

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 27 November 2017 – 26

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 27 November 2017 at 7.50pm.

**Present:** Trustees H Ives (Chairman), W Leach, B Pearman, B Berryman, C Harris, K White, R Holmes, C Vaughan, R Christodoulides, C Legg,

**In Attendance:** Mrs J Smailes – Trust Secretary  
Mrs S Lanfear – Trust Admin Assistant

Housekeeping – Trustee Ives 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; Biddle, Greening and Pugh.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 25 September 2017 **proposed by Trustee Leach, seconded by Trustee Ives.** Vote carried

4 **FINANCE AND SUNDRY PAYMENTS**

**Finance/Sundry Payments**

4.1 Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule. Acceptance of the payment schedule **proposed Trustee Harris seconded by Trustee Pearman.** Unanimous

4.2 Approval of payments therefrom **Proposed by Trustee Berryman seconded by Trustee Christodoulides.** Unanimous

FINANCIAL STATEMENT -

NOVEMBER 2017

**Opening Bank Balances as 1st April 2017**

LLOYDS BANK - Current		21,725.55
LLOYDS BANK -General Reserve	00.00	53,685.30
	<b>Bank Balance</b>	<b><u>75,410.85</u></b>

**TRANSACTIONS**

**RECEIPTS**

Receipts APRIL	2,127.07
Receipts MAY	59,048.38
Receipts JUNE	1,342.35
Receipts JULY	1,364.49
Receipts AUGUST	5,525.73
<b>Receipts SEPTEMBER</b>	<b>1,481.00</b>
<b>Receipts OCTOBER</b>	<b>724.94</b>

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Receipts NOVEMBER  
Receipts DECEMBER  
Receipts JANUARY  
Receipts FEBRUARY

Receipts MARCH

**Total Receipts YTD** 71,613.96

**PAYMENTS**

Payments APRIL	7,095.28	
Payments MAY	9,394.89	
Payments JUNE	6,064.77	
Payments JULY	3,436.58	
Payments AUGUST	5,140.59	
Payments SEPTEMBER	13,957.69	
<b>Payments OCTOBER</b>	<b>8,027.58</b>	<b>Detailed Below</b>
<b>Payments NOVEMBER</b>	<b>7,339.66</b>	<b>Detailed Below</b>
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		

**Total Payments YTD** 60,457.04  
86,567.77

<b>Reconciled Bank Statements as at end</b>	<b>OCTOBER 2017</b>	
LLOYDS BANK - Current 00171608		28,879.23
LLOYDS BANK – E/M Refurbish Toilets 29897960	4,000.00	
	53,688.54	57,688.54
<b>Bank Balances as at:</b>	<b>31-Oct-17</b>	<u>86,567.77</u>

**OCTOBER PAYMENTS**

**Payments made by Direct Debit:**

Broxap Ltd	06.09.17	802.80	Ad Hoc	BACS	Play Eqp Maintenance
British Gas Business: 602478939	21.09.17	1.65	Monthly	STO	Workshop: Gas
British Gas Business: 602478936	21.09.17	40.21	Monthly	DD	Workshop: Electricity
Water Plus	21.09.17	54.59	Monthly	DD	Bowling Green
British Gas Business: 602478935	21.09.17	404.44	Monthly	DD	Pavilion: Utilities Gas
Forest Equipment Services Ltd	26.09.17	1,447.86	Monthly	STO	Litterpicking
Water Plus	27.09.17	24.34	Monthly	DD	General Maintenance
<b>Direct Debits:</b>	<b>Sub total</b>	<u>2,775.89</u>			

**Interim Payments made in advance of meeting:**

Corporate Expenditure	003.10.17	88.05	Monthly	1452	Pavilion Cleaning
HMRC	03.10.17	21.80	Monthly	1453	Pavilion Cleaning
<b>Interim Payments:</b>	<b>Sub total</b>	<u>109.85</u>			

