

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 May 2014 - 01

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 27 May 2014 at 8.16 pm.

**Present:** Trustees A Preest (Chairman), B Berryman, D Biddle, C Harris, V Hobman, H Ives, C Matthews, W Osborne, B Pearman, S Rudge, B Thomas and C Vaughan

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

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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 Trustee Bonser.

2. **DECLARATIONS OF INTEREST**

Trustee Preest – Agenda item 5.5 – 2014 Fireworks Event

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 24 March 2014 and the Extra Ordinary meeting on 14 April 2014 were confirmed and signed as a true record. **Moved by Trustee Harris, seconded by Trustee Hobman.** Vote carried.

4. **FINANCE AND SUNDRY PAYMENTS**

4.1 **To approve Financial Statement**

**FINANCIAL STATEMENT**

**APRIL & MAY 2014**

**Bank Balance as 1st April 2014**

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

**TRANSACTIONS**

**RECEIPTS**

|                       |                           |                     |
|-----------------------|---------------------------|---------------------|
| <b>Receipts APRIL</b> | <b>229.13</b>             | <b>See attached</b> |
| Receipts MAY          | -                         |                     |
| Receipts JUNE         | -                         |                     |
| Receipts JULY         | -                         |                     |
| Receipts AUGUST       | -                         |                     |
| Receipts SEPTEMBER    | -                         |                     |
| Receipts OCTOBER      | -                         |                     |
| Receipts NOVEMBER     | -                         |                     |
| Receipts DECEMBER     | -                         |                     |
| Receipts JANUARY      | -                         |                     |
| Receipts FEBRUARY     | -                         |                     |
| Receipts MARCH        | -                         |                     |
|                       | <b>Total Receipts YTD</b> | <b>229.13</b>       |

**PAYMENTS**

|                       |                 |                       |
|-----------------------|-----------------|-----------------------|
| <b>Payments APRIL</b> | <b>4,886.04</b> | <b>Detailed below</b> |
| <b>Payments MAY</b>   | <b>2,367.62</b> | <b>Detailed below</b> |
| Payments JUNE         | -               |                       |
| Payments JULY         | -               |                       |
| Payments AUGUST       | -               |                       |
| Payments SEPTEMBER    | -               |                       |
| Payments OCTOBER      | -               |                       |
| Payments NOVEMBER     | -               |                       |

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|                            |                  |  |
|----------------------------|------------------|--|
| Payments DECEMBER          | -                |  |
| Payment JANUARY            | -                |  |
| Payment FEBRUARY           | -                |  |
| Payment MARCH              | -                |  |
| Payments PRIOR TO YEAR END | -                |  |
| <b>Total Payments YTD</b>  | <b>7,253.66</b>  |  |
| <b>Total</b>               | <b>50,355.84</b> |  |

|   |                   |                  |             |
|---|-------------------|------------------|-------------|
| <b>Reconciled Bank Statements as at end</b> | <b>APRIL 2014</b> |                  |             |
| LLOYDS BANK - Current                       | 00171608          | 15,990.30        |             |
| LLOYDS BANK - General Reserve               | 29897960          | 34,365.54        |             |
| <b>Bank Balances as at</b>                  | <b>30-Apr-14</b>  | <b>50,355.84</b> | <b>0.00</b> |

## APRIL PAYMENTS

Details

### Payments made by Direct Debit:

March DDs - see Year End

Direct Debits: Sub Total 0.00

### Payments made in advance:

|                                 |                 |         |     |                   |
|---------------------------------|-----------------|---------|-----|-------------------|
| WPS Insurance                   | 3,012.00        | Annual  | 841 | Insurance         |
| Corporate Expenditure           | 81.42           | Monthly | 842 | Pavilion Cleaning |
| HMRC                            | 20.20           | Monthly | 843 | Pavilion Cleaning |
| <b>Direct Debits: Sub Total</b> | <b>3,113.62</b> |         |     |                   |

### Payments for approval in lieu of meeting:

|   |                 |         |     |                                |
|---|-----------------|---------|-----|--------------------------------|
| Abbey Tree & Hedge Services                   | 285.00          | Ad hoc  | 844 | Trees                          |
| CGP Contracting Ltd                           | 360.00          | Ad hoc  | 845 | General Repairs                |
| Dean Mowers Ltd                               | 434.46          | Ad hoc  | 846 | Machinery Repairs              |
| East Fire UK                                  | 84.00           | Annual  | 847 | Pavilion: Building Maintenance |
| P Hurcomb                                     | 100.00          | Ad hoc  | 848 | Pavilion: Building Maintenance |
| Light Fantastic DIY Ltd                       | 84.66           | Monthly | 849 | General Repairs                |
| Lydney Settled Estate                         | 58.54           | Ad hoc  | 850 | Play Equipment                 |
| Lydney Town Council: Recharge                 | 132.00          | Annual  | 851 | Health & Safety                |
| Omega Red Group Ltd                           | 210.00          | Ad hoc  | 852 | Pavilion: Building Maintenance |
| Travis Perkins                                | 23.76           | Monthly | 853 | General Repairs                |
| <b>Payments in lieu of meeting: Sub total</b> | <b>1,772.42</b> |         |     |                                |

