

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2014 - 29

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 27 January 2014 at 8.17 pm.

Present: Trustees B Thomas (Chairperson), R Bonser, C Harris, V Hobman, S Rudge and C Vaughan

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

Due to the absence of the Trust Chairman, it was **proposed by Trustee Rudge, seconded by Trustee Harris** that Trustee Thomas would be appointed as the Chairman for the meeting. Vote carried.

Housekeeping – Trustee Thomas 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, Biddle, Matthews and Pearman.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 25 November 2013 were confirmed and signed as a true record. **Moved by Trustee Harris, seconded by Trustee Hobman.** Vote carried.

Trustees noted the actions taken since the last meeting, these being:

- Removal of Poplar Tree in Bathurst Park at a cost of £185.00 (*health and safety grounds*)
- Purchase of replacement chainsaw at a cost of £378.00 (*health and safety grounds*)

4. **FINANCE AND SUNDRY PAYMENTS**

4.1 **To approve Financial Statement**

FINANCIAL STATEMENT

DECEMBER 2013 & JANUARY 2014

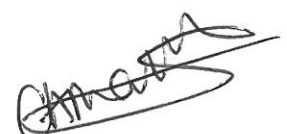
Bank Balance as 1st April 2013

LLOYDS BANK - Current	00171608	14,407.45
LLOYDS BANK - Deposit Account	29897960	34,350.69
	Bank Balance	48,758.14

TRANSACTIONS

RECEIPTS

Receipts APRIL	250.76
Receipts MAY	691.13
Receipts JUNE	1,191.16
Receipts JULY	21,177.24
Receipts AUGUST	131.60



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2014 - 30

Receipts SEPTEMBER	580.67	
Receipts OCTOBER	19,150.25	
Receipts NOVEMBER	9,347.93	See attached
Receipts DECEMBER	2,340.53	See attached
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	Total Receipts YTD	54,861.27
PAYMENTS		
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	
Payments OCTOBER	5,037.57	
Payments NOVEMBER	5,090.36	
Payments DECEMBER	2,074.78	Detailed below
Payment JANUARY	6,615.97	Detailed below
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
	Total Payments YTD	43,827.17
	Total	59,792.24

Reconciled Bank Statements as at end		DECEMBER 2013	
LLOYDS BANK - Current	00171608	25,431.27	
LLOYDS BANK - General Reserve	29897960	34,360.97	
Bank Balances as at	31-Dec-13	59,792.24	0.00

DECEMBER PAYMENTS		Details
<u>Payments made by Direct Debit:</u>		
<i>none</i>		
Direct Debits:	Sub Total	0.00
 Payments for approval in lieu of meeting:		
		Chq. No.
Corporate Expenditure	81.22	Monthly 773
HMRC	20.40	Monthly 774
Abbey Tree Services	385.00	Ad hoc 775
Dean Harris	250.00	Ad hoc 776
JAS Gas Services	85.00	Ad hoc 777
Mincost	384.24	Ad hoc 778
Travis Perkins	135.00	Monthly 779
Petty Cash	34.00	Ad hoc 780
M J Security	540.00	Annual 781
Pland Stainless	159.92	Ad hoc 782
	Sub total	2,074.78
TOTAL PAYMENTS	DECEMBER 2013	2,074.78

JANUARY PAYMENTS		Details
<u>Payments made by Direct Debit:</u>		
Npower	20.12.13	152.85
Npower	20.12.13	2,001.41
Severn Trent	23.12.13	209.17
Severn Trent	27.12.13	61.85
	Direct Debits:	Sub Total
		2,425.28
 Payments made in advance of the meeting:		
Corporate Expenditure	81.22	Monthly 783
HMRC	20.40	Monthly 784
British Gas	441.69	Quarterly 785
	Sub total	543.31



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2014 - 31

<u>Payments for approval at meeting on:</u>		<u>27th January 2014</u>			
Charles Saunders Ltd		14.78	Ad hoc	786	Workshop
Dean Mowers Ltd		48.00	Ad hoc	787	Machinery Maintenance & Repairs
Forest Equipment Services Ltd		2,657.20	Monthly	788	Litterpicking (Nov & Dec)
Jelf Lampier		606.44	Annual	789	Insurance
Light Fantastic DIY Ltd		42.48	Monthly	790	Workshop / Pavilion Maint / General Repairs
Lydney Settled Estate		28.80	Ad hoc	791	General Repairs
Travis Perkins		41.53	Monthly	792	Pavilion Maintenance
Worksafely Ltd		23.15	Ad hoc	793	PPE
Abbey Tree & Hedge Services		185.00	Ad hoc	783	Health & Safety / Tree Works
	Payments to meeting: Sub total	<u>3,647.38</u>			
TOTAL PAYMENTS	JANUARY 2014	<u><u>6,615.97</u></u>			

A list of unrepresented Cheques (For Information only)

M J Security	540.00	782
<i>Total</i>	<u><u>540.00</u></u>	

Approval of the Financial Statement was **proposed by Trustee Hobman, seconded by Trustee Harris.** Unanimous.