**Payments for approval in Lieu of Meeting**

L Cole Electrical	420.00	Ad Hoc	1454	Gen Repairs/Wkshop/Bld Maintenance
Light Fantastic DIY Ltd	62.23	Monthly	1455	Buildings/Grds Maintenance
Fields in Trust	50.00	Annual	1456	Grds Maintenance
Greenworks Solutions Ltd	548.40	Annual	1457	Bld Maintenance
N Giles Landscaping	1,750.00	Ad Hoc	1458	H & S
Rigby Taylor	706.67	½ Yearly	1459	Grds Maintenance
Swifts Green Keeping Services	475.00	Annual	1460	Grds Maintenance
Travis Perkins Trading Co Ltd	137.86	Ann/Ad Hoc	1461	Tools/Grds Maintenance
Lydney Town Council	482.18	Quarterly	1462	Petrol/Oil/Diesel
Cash (Float)	500.00	Annual	1463	Fireworks
Cash	9.50	Monthly	1464	Postage/Workshop
<b>Payments in Lieu of meeting: Sub total</b>	<u>5,141.84</u>			

**TOTAL PAYMENTS** **OCTOBER** 8,027.58

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5. **BUSINESS**

5.1 **Fireworks**

Trustees were invited to review the 2017 Firework event.

The Trust Chairman felt that the event was a great success and expressed his gratitude for the attendance of Lydney Town Council staff and the additional volunteers who were present on the night.

The Trust Secretary advised Members that the total income over expenditure taken equated to £551.76.

During a discussion support for retaining the current Firework Contractor, Star Fireworks, was expressed by Members. Members also noted that the 2018/19 Budget included expenditure provision for the 2018 event of £6,500. Accordingly, it was proposed by **proposed by Trustee Harris, seconded by Trustee Christodoulides** that the services of Star Fireworks be retained for the 2018 display, with the event budget set at £6,500. Vote carried.

**Action by – Trust Secretary**

Trustees were asked to consider the date for the 2018 Firework display. It was **proposed by Trustee Harris, seconded by Trustee Berryman** that the Trust would hold the 2018 Firework display on Monday 5 November 2018, with Delegated Powers bestowed to the Trust Secretary and two Trustees in order that adhoc items may be booked/purchased for 2018 in advance of the event. Unanimous

**Action by – Trust Secretary**

Trustees considered the email received from Lydney Rugby Club who offered to host the annual fireworks in 2018. After a short discussion Trustees agreed the event would remain at Bathurst Park & Recreation Ground as the relocation of the event would mean a loss of income for the Trust. Accordingly, it was **proposed by Trustee Ives** that the Trust would retain the fireworks event and the Trust Secretary was instructed to inform Lydney Rugby Club of the Trusts decision requesting their assistance on the night to marshal etc.

**Action by – Trust Secretary**

5.2 **Bathurst Park Summer Event, Saturday 7<sup>th</sup> July 2018**

The event Budget for 2018/19 had previously been approved by Trustees and was therefore set at £5500. Consideration was given towards allocation of the said budget and Trustee Ives suggested that £5000 should be allocated to the Summer event, with £500 to be held as a contingency fund. Accordingly, it was **proposed by Trustee Ives** that the Summer event budget be set at £5000 with £500 held as a contingency fund. Vote carried

Following a further discussion, it was **proposed by Trustee Ives** that the Trust would bestow Delegated Powers to the Trust Secretary and two Trustees in order that adhoc items may be booked/purchased for 2018 in advance of the event. Unanimous

**Action by – Trust Secretary**

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After a short discussion Trustees decided that a less informal environment to discuss ideas for the 2018 event would be more suitable. Trustee Ives advised that the 'Working Party' meeting would therefore be held on first Thursday in December with the purpose being to discuss plans for the Summer event and to report back to the next Trust meeting on Monday 29<sup>th</sup> January 2018.

