

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 May 2013 - 01

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on Tuesday 28 May 2013 at 7.06 pm.

**Present:** Trustees C Matthews (Chairperson), B Berryman, R Bonser, C Harris, V Hobman, J James, B Pearman and B Thomas

**In Attendance:** 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.

It was noted that Trustee Matthews had been elected as Chairperson/Lead Councillor at Lydney Town Council's Annual Council meeting.

1. **APOLOGIES**

Apologies for absence were received and noted from Trustees Edwards and Preest.

2. **DECLARATIONS OF INTEREST**

Trustee Matthews – Agenda Item 5.3 – Coronation Gates Celebration (re. painting of gates)

3. **APPROVAL OF MINUTES**

Trustee Harris advised that under Agenda Item 6 of the minutes of the previous meeting it stated that she had seconded a proposal, however, she had not been present during the meeting.

The minutes of the Bathurst Park and Recreation Trust meeting held on 8 April 2013 were then confirmed and signed as a true record, subject to the above amendment.

**Moved by Trustee Hobman, seconded by Trustee Berryman. Unanimous.**

4. **FINANCE AND SUNDRY PAYMENTS**

4.1 **To approve Financial Statement**

**FINANCIAL STATEMENT**

**APRIL & MAY 2013**

**Bank Balance as 1st April 2013**

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

**TRANSACTIONS**

**RECEIPTS**

Receipts APRIL	250.76	See attached
Receipts MAY	-	
Receipts JUNE	-	
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	



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Receipts MARCH

-  
Total Receipts YTD 250.76

**PAYMENTS**

Payments APRIL	2,923.51	Detailed below
Payments MAY	4,020.25	Detailed below
Payments JUNE	-	
Payments JULY	-	
Payments AUGUST	-	
Payments SEPTEMBER	-	
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
<b>Total Payments YTD</b>	<b>6,943.76</b>	
<b>Total</b>	<b>42,065.14</b>	

<b>Reconciled Bank Statements as at end</b>	<b>APRIL 2013</b>		
LLOYDS BANK - Current	00171608	7,713.37	
LLOYDS BANK - General Reserve	29897960	34,351.77	
<b>Bank Balances as at</b>	<b>30-Apr-13</b>	<b>42,065.14</b>	<b>0.00</b>

**APRIL PAYMENTS** Details

Payments made by Direct Debit:

none

Direct Debits: Sub Total 0.00

Payments made in advance:

WPS Insurance Brokers	2,842.09	<u>Chq. No.</u> 661
Payments in advance of meeting: Sub total	<u>2,842.09</u>	

Payments for approval in lieu of meeting:

Corporate Expenditure	81.42	662	Pavilion Cleaning: April
Payments in lieu of meeting: Sub total	<u>81.42</u>		

<b>TOTAL PAYMENTS</b>	<b>APRIL 2013</b>	<b>2,923.51</b>
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**MAY PAYMENTS** Details

Payments made by Direct Debit:

none

Direct Debits: Sub Total 0.00

Payments made in advance of the meeting:

none

Payments in advance of meeting: Sub total 0.00

Payments for approval at meeting on:

28th May 2013

Corporate Expenditure	81.22	663	Pavilion Cleaning: May
HMRC	20.20	664	re April
HMRC	20.40	665	re May
British Gas	944.76	666	Gas: Workshop & Pavilion to 14.5.13
Charles Saunders Ltd	38.78	667	Pavilion: Cleaning Materials
Dean Mowers Ltd	201.42	668	Machinery: Maintenance & repairs
Forest Equipment Services Ltd	1,328.60	669	Litter Picking contract
Light Fantastic DIY Ltd	285.91	670	Play Equip/Pavilion Maint/General Repairs
Locksmiths & Security Centre	43.48	671	Pavilion: Building Maintenance
Mincost Ltd	45.48	672	Tools
Omega Red Group Ltd	210.00	673	Pavilion: Annual Lightening Protection test
Kevin Toombs	360.00	674	re Bowling Club
TPS Gates & Doors Ltd	90.00	675	Shutters: Call Out
Abbey Tree & Hedge Services	350.00	676	Tree Work: Storm damage
Payments to meeting: Sub total	<u>4,020.25</u>		

<b>TOTAL PAYMENTS</b>	<b>MAY 2013</b>	<b>4,020.25</b>
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**A list of unpresented Cheques (For Information only)**

M J Security	14.40	584
Kevin J Toombs	120.00	638
Light Fantastic DIY Ltd	86.38	650
<b>Total</b>	<b>220.78</b>	

A copy of the Trust's Financial Statement was tabled before Trustees. The Secretary advised that the Chairperson would need to complete and return a grant application form to Lydney Town Council. Trustees noted that whilst the Trust would need to apply for a grant amounting to £36,500, it was actually working on a budget of £65,462. Attention was also drawn to a donation of £500 which had been received from Mr J Thurston in respect of the Coronation Gates Celebrations and Trustees were reminded that they had previously agreed to "match fund" the event to a maximum of £500.00. Attention was also drawn to the balance residue re 2012/13 which would be required to meet the Trust's budget/commitments (deficit against income).