**TOTAL PAYMENTS APRIL 2014 4,886.04**

## MAY PAYMENTS

Details

### Payments made by Direct Debit:

|                                 |         |               |         |    |                       |
|---------------------------------|---------|---------------|---------|----|-----------------------|
| Scottish Power                  | 10.4.14 | 26.00         | Monthly | DD | Workshop: Electricity |
| Scottish Power                  | 10.4.14 | 106.00        | Monthly | DD | Pavilion: Electricity |
| Scottish Power                  | 15.4.14 | 38.00         | Monthly | DD | Workshop: Gas         |
| <b>Direct Debits: Sub Total</b> |         | <b>170.00</b> |         |    |                       |

### Payments made in advance of the meeting:

|  |               |         |     |                          |
|--|---------------|---------|-----|--------------------------|
| Corporate Expenditure                            | 81.22         | Monthly | 854 | Pavilion Cleaning        |
| HMRC   | 20.40         | Monthly | 855 | Pavilion Cleaning        |
| Petty Cash                                       | 38.60         | Ad hoc  | 856 | Workshop/General Repairs |
| <b>Payments in advance of meeting: Sub total</b> | <b>140.22</b> |         |     |                          |

### Payments for approval at meeting on: 27th May 2014

|                                       |                 |           |     |                                 |
|---------------------------------------|-----------------|-----------|-----|---------------------------------|
| British Gas                           | 442.29          | Quarterly | 857 | Pavilion: Gas (4.3.14 - 6.5.14) |
| Dean Mowers Ltd                       | 726.23          | Ad hoc    | 858 | Machinery                       |
| Fields In Trust - annual membership   | 25.00           | Annual    | 859 | Grounds Maintenance             |
| Gooch Group                           | 93.36           | Quarterly | 860 | Pavilion: Cleaning Materials    |
| Knockley Pet Foods                    | 27.00           | Ad hoc    | 861 | Grounds Maintenance             |
| Light Fantastic DIY Ltd               | 88.56           | Monthly   | 862 | Play Equipment                  |
| Lydney Settled Estate                 | 9.76            | Ad hoc    | 863 | Play Equipment                  |
| Monmouthshire CC                      | 132.00          | Ad hoc    | 864 | Play Equipment                  |
| Charles Saunders Ltd                  | 29.76           | Quarterly | 865 | Pavilion: Cleaning Materials    |
| JAS Gas Services                      | 50.00           | Annual    | 866 | Pavilion: Building Maintenance  |
| Travis Perkins                        | 433.44          | Ad hoc    | 867 | Pavilion: Building Maintenance  |
| <b>Payments to meeting: Sub total</b> | <b>2,057.40</b> |           |     |                                 |
| <b>TOTAL PAYMENTS MAY 2014</b>        | <b>2,367.62</b> |           |     |                                 |

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

|                               |                 |     |
|-------------------------------|-----------------|-----|
| Abbey Tree & Hedge Services   | 285.00          | 844 |
| CGP Contracting Ltd           | 360.00          | 845 |
| Dean Mowers Ltd               | 434.46          | 846 |
| East Fire UK                  | 84.00           | 847 |
| P Hurcomb                     | 100.00          | 848 |
| Light Fantastic DIY Ltd       | 84.66           | 849 |
| Lydney Settled Estate         | 58.54           | 850 |
| Lydney Town Council: Recharge | 132.00          | 851 |
| Omega Red Group Ltd           | 210.00          | 852 |
| Travis Perkins                | 23.76           | 853 |
| <b>Total</b>                  | <b>1,772.42</b> |     |

Trustees were advised that as the Trust had not resolved to make all payments by electronic means, any corporate payments would continue to be made by cheque. Approval of the Financial Statement was **proposed by Trustee Matthews**. Unanimous.

#### 4.2 **Utility Contract for Gas Supply – Pavilion**

Prior to the meeting Trustees were provided with a consumption overview which had been produced by the Town Council's Financial Assistant. It was noted that should the Trust wish to change from its current supplier (British Gas) to Scottish Power a potential saving had been identified of approximately £817.08 (one year contract rate) or £815.12 (two year contract rate).