**Action by – Trust Chairman**

5.3 **Bathurst Park Pond/Fountain**

Trustees noted that grant funding of £1000 had since been received Stanley Smith (UK) Horticultural Trust, work was therefore being undertaken 'in house' to clean/filtrate the Pond area. The Trust Secretary advised Trustees that discussions were also taking place with a contractor to further the possibility of a yearly pond maintenance programme and a purchase order would be placed accordingly in order to ensure the funding had been fully utilized. Noted

**Action by – The Trust Secretary**

5.4 **WPS Insurance**

Trustees were informed that WPS Insurance has advised that they had formed a new partnership with Royal Sun Alliance who was now their preferred Insurance Company, however, as the Trust was in a Long-Term Agreement for its Insurance its Policy would remain with Aviva Insurance Ltd.

5.5 **Public Toilets**

Prior to the start of the meeting Trustees were provided with a quote from the Gooch Group Ltd, cleaning specialist. The quote for the sum of £517.25 plus VAT was provided to deep clean the corridors, wash all floors and walls in the main shower/seating area and wash walls/floors in the men's/ladies/disable toilet areas. After a short discussion Trustees agreed that the public toilets would be deep cleaned at a cost of £517.25 plus VAT that such would form part of the annual maintenance programme it was **proposed by Trustee Ives** that the Trust Secretary would organise such work. Unanimous.

**Action by – The Trust Secretary**

5.6 **Dogs in the Park**

Trustees noted that signage inviting responsible dog owners in the park had now been erected.

5.7 **TrunkArb Tree Surgery**

Trustees noted that the Annual Tree Survey would continue as per addendum to contract.

5.8 **Hayter Large Area Amenity Lawnmower**

Prior to the start of the meeting Trustees noted the cost of the Hayter mower service equated to £2400 plus VAT it was **proposed by Trustee Ives** that the Trust Secretary organise such work.

**Action by – The Trust Secretary**

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5.9 **Resurfacing of 'Avenue Andre Clement'**

Trustees noted the change of the date for resurfacing work of the 'Avenue Andre Clement' which had been rescheduled for February 2018. Trustee Ives informed Trustees he would further enquiries and revert back to them once he had spoken with Highways.

**Action by – Trust Chairman**

5.10 **Wallgate Limited**

Trustees were provided with copy of the Quotation which has been received from Wallgate Limited. The quote received from Wallgate Limited for the sum of £6040.64 plus VAT (supply only) is for replacing the public toilet facilities in the Pavilion building, the quote is for two disabled automatic hand wash dryers, two disabled WC's, two flush activation packs, two disabled hand rails and 1 public washroom commissioning (14 days' notice required). The Trust Secretary informed Trustees that the Grant Fundraiser was currently working on grant application in respect to this. Trustee White was asked to provide the Trust Secretary with details of any local contractors who would be willing to provide quotation for the fitting/installation of disabled equipment. It was noted that a purchase order would be placed once grant funding had been obtained.

**Action by – Trustee White**

5.11 **Bathurst Park/Sports Side**

Trustees noted that Lydney Under 13s Football had booked 10 games on Bathurst Park/Sports Side.

5.12 **Community Event/Bathurst Park**

After a short discussion Trustees agreed to permit the community event (Gloucestershire Police) to be held in the Park on Wednesday 30<sup>th</sup> May 2018. Trustee Pearman suggested that it would be beneficial for Lydney Town Councillors to make arrangements to attend the event and host a Councillor Public Surgery. It was **proposed by Trustee Vaughan, seconded by Trustee Harris** that the Trust Secretary reply to Gloucestershire Police confirming the Trusts permission.

**Action by – The Trust Secretary**

7. **MEMBERS REPORTS**

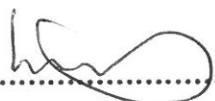
Trustee Ives updated Trustees that the Trust appeared to be leading in the Community token slot at the Lydney Tesco to obtain a donation towards the enclosure of the Memorial Gardens in Bathurst Park. The Trust Secretary reminded Trustees of the terms and conditions newly sourced Grant Funding. Trustee Ives requested that this be an agenda item for the next Trust meeting.

**Action by – The Trust Secretary**

Trustee Harris informed Trustees that the Fire Brigade had attended a fire which had been started at the Bandstand sited in Bathurst Park. No damage had been evident. Noted.

Meeting closed at 8.39 pm

Chairman .....



Date .....

<sup>th</sup>  
29 January 2018