4.2 Appointment of Independent Auditor for Year Ended 2013/14

It was unanimously agreed that the Trust would re-appoint Griffiths Marshall to the role of Independent Audit for Year Ended 2013/14.

5. BUSINESS

5.1 Funding Bids

Due to the absence of Trustee Matthews it was agreed that the Trust would defer the following matters to the next meeting:

- Receipt of information regarding possible funding sources
- To receive feedback on the site meeting conducted by Trustees on 5 December 2013

5.2 Collection of Dog Waste

Prior to the meeting Trustees were provided with copies of the response which had been received from Gloucestershire Police regarding the possibility of Officers enforcing the non-collection of dog waste by dog owners. Members noted that Gloucestershire Police had confirmed that Forest of Dean District Council's Street Wardens were responsible for enforcement relating to this matter. Trustee Harris requested that the Trust write to the Street Wardens to highlight the non-collection of dog waste by owners. Trustee Bonser requested that the Street Wardens provide information regarding the number of penalty tickets issued last year in respect of failure to collect dog waste as well as details of the area where any ticketed offences occurred.

Action by – the Trust Secretary

5.3 Future Events

Provision of Storage Shed for Deckchairs

It was noted that investigations were currently being conducted regarding the requirement for formal planning consent was being investigated, together with costings for suitable sized sheds.



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2014 - 32

Designated Premises Supervisor

It was noted that discussions would take place with the Pavilion Tenant regarding the possible requirement to provide a Designated Premises Supervisor at future events.

Trustees recalled that they had formed an Events Working Party to consider future events for the Park, however, the meeting scheduled by the Working Party for 7 January 2014 had not taken place. Members of the Events Working Party were encouraged to organise a further meeting (Trustees Harris, Bonser, Matthews, Berryman, Hobman and Biddle). Should the Pavilion Tenant not be interested in acting as the Designated Premises Supervisor, Trustee Harris expressed her interest in undertaking the role, provided that the Trust covered the cost of any relevant training. Trustee Bonser also agreed to approach the Licensee of Lydney Town Hall to ascertain if they would be interested in undertaking the role, however, the Secretary stressed it would need to be undertaken on a voluntary basis.

Actions by – Trustee Bonser

Trustees were advised that the Pavilion Tenant had enquired if the Trust would be interested in organising a jointly organised Easter event. After a short discussion it was agreed that the Events Working Party would meet at 7.00 pm on Thursday 13 February 2014 in The Annexe, during which suggestions, re the enquiry, would be invited.

Action by – Trustees Harris, Bonser, Matthews, Berryman, Hobman and Biddle

5.4 Five Year Plan

Trustees requested that the matter be deferred until the next meeting when due consideration as to how to further could be discussed.

Action by – Trustees Matthews, Pearman, Berryman and Hobman

5.5 Pavilion

Trustees were advised that Trustee Preest had been requested to approach Travis Perkins regarding the provision of loft insulation on a “free of charge” basis for use in the Pavilion. As no response had been received, it was **proposed by Trustee Harris, seconded by Trustee Bonser**, that the Trust would expend no more than £200 on the purchase of loft insulation. Unanimous.

Action by – the Secretary

5.6 Relocation of soil in Park

Prior to the meeting Trustees were provided with a copy of the quotation for £300 plus VAT which had been received from C G P Contracting Limited to facilitate the dispersal of a quantity of soil from the Park’s compost area to elsewhere in the Park. **Proposed by Trustee Bonser, seconded by Trustee Harris.** Unanimous.

Action by – the Secretary

5.7 Donation

Trustees noted the kind donation of a quantity of fish which had been received from a member of the public.



BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 January 2014 - 33

5.8 Repainting of workshop in 2014-2015

Trustees noted that quotations were being obtained for the repair/replacement of windows/doors and also the repainting of same.

6. MEMBERS REPORTS

None.

Meeting closed at 8.43 pm

Chairman

Date 24 Mar 2014