It was **proposed by Trustee Matthews** that the Trust would enter into a two year contract with Scottish Power. No vote was taken on the proposal. Discussion then took place on the benefit of tying the Trust to a two year contract in the current economic climate. Trustee Matthews sought advice from Trustee Pearman, in his capacity of Chairman of the Town Council's Finance and Scrutiny Committee. Trustee Pearman did not foresee that energy prices would rise substantially in the period and highlighted that should the Trust take out a two year contract it would place a financial obligation on the new Trust membership which would be formed in 2015. Trustee Matthews then amended her motion in order that the Trust would enter into a one year contract with Scottish Power. 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 not had sufficient time to spare and voiced her intention to resign from the Working Party.

Responding to a question which had been raised by Trustee Biddle, Trustee Matthews advised that she had compiled a funding project (including replacement of railings, provision of bandstand roof, external shutters for the Pavilion) for a bid submission to Parks for People, but had not actually submitted the bid. It was noted that Trustees had previously requested a site meeting with Trustee Matthews to discuss her thoughts on installing additional items of play equipment in the park, but this had never taken place. Trustee Matthews was requested to e-mail her funding project to Trustee Biddle in order that he may review and then prioritise her suggestions.

**Action by – Trustee Matthews**



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## 5.2 Future Events

### Future Events Working Party Report

Trustee Matthews reported that no meeting had taken place as yet and highlighted her personal and family commitments. Trustee Harris expressed concern that none of the other members of the Working Party had met and expressed frustration over the missed opportunities to generate income for the Trust.

Trustee Biddle advised that on behalf of Lydney Festival he had approached the Pavilion Tenant to investigate the possibility of the Festival organising an event in the Park over August Bank Holiday weekend, with Parkend Band performing in the Park on Monday 25 August 2014.

Attention was then turned to the suggested performance dates which had been supplied by Lydney Town Band. It was **proposed by Trustee Preest, seconded by Trustee Harris**, that the Trust would accept performance dates of Sunday 10 August and Sunday 21 September 2014. Unanimous.

**Action by – the Secretary**

## 5.3 Five Year Plan

Trustee Matthews reported that the Working Party had not been able to meet due to her time constraints/commitments. Trustee Ives requested that he be permitted to join the Working Party (no objection voiced by Trustees). Trustee Hobman voiced her intention to resign from the Working Party.

## 5.4 Health and Safety

Trustees noted:-

- i) that the Pavilion had recently undergone an inspection by Gloucestershire Fire and Rescue.
- ii) that the Fire Report for the Pavilion and the Workshop had been undertaken (as reported at Lydney Town Council meeting on 12 May 2014).
- iii) that an insurance claim had been received in respect of an accident which occurred in Bathurst Park and that the claim was currently being addressed by Lydney Town Council's insurer (as reported at Lydney Town Council meeting on 12 May 2014).

## 5.5 2014 Fireworks Event

Trustee Preest declared an interest in this matter and left the room. The following matters were then considered.

### Appointment of Trustee in Overall Charge of Event

The Secretary informed Trustees of the necessity to operate a Permit to Work system for the event.

It was **proposed by Trustee Harris, seconded by Trustee Rudge**, that the role would be undertaken once again by Trustee Matthews. It was noted that the appointed Trustee would also be required to sign off the Risk Assessment for the event. Trustee Matthews voiced her acceptance of the role for the present time, but



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gave a commitment to inform the Trust at its next meeting if she was happy to continue in the role. (No vote taken).

**Action by – Trustee Matthews**

## Event Open/Close Time

It was **proposed by Trustee Harris, seconded by Trustee Pearman**, that the event would open at 5.30 pm, firing would commence at 7.15 pm, with the event closing at 8.30 pm. Unanimous.

## Admission Price

It was **proposed by Trustee Matthews** that the admission price would remain unchanged from 2013 (i.e. £3.00 for 16+, £2.00 for 5-16 years, under 5's free). Unanimous.

## Float

It was **proposed by Trustee Harris, seconded by Trustee Hobman** that the amount of float would remain at £500.00, with £1.00 coins utilised. Unanimous. Trustee Osborne suggested that consideration be given to providing £50.00 in £5.00 notes.

## Pitch Charge

It was **proposed by Trustee Osborne** that the pitch charge for independent traders would remain at £45.00. **Seconded by Trustee Harris.** Unanimous.

