRC | | 20.20 | Monthly | 932 | Pavilion Cleaning |
| Payments in advance of meeting: Sub total | | 238.58 | | | |

Payments for approval at meeting on:

| Arkell & Hurcomb | 24th November 2014 | 114.00 | Ad hoc | 933 | Benches |
|----------------------------|--------------------|--------|--------|-----|-------------------|
| Dean Mowers Ltd | | 13.44 | Ad hoc | 934 | Machinery Repairs |
| Forest & Wye Valley Review | | 101.00 | Annual | 935 | Fireworks |
| Light Fantastic DIY Ltd | | 8.57 | Ad hoc | 936 | Vandalism |
| Monmouthshire CC | | 137.86 | Ad hoc | 937 | Play Equipment |
| St John Ambulance | | 120.00 | Annual | 938 | Fireworks |



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| | | | | |
|-----------------------|------------------------|--------|-----|-----------|
| Travis Perkins Hire | 222.00 | Annual | 939 | Fireworks |
| LTC | 374.48 | Annual | 940 | Fireworks |
| Sub total | <u>1,091.35</u> | | | |
| TOTAL PAYMENTS | NOVEMBER 2014 | | | |
| | <u><u>2,988.72</u></u> | | | |

A list of unpresented Cheques (For Information only)

| | | |
|------------------------------------|------------------------|-----|
| Change Float for Fireworks Display | 500.00 | 919 |
| DBC Solutions Ltd (Dean Fire) | 150.00 | 920 |
| Avoncrop Amenity Products | 960.00 | 921 |
| Dean Mowers Ltd | 53.96 | 922 |
| Gooch Group Ltd | 73.78 | 923 |
| Greenworks Washrooms | 354.00 | 924 |
| Light Fantastic DIY Ltd | 75.64 | 926 |
| Shaw & Sons Ltd | 206.88 | 927 |
| Lydney Settled Estate | 60.00 | 928 |
| TPS Gates & Doors Ltd | 108.00 | 929 |
| Total | <u><u>2,542.26</u></u> | |

Approval of the Financial Statement was **proposed by Trustee Berryman, seconded by Trustee Pearman.** Unanimous.

Trustees' attention was drawn to the fact that £8,000 had been transferred from the total income from the 2014 fireworks display in order to offset the 2015/16 budget requirement. It was noted that the Trust currently had £19,000 of committed expenditure in its 2014/15 budget resulting in approximately £1,000 remaining in the budget.

5. BUSINESS

5.1 Funding Bids

Consideration was given to the funding which could be obtained to carry out improvements to the Park. Members were provided with a copy of the advice which had been obtained from Forest of Dean District Council regarding the requirement to replace the boundary fencing on a "like for like" basis due to the Park lying in a Conservation Area. Trustee Biddle reported Parks for People would only consider funding bids of at least £100,000; Trustees recalled that Ms Matthews has also investigated the possibility of providing a roof for the bandstand and Trustee Biddle recalled that Ms Matthews had previously obtained quotations for £60-80,000 for the replacement of the park railings. During discussion Trustee Osborne highlighted that a section of the boundary wall in the Park had been dismantled enabling members of the public to walk through. Accordingly, Trustee Biddle questioned if members wished to erect security fencing similar to that utilised by Forest of Dean Sea Cadets at their premises. It was **proposed by Trustee Osborne** that the Working Party would obtain quotations for the replacement of the boundary fencing enclosing the whole of the Park, including all gates (except the Coronation Gates), with higher fencing being erected around the War Memorial Trust Almshouses. Trustee Osborne suggested that sections of the original fence between Church Road and Whitecross Road remained in good condition and could be used to conduct emergency repairs to other sections, if necessary. The Secretary reminded Trustees of the need to ensure that any quotations were obtained on a "like for like" basis. Trustee Osborne then put his motion to a vote. Unanimous.