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

Responding to a question which had been raised by Trustee Bonser, the Secretary advised Trustees that Lydney Town Council "gifted" in kind Ground Staff time to undertake a number of required duties in the Park. It was noted that Bathurst Park and Recreation Trust did not possess any "Ground Staff" itself; such duties were not charged to the Trust and were in addition to the monetary grant provided by Lydney Town Council. If Lydney Town Council were to address via means of a recharge VAT would be chargeable on all labour however, this would not be recoverable by the Trust.

4.2 **Independent Auditor for 2012/13**

Members noted that the Trust's Independent Auditor for 2012/13 (as appointed) was Griffiths Marshall; that the Trusts accounts for the specified financial year were currently with said Independent Auditor whose report was awaited.

5. **BUSINESS**

5.1 **Funding Bids**

(Item deferred from March meeting).

Noting that the shutters surrounding the Pavilion required repair, Trustee Matthews advised that she had identified a funding pot of £25,000 for which she would ascertain if it would cover the cost of the repairs.

Discussion then took place on the requirement for shutters to be installed on the Pavilion and the type of shuttering system which could be utilised. It was **proposed by Trustee Berryman** that the Trust should investigate the use of alternative shuttering systems. Trustee Pearman suggested that the Trust should continue with the same type of railing as utilised to enclose the entrance to the Pavilion Café, albeit with a concave mesh backing to prevent items being forced through the metal bars. **Trustee Berryman agreed to amend his proposal** to include the provision of a concave mesh to the rear of the railings. **Seconded by Trustee Harris**. Unanimous. It was agreed that Trustee Matthews would



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incorporate the Trust's wishes into her grant application and would advise the office accordingly so that an order may be raised with Remnants.

**Action by – Trustee Matthews**

Trustee Matthews also reported that she was investigating the possibility of replacing the railings around the park, the provision of additional play equipment (future agenda item for consideration) and also the possibility of installing a roof on the bandstand. The Secretary reminded Trustee Matthews of the need to ensure that any grant applications were considered by the Trust prior to their submission and the requirement for the Trust to note any VAT element which may be attracted as a result through any successful funding bid would also need to be met by the Trust within its budget provision. Trustee Matthews advised that the costings undertaken to date had been inclusive of VAT; that she had approached local businesses to ascertain if they would be willing to help fund the work and that she would include a staffing element for the park in any future funding bids (where possible).

## 5.2 Leases

(Item deferred from March meeting).

### Pavilion Café

Trustee James reported that she had visited the Pavilion Café in order to view the area into which the Pavilion Café Tenant wished to extend the patio area and she felt the request to be logical. However, it was noted that due to the delay by the Trust in considering the matter the Tenant had been faced with no option but to extend the Patio in order that the work could be completed prior to the re-opening of the Café.

Members were also reminded that they had deferred consideration of permitting the Tenant to erect a "Dog Station" to allow patrons of the Pavilion Café to safely tether their dogs in an enclosure whilst visiting the Café. After a short discussion on the matter it was **proposed by Trustee Berryman, seconded by Trustee Pearman**, that the Trust would not permit the creation of a "Dog Station". Unanimous.

### Lydney Bowling Club

Trustees were informed that Mr K Toombs had undertaken valuation/negotiation work on behalf of the Trust and that the draft lease would shortly be submitted to the Club's legal representative. It was anticipated that the matter would be completed by late June.

## 5.3 Coronation Gates Celebration

Trustee Matthews advised that a meeting had taken place the previous week between herself, Trustee Berryman, Mr J Thurston, the Pavilion Café Tenant, the Trust Secretary and the Assistant Trust Secretary.

During discussion Trustee Matthews stated that whilst Mr Thurston was willing to provide a donation for the event, he would not agree for staffing costs to be part of the event's expenditure. Furthermore, Trustee Matthews advised that the event would commence at 2.00 pm; Lydney Training Band would perform under a marquee; that the marquee would be erected by Trustee Biddle and Messrs Rudge; that the Pavilion Café would provide tea and coffee. Trustee Matthews reported that Mr Thurston had expressed a desire for the Coronation Gates to be repainted at



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his expense and whilst three quotations had been obtained, only one organisation (Trustee Matthews's Father-in-Law) would be able to complete the work within the required timeframe. It was **proposed by Trustee Berryman, seconded by Trustee James**, that the Trust would permit the Coronation Gates to be painted, provided the work was undertaken at no cost to the Trust. Unanimous.