## Tender

Trustees were provided with copies of the draft tender process which would be operated in respect of catering facilities and other sales. Trustees were also reminded that a public advertisement would be placed in local press during July. **Noted.**

## Danters Fair

It was **proposed by Trustee Pearman, seconded by Trustee Harris**, that once again Danters Fair would be invited to attend the event, with their attendance fee set at £150.00. Unanimous.

## Fencing

Prior to the meeting Trustees were provided with a copy of the quotation from Deborah Services for the supply of fencing at the event. Attention was drawn to the need to increase the fenced area incorporated in the Firework Display provider's Risk and Method Statement. **Noted.**

## First Aid Provision

Prior to the meeting Trustees were provided with a copy of the quotation from St John's Ambulance in respect of first aid provision. **Noted.**

## Lighting Provision

Prior to the meeting Trustees were provided with a copy of the quotation from Travis Perkins in respect of the hire of lighting units and generators. **Noted.**



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## Principle Contacts

It was noted that telephone numbers for Principle Contacts would be provided to the Firework Display provider. Trustee Matthews advised that her personal mobile did not receive a signal once in Lydney and gave a commitment to resolve the matter.

## Risk Assessment

It was noted that the Trust's Risk Assessment for the event would be tabled at the September Trust meeting, together with a copy of the Permit to Work Notice (if appropriate).

The Secretary advised that Town Council staff would be in attendance and that overtime payments for such attendance would be recharged to the Trust. Furthermore, that Town Council staff would be covered under the Town Council's insurance policy.

Due to Trustee Matthews's reluctance to assume the role of Trustee in Overall Charge, Trustee Berryman kindly offered to undertake said role. It was agreed that the matter would be an agenda item for the next meeting.

**Action by – the Secretary**

## 5.6 Lightning Conduction System

Prior to the meeting Trustees were provided with a copy of the quotation which had been received from Omega Red Group, detailing the repairs which were required to the Lightning conduction system installed on the Pavilion. **Trustee Matthews proposed** that the quotation be accepted. Unanimous.

**Action by – the Secretary**

## 5.7 Machinery Repairs

Prior to the meeting Trustees were provided with copies of an e-mail exchange between the Assistant Secretary and Dean Mowers concerning the need to repair the Jacobsen bowling green mower (at a cost of £590.00 plus VAT) and the Hayter (at a cost of £600.00 plus VAT).

During discussion attention was drawn to the advice from Dean Mowers regarding the cost effectiveness of repairing the Jacobsen machine, as opposed to purchasing a replacement machine. Trustees were also advised that the Etesia machine had now broken down, with a likely cost of repair being £200.00.

Trustees noted that earlier in the day Dean Mowers had advised that they had located an ex-demonstration Ransomes bowling green machine, with only five hours use, for sale at £2,500 plus VAT.

After a short further discussion it was **proposed by Trustee Biddle** that the Trust would replace the Jacobsen bowling green mower and that it would repair both the Hayter and the Etesia mowers. **Seconded by Trustee Pearman**. Unanimous. It was noted that the replacement of the Jacobsen Bowling Green Mower would be funded from the Trust's General Reserves.

The Secretary advised that she would strive to obtain a 6 month warranty for the replacement Bowling Green machine. Trustee Matthews requested the Secretary ascertain if Dean Mowers would be interested in purchasing the Jacobsen bowling



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green mower for spares. Trustee Thomas called for consideration to be given to the provision of a replacement machinery fund. The Secretary advised that provision for such a fund had already been included for the Trust/Town Council.

**Action by – the Secretary**

## 5.8 Signage

Prior to the meeting Trustees were provided with a copy of the quotation which had been received from Designer Signs for the supply of a sign detailing the charges for the Tennis and Putting facilities.

It was **proposed by Trustee Berryman, seconded by Trustee Ives**, that the Trust would obtain a quotation for the supply of such a sign from a local firm. It was then **proposed by Trustee Pearman, seconded by Trustee Harris**, that Delegated Powers would be bestowed on the Secretary to proceed with such a purchase, up to the value of £192.00 plus VAT (sign to be fixed on post) or £85.00 plus VAT (sign to be fixed on Tennis Courts fencing). Unanimous.

**Action by – the Secretary**

## 5.9 Workshop

Trustees were provided with a copy of the two quotations which had been received in respect of the repair and painting of the exterior of the workshop, the doors and the windows.

It was **proposed by Trustee Preest, seconded by Trustee Harris**, that Quotation 2 (P Hurcomb Carpentry) would be accepted for the repair and painting of the doors and windows (money to be taken from General Reserves). It was then **proposed by Trustee Harris, seconded by Trustee Hobman**, that the Trust would also accept Quotation 2 (P Hurcomb Carpentry) for the painting of the exterior of the workshop (money to be taken from General reserves). Vote carried.