Action by – Trustees Biddle, Berryman and Rudge



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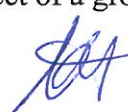
It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that the Working Party of Trustees Biddle, Berryman and Rudge would then complete and submit a grant application for the replacement of the Park railings. Trustees felt that consideration should be given towards increasing the height of any replacement railings; alternatively, it was suggested that the height of the railings could remain the same but they could be installed approximately 6” off the floor.

Discussion then turned to the temporary repairs which had been carried out to the railings by the use of stock fencing. It was noted that attempts had been made by members of the public to remove the stock fencing, causing it to become unsightly. Trustee Osborne questioned if Trustees wished to consider removing a section of the boundary fence between the Park and a concrete garage (in private ownership) in order to use the fencing panels to conduct repairs in another part of the Park. It was noted that the Trust would need to engage the services of a metal worker to undertake the removal/installation of railings and Trustees were reminded that only £1,000 remained in the Trust’s budget for the remainder of the 2014/15 financial year. Trustee Osborne felt that if an incident occurred in the Park the Trust would be deemed liable as it had not taken steps to prevent unauthorised entry and he felt that the accounts should be examined in order to identify how the work could be undertaken. Trustee Pearman felt that no action could be taken before a quotation was obtained for the cost of the work. Trustee Harris highlighted the action which had been agreed earlier in the meeting and felt that no further action could be undertaken at this stage.

Ground Based Trampoline

Prior to the meeting Trustees were provided with a copy of the quotation for £10,675 plus VAT which had been provided by Monmouthshire County Council for the supply and installation of a ground based trampoline. During the meeting Trustees were provided with a copy of the “supply only” price which had been quoted by Huck Playground Equipment of £5,199 plus VAT. Trustee Biddle estimated that Huck Playground Equipment would charge £700-800 plus VAT to install the equipment and he questioned if the Trust wished to submit a grant application to Awards for All for the equipment. Responding to a question which had been raised by Trustee Ives, Trustee Biddle advised that Monmouthshire County Council had installed a ground based trampoline in Abergavenny for 6 years and had not experienced any vandalism issues. Attention was drawn to the fact that the installation by Monmouthshire County Council would include a report to confirm that the equipment had been installed correctly and Trustees were asked to consider the need to engage a professional to provide a similar report, should they elect to accept the quotation from Huck Playground Equipment.

During discussion Trustees noted that Trustee Ives had secured grant funding of £2,000 from Gloucestershire County Council’s Active Together Fund which Trustees felt could be allocated towards the cost of the equipment. Trustee Bonser questioned how the Trust would cover the deficit. Trustee Biddle advised that should the Trust proceed with a grant application to Awards for All it would not cover any VAT for the equipment and it was suggested that the funding obtained from Gloucestershire County Council could be used to cover the figure. After a short further discussion it was **proposed by Trustee Harris, seconded by Trustee Greenwood**, that Trustee Biddle would submit a grant application to Awards for All in respect of a ground



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based trampoline; that the supply and installation of the equipment would be conditional upon a successful grant application. Vote carried.

Action by – Trustee Biddle

Gloucestershire County Council – Active Together Grant

It was noted that this matter had been discussed earlier in the meeting.

5.2 Future Events

Prior to the meeting Trustees were provided with a copy of an event outline which had been received from Glimpse Business Solutions (GBS) and they were requested to consider if they wished to approve the proposal and donate £5,000 towards the event cost (with consideration to Lydney Town Council being requested to cover any shortfall thereafter).

Members were reminded that the Trust had already included £5,000 in its 2015/16 budget for events in the Park. Whilst it was noted that the event may not generate a financial profit in its first year, it was hoped that the event would become profitable once it became established and it was anticipated that a further £3-4,000 would need to be secured to run the event. Trustee Berryman noted that the proposal had been submitted by a business; highlighted that the Aylburton Carnival was organised by volunteers; stressed that no profit would be received by the Trust. Trustee Preest felt that frequent meetings would need to take place regarding the organisation of the event and called for local sports clubs to be involved.