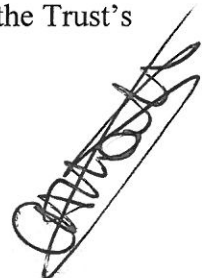
Trustee Matthews then spoke on the need for a number of jobs to be undertaken on the day prior to the commencement of the event (e.g. decoration of bandstand and gates, general setting up) for which Trustees Bonser and James had offered their assistance. Trustee Matthews also expressed a desire for the pillars of the Coronation Gates to be pressure washed on the Saturday prior to the event. Members were reminded that Trustees Matthews and Berryman had agreed with Mr Thurston that no staffing presence would be required for the event. The Secretary advised that the Town Council Ground staff were performing in a reduced capacity (due to the absence of two staffing members) and that all duties which could be addressed would be undertaken prior to the event.

Trustees Bonser, Berryman and James stressed the importance of the event to the Trust and spoke in support of Town Council Ground Staff being reallocated to the Park the week prior to the event ensure that its appearance was acceptable. The Secretary advised that Trustees Matthews and Berryman had already been advised that all duties which could be addressed would be undertaken prior to the event. However, Trustees were reminded that the event was taking place at the end of the flowering period for the winter bedding/shortly after the planting of the summer bedding. Accordingly, the Secretary cautioned that the floral display in the park would not have reached its ultimate level. Trustee James did not feel that it would be necessary to clean the pillars close to the Coronation Gates, as she felt the walls/pillars to be in keeping.

During a further short discussion the Secretary reiterated that those Trustees present at the meeting with Mr Thurston had taken the decision that no staffing presence would be required at the event; that Trustee Matthews would undertake the "lead role" for the event and would be responsible for health and safety on the day, with insurance cover for the event arranged via the Trust's insurers. Trustee Matthews expressed unease about taking on the responsibility for health and safety as she did not feel she possessed suitable experience/knowledge. In seeking to provide reassurance, Trustee Bonser referenced the Jubilee event which had been undertaken without involvement of Town Council staff and stressed that all Trustees would be responsible for the event. Trustee Berryman felt the only work required for the event was the cutting of the grass and the weeding of the paths.

## 5.4 Five Year Plan

Trustees were reminded that they had previously expressed an interest in producing a five year plan for the park in order that the Trust may budget for expenditure/projects. Furthermore, Trustees had already been made aware of the need to conduct significant planned maintenance on a number of the Trust's grass cutting equipment every five years.



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Trustees Matthews, James, Pearman, Berryman and Hobman agreed to form a Working Party to formalise a draft plan. The Working Party would then present the draft plan to the Trust for consideration and that their remit would be to consider projects only, not Lydney Town Council staffing resource.

**Action by - Trustees Matthews, James, Pearman, Berryman and Hobman**

5.5 **Gatekeeper/Groundsman**

Trustees noted that the position of Gatekeeper/Groundsman would be funded through Lydney Town Council. Accordingly, the employee would be classed as a member of Town Council staff.

5.6 **Springer Unit**

Members noted that sufficient budgetary provision had been included in the 2013/2014 budget to undertake repair of one of the springer units in the Park and that an order would be placed with Monmouthshire County Council for the supply of the replacement parts, once the price had been confirmed.

5.7 **Churches Together**

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Churches Together detailing the types of activities which would be conducted during their event on 7 July 2013. Acceptance of the activities **proposed by Trustee Berryman, seconded by Trustee James.** Unanimous.

5.8 **Charges 2013-2014**

Prior to the meeting Trustees were provided with a copy of the Trust's current charges, which included examples of a suggested increase. It was **proposed by Trustee James, seconded by Trustee Berryman** that a 5% increase would be applied across the board. Unanimous.

5.9 **Use of Tennis Courts/Pitch and Put Facility**

Trustees were advised that historically the Pavilion Café used to provide Tennis/Golf equipment for hire, however, said equipment had now disappeared and Trustees were informed of the need to purchase a new supply of equipment (eight Tennis Racquets and four Golf Putters plus associated balls) in order that it may be hired from the Pavilion Café, with the income generated shared between the Pavilion Café tenant and the Trust. Trustees were also asked to agree a charge for the hire of the courts/racquets/golf putters/etc. It was noted that the Pavilion Café Tenant would be asked to secure the Tennis Courts.

Hire of Courts

It was **proposed by Trustee Thomas** that a charge of £2.00 for 30 minutes hire of the courts would be applied. **Seconded by Trustee Bonser.** Unanimous.