**Action by – the Secretary**

The Secretary sought confirmation that the Trust wished the exterior of the workshop to be painted in a cream colour. Agreed.

## 5.10 Church Together

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Mr P Dekkers, on behalf of Churches Together. Trustees noted that Churches Together had requested permission to use the Park on Sunday 6 July 2014 for a Fun in the Park and Songs of Praise event, from 3.00 pm to 5.00 pm and 6.00 pm to 7.30 pm respectively.

Details of the event were duly noted by Trustees, including the agreement to provide a £100 returnable bond. It was **proposed by Trustee Berryman, seconded by Trustee Hobman**, that permission would be granted to Churches Together to use the Park on Sunday 6 July 2014. Unanimous.

**Action by – the Secretary**

## 5.11 Tree in Bathurst Park

Prior to the meeting Trustees were provided with copies of the two quotations which had been received in respect of the Tree removal and also a copy of the letter



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which had been received from Mr & Mrs N White. It was **proposed by Trustee Matthews** that the quotation from Abbey Trees would be accepted. Unanimous.  
**Action by – the Secretary**

Trustees' attention was also drawn to the cost which had been incurred through the removal of a storm damaged tree from a building (minute 5.11 of Trust meeting on 24 March 2014 refers). **Noted.**

Regarding the letter submitted by Mr & Mrs White, Trustees believed that the tree referred to the one previously identified by the occupier of 1 Church Gardens. **Trustee Matthews proposed** that the Secretary inform Mr & Mrs White accordingly. Unanimous.

**Action by – the Secretary**

## 5.12 Royal British Legion

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Mr I Hendy, on behalf of the Royal British Legion Lydney Branch.

Trustees noted that the sought permission to plant a tree in the Park to commemorate the 90<sup>th</sup> anniversary of the founding of the Lydney Branch. It was **proposed by Trustee Berryman, seconded by Trustee Preest**, that the Trust would consent to the planting of such a tree, subject to the location being determined by the Town Council's Head Groundsman. Unanimous.

**Action by – the Secretary**

**Trustee Matthews proposed** that the Trust would also permit the placement of a memorial plaque, should the Lydney Branch desire. (No vote taken).

## 5.13 Pavilion Tenant

Trustees were asked to consider the following requests which had been received from its tenant:-

### Replacement of External "Toilets" sign

**Trustee Matthews proposed** that the request be declined. (No vote taken).

### Link to Lydney Town Council's Website

It was **proposed by Trustee Pearman, seconded by Trustee Harris**, that the Tenant would be permitted to link their website to that of the Town Council's, rather than the Trust "posting" an article on the tenant's website. Unanimous.

### Seating

It was agreed that the request for the provision of adequate seating for dog owners wishing to support the café be deferred, to enable the location of the existing seats to be established.

**Action by – the Secretary**





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## Replacement of Roller Shutters

It was agreed that consideration as to how the café windows would be cleaned should the Trust elect to replace the existing shutter system with fixed shutters would be deferred until such time as that Trust possessed funding to replace the shutters.

### 5.14 Fields in Trust

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Fields in Trust, in which formal confirmation was provided for Lydney Bowling Club's lease. **Noted.**

### 5.15 Collection of Dog Waste

Prior to the meeting Trustees were provided with a copy of the response which had been provided by Forest of Dean District Council's Senior Streetwarden and duly noted that only one dog fouling fine had been issued; the fine was issued in 2013 in the Fairfield Road area.

### 5.16 Gloucestershire Playing Fields Association

Prior to the meeting Trustees were provided with details of the free Assessment Scheme which would be operated in 2014 by GPFA. It was **proposed by Trustee Berryman, seconded by Trustee Harris**, that the Trust would participate in the 2014 Assessment Scheme. Unanimous.

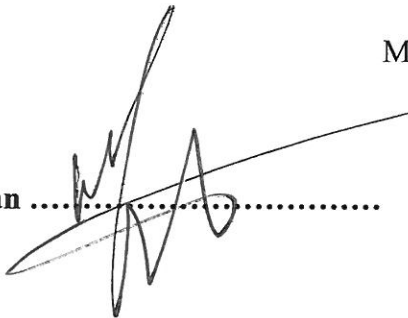
**Action by – the Secretary**

## 6. MEMBERS REPORTS

None.

Meeting closed at 9.14 pm

Chairman .....



Date ... 28<sup>th</sup> July 2014 .....