During discussion Trustee Pearman drew attention to the income sheet which had been produced by GBS and he felt that if the right event was provided it could generate a good attendance. Noting that the Trust had previously expressed a desire to hold events in the Park, Trustee Pearman highlighted that no progress had been made by Trustees regarding the organisation of such an event and advocated the engagement of a professional organisation to ensure that an event actually took place. Trustee Openshaw spoke in favour of the event, as he felt that it would showcase Lydney and he highlighted the increase in visitors to the Town through events organised by Taurus Crafts. Trustee Openshaw stressed the importance of engaging professional people and the need to invest in the future and he felt that a professionally organised event would increase both trade and income in the Town.

It was **proposed by Trustee Preest, seconded by Trustee Ives**, that the Working Party would meet with GBS to discuss how an event could be taken forward, with a report then made at the next Trust meeting. However, Trustee Bonser reminded her fellow Trustees that they had already been provided with a copy of the report which had been received from GBS and that they were required to consider if they wished to allocate £5,000 which had been included in the 2015/16 budget for an event. The Secretary highlighted the necessity for Trustees to explore potential income streams for the Park in order to secure its future.

During discussion Trustee Osborne suggested that if the Trust agreed to engage GBS to organise an event in the Park it would need to specify in writing that any income generated by the event would be payable to the Trust. Trustee Ives suggested that GBS be obligated to cover any shortfall from the event. Trustees' attention was



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drawn back to the matter in hand and they were asked to consider if the Trust wished to approve the business proposal which had been submitted by GBS; if the Trust wished to allocate £5,000 towards the event; if the “Future Events Working Party” wished to meet with GBS to discuss any other funding which would be required for the event (in addition to the Trust’s £5,000); if the “Future Events Working Party” wished to apply to Lydney Town Council for a donation to cover the outstanding amount/determine how the event could proceed. At this point Trustee Preest’s motion was put to a vote, which was carried.

Trustee Preest stressed that no funding would be allocated to the event at this stage ahead of Working Party meeting.

Action by – Trustees Harris, Bonser, Berryman and Biddle

Future Events

Trustees Ives and Openshaw offered to join the “Future Events Working Party”.
Noted.

5.3 Five Year Plan

Deferred until formation of new Trust Membership in 2015.

5.4 2014 Fireworks

Trustees were invited to conduct a review of the 2014 event.

Trustee Thomas suggested that consideration be given to opening four entrance gates at the start of the event. Trustee Pearman highlighted the problems which had been experienced through lack of an adequate float and Trustee Osborne wished that the minutes record the need to provide an increased float.

Trustee Openshaw highlighted that lights had not been provided for the fourth gate and suggested that gate personnel be provided with small bags in the future in which to store surplus notes until their collection. Trustee Bonser suggested that future consideration needed to be given to engaging a security firm to undertake patrols, as several members of the public had been pick pocketed/had mobile phones stolen. Trustee Osborne also suggested that consideration should be given towards the amount of gate receipts being transported to the Workshop. It was agreed that the issues raised would be brought to the attention of the new Trust Membership in May in order that they may be resolved.

Action by – the Secretary

Responding to a question which had been raised by Trustee Biddle, Trustee Osborne felt that the Trust should consider the incorporation of music into their 2015 event.

Noting the letter of complaint which had been sent to St John Ambulance regarding their failure to supply the first aid provision which had been booked, Trustee Osborne advised that St John Ambulance had agreed to reduce their attendance fee. Trustee Biddle suggested that the Trust consider engaging alternative first aid providers for the 2015 event.

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5.5 Byelaws

Prior to the meeting Trustees were provided with a copy of the Byelaw “Model Version” and the amendments which had been proposed by the Working Party. Trustees were advised that the Byelaws were created by Lydney Town Council and covered Bathurst Park, Primrose Hill Meend and Lydney Recreation Ground. Accordingly, Members of Lydney Town Council’s Amenities Committee had resolved to form a Working Party to review the Byelaws. After a short discussion it was **proposed by Trustee Thomas, seconded by Trustee Pearman**, that the Working Party would join the Working Party formed by the Amenities Committee. Trustee Pearman offered to stand down from the Working Party to enable the Chairman/Vice Chairman of Lydney Recreation Trust to join, however, Trustee Osborne felt that Trustee Pearman’s membership should be retained, with the Working Party increased to incorporate the Chairman/Vice Chairman of Lydney Recreation Trust. Trustee Preest expressed his willingness to join the Working Party in his capacity of Chairman of Lydney Recreation Trust. The motion was then put to a vote which was carried unanimously.