Hire of Racquets

It was **proposed by Trustee Harris, seconded by Trustee James,** that a £5.00 per racquet returnable bond would be applied. Unanimous.

Hire of Balls

Trustee James suggested that a returnable bond of £1.00 per ball would be



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levied, to which no objection was raised. Trustee James suggested that the Trust approach Lydney Tennis Club, as she felt that it may be possible to secure a better price through a bulk purchase.

## Golf Putters

Whilst it was noted that the Trust would need to purchase a number of golf balls and putters, Trustees Berryman and Harris offered to make enquiries with Lydney Golf Club to ascertain if they were able to supply a small amount of free equipment.

**Action by – Trustees Berryman and Harris**

## 5.10 Repair of Shutters on Pavilion

Prior to the meeting Trustees were provided with details of two quotations which had been obtained from TPS Gates and Doors. Attention was drawn to the temporary repair (at a cost of £90.00) which it had been necessary to conduct in order that the Pavilion could be secured.

Due to the discussion earlier in the evening no further comment/action was made.

## 5.11 Gloucestershire Playing Field Association

Prior to the meeting Trustees were provided with details of this year's competition, together with details of the entry costs. It was **proposed by Trustee James, seconded by Trustee Harris**, that the Trust would enter the competition.

**Action by – the Secretary**

## 5.12 Fireworks Event

Prior to the meeting Trustees were provided with details of the budget which had been agreed for this year's event; suggested admission/traders charges; the need for a professional risk assessment; requirement for first aid and marshals; the requirement to appoint a Trustee in overall charge of the event; insurance cover; banking arrangements, etc. The following comments were made:

### Catering Arrangements

Pavilion Café Tenant to be approached to establish if she wishes to provide catering facilities at the event, in addition to Danter's, with a charge of £100 being levied. Tender process to be operated otherwise, with notice placed in local press.

### Float

Amount of float to be increased.

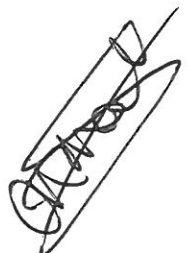
### Admission Charge

It was **proposed by Trustee Harris, seconded by Trustee Berryman**, that the following admission charges would be set:-

16+ = £3.00

Children 5-16 £2.00

Unanimous.



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## Event Open/Close

It was **proposed by Trustee Bonser, seconded by Trustee Berryman**, that the event would open at 5.30 pm, with firing commencing at 7.00 pm. Unanimous.

The Secretary was requested to approach Forest of Dean District Council to request that they waive parking charges in Bream Road Car Park for a period in advance of the event.

## Risk Assessment

It was agreed that Sandling Fireworks must provide the Trust with a Risk and Method Statement for their operations. Failure to provide such information would result in the Trust appointing an alternative organisation to provide the display.

**Action by – the Secretary**

Trustee Bonser sought confirmation of the length of time Town Council staff would be in attendance. The Secretary advised that staff would be present from 5.15 pm until the event close (banking and entertainment had been addressed) and that this attracted either overtime payment or TOIL (at given rate) as per previous years.

### 5.13 Repair of Grass Matting

Prior to the meeting Trustees were provided with a copy of the quotation which had been obtained from Monmouthshire County Council in connection with the repair of an area of “grass” safety matting which had been vandalised. It was **proposed by Trustee James, seconded by Trustee Hobman**, that the quotation for the sum of £200 plus VAT would be accepted. Unanimous.

**Action by – the Secretary**

### 5.14 Removal of Storm Damaged Tree

Trustees noted that since the last meeting it had been necessary to remove a tree from the Park which had been damaged by a storm and subsequently found to be rotten.

## 6. MEMBERS REPORTS

Trustee Bonser noted that the Pavilion Café had been vastly improved under the auspices of the new tenant, however, she voiced concern that young people may not be able to afford to purchase refreshment from the facility and she noted that the Tenant did not offer fizzy drinks/tuck shop anymore. Trustee Bonser also spoke on the charges which the Tenant proposed to levy for providing refreshments to sporting clubs and she felt that the Trust needed to be mindful that it wished to encourage use of its facilities. Trustee James suggested that Trustees Matthews and Bonser provide feedback to the Tenant on the issues which had been raised and feed the Tenants views back accordingly.

**Action by – Trustees Matthews and Bonser**

The Secretary advised that a complaint had been received from a member of the public concerning the condition of the public toilets in Bathurst Park and it was noted that this would be an agenda item for the next meeting.

**Action by – the Secretary**





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Meeting closed at 8.28 pm

Chairman .....  .....

Date ..... 23<sup>rd</sup> Sept 2013 .....