Trustee were reminded of the need to ensure that the new Byelaws adhered to the “Model Version” in order to ensure their approval by the Secretary of State for Communities and Local Government

5.6 Vandalism/Security of Park

Trustees noted that the level of vandalism had increased in the Park since the last meeting and that it had been necessary to undertake the repair of a number of items (e.g. removal of a section of boundary railings requiring a temporary repair, the replacement of downpipes/guttering on the Pavilion, repair of wetpour play surface, replacement of an outdoor electrical point, replanting of flower tubs around bandstand); all such instances had been reported to the Police and incident numbers obtained.

Trustees were provided with a copy of the response which had been received from two local residents following the issue of a leaflet encouraging residents to report any instances of anti-social behaviour/suspicious behaviour to the Police. The responses were duly noted.

Trustees were then asked to consider the offer by the Police to conduct joint patrols. After a short discussion it was **proposed by Trustee Bonser, seconded by Trustee Harris**, that the offer would be declined by Trustees. Unanimous.

Security of the Park

Following the discussion at the last meeting, Trustee Bonser questioned if the Trust could take action to deter youths from loitering in the Park (e.g. relocate the bench located close to the gates onto the Avenue Andre Clement which appeared to be a popular congregating area). Trustee Bonser also suggested that the Trust may wish to consider illuminating areas of the Park as a deterrent. The Secretary was requested to investigate the possibility of relocating the bench and Trustee Biddle was requested to include the provision of security lighting for the Park in the funding application to Parks for People.

Action by – the Secretary and Trustee Biddle



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During discussion it was suggested that the Trust investigate the possibility of speaking to the pupils of The Dean Academy in order to highlight the issues which were being faced. Whilst it was felt that this matter may be a topic for the Youth Council (when reformed), Trustee Berryman advised that he would be visiting the School on 2 December and offered to raise the matter on behalf of the Trust.

Action by – Trustee Berryman

5.7 **Pavilion**

Trustees noted the legal requirement to now provide a wet chemical extinguisher in the Pavilion at a cost of £125.00 plus VAT.

5.8 **Electrical Vehicle Charging**

Prior to the meeting Trustees were provided with a copy of the enquiry which had been received from Gloucestershire County Council regarding the possibility of siting an electrical vehicle charging point in the Park. Whilst it was noted that the equipment would be a source of income for the Trust, several Trustees spoke against siting such a facility in the Park due to the fact that the venue was locked each evening and they felt that more suitable venues were evident in the Town. Accordingly, it was **proposed by Trustee Harris, seconded by Trustee Pearman**, that no further action would be taken and that the matter would be deferred to Lydney Town Council's Amenities Committee for consideration. Vote carried.

Action by – the Secretary

5.9 **Football Pitch Use**

Lydney Town AFC Under 10s

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Lydney Town AFC under 10s team requesting use of the football pitch in the Park on an occasional basis. It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that the team would be permitted to use the pitch in the park, subject to the Trust's standard terms and conditions of use. Vote carried.

Action by – the Secretary

Mr G Blake

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Mr Blake regarding the cost of using the pitch for Junior Football teams. Whilst the contents of Mr Blake's letter was noted by Trustees it was **proposed by Trustee Harris, seconded by Trustee Biddle**, that the Trust would maintain its agreed charging scale. Unanimous.

Action by – the Secretary

6. **MEMBERS REPORTS**

Nothing to report.

Meeting closed at 8.30 pm

Chairman

Blair

Date

26.1.15