

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 28 July 2014 - 10

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 28 July 2014 at 6.59 pm.

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

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 Berryman, Bevan, Greenwood and Matthews.
2. **DECLARATIONS OF INTEREST**
Trustee Preest – Agenda Item 5.1 – Funding Bids – Gloucestershire County Council – Active Together Scheme
3. **APPROVAL OF MINUTES**
The minutes of the Bathurst Park and Recreation Trust meeting held on 27 May 2014 were confirmed and signed as a true record. **Moved by Trustee Harris, seconded by Trustee Preest.** Vote carried.
4. **FINANCE AND SUNDRY PAYMENTS**
 - 4.1 **To approve Financial Statement**

FINANCIAL STATEMENT JUNE & JULY 2014

Bank Balance as 1st April 2014		
LLOYDS BANK - Current	00171608	23,015.96
LLOYDS BANK - Deposit Account	29897960	34,364.41
	Bank Balance	57,380.37

TRANSACTIONS

RECEIPTS

Receipts APRIL	229.13	
Receipts MAY	4,741.52	See attached
Receipts JUNE	19,661.67	See attached
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	Total Receipts YTD	24,632.32

PAYMENTS

Payments APRIL	4,886.04	
Payments MAY	2,367.62	
Payments JUNE	4,936.14	Detailed below
Payments JULY	7,350.63	Detailed below
Payments AUGUST	-	



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Payments SEPTEMBER	-		
Payments OCTOBER	-		
Payments NOVEMBER	-		
Payments DECEMBER	-		
Payment JANUARY	-		
Payment FEBRUARY	-		
Payment MARCH	-		
Payments PRIOR TO YEAR END	-		
		Total Payments YTD	19,540.43
		Total	62,472.26

Reconciled Bank Statements as at end	JUNE 2014			
LLOYDS BANK - Current	00171608		31,104.42	
LLOYDS BANK - General Reserve	29897960		31,367.84	
Bank Balances as at		30-Jun-14	62,472.26	0.00

JUNE PAYMENTS

Payments made by Direct Debit:

Scottish Power: 73349704013	26.00	Monthly	DD	Workshop: Electricity
Scottish Power: 73349749017	106.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 73349703019	38.00	Monthly	DD	Workshop: Gas
Direct Debits: Sub Total	170.00			

Payments made in advance:

Corporate Expenditure	81.42	Monthly	Chq No 868	Pavilion Cleaning
HMRC	20.20	Monthly	869	Pavilion Cleaning
Direct Debits: Sub Total	101.62			

Payments for approval in lieu of meeting:

British Gas	159.29	Quarterly	870	Pavilion: Gas 7.5.14-2.6.14
L Cole Electrical Contractors	250.00	Ad hoc	871	Workshop
Dean Mowers Ltd	3,426.14	Ad hoc	872	Machinery/General Reserves
Hale & Co (Drybrook) Ltd	43.56	Annual	873	Bowling Green Maintenance
Light Fantastic DIY Ltd	73.42	Monthly	874	Play Equipment/Pav: Bldg Maint
Lydney Town Council	361.35	Annual	875	Insurance
Worksafely Ltd	325.40	Ad hoc	876	PPE/Pav: Bldg Maint
Petty Cash	25.36	Monthly	877	Workshop/Postage/ Grounds Maint
Payments in lieu of meeting: Sub total	4,664.52			

TOTAL PAYMENTS JUNE 2014 4,936.14

JULY PAYMENTS

Payments made by Direct Debit:

Scottish Power	26.00	Monthly	DD	Workshop: Electricity
Scottish Power	106.00	Monthly	DD	Pavilion: Electricity
Scottish Power	38.00	Monthly	DD	Workshop: Gas
STWA	43.31	Quarterly	DD	Pitch&Pavilion (9.12.13 - 9.6.14)
STWA	81.18	Quarterly	DD	Bathurst Park (16.12.13 - 9.6.14)
Direct Debits: Sub Total	294.49			

Payments made in advance of the meeting:

Corporate Expenditure	81.22	Monthly	Chq. No. 878	Pavilion Cleaning
HMRC	20.40	Monthly	879	Pavilion Cleaning
FoDDC (Temp Events notice 1)	21.00	Ad hoc	880	Events
Payments in advance of meeting: Sub total	122.62			

Payments for approval at meeting on: 28th July 2014

Mr Cackett	842.50	Bi-annual	881	Plants
Charles Saunders Ltd	57.79	Bi-annual	882	Workshop / Pavilion
L Cole Electrical Contractors (Ann PAT etc)	194.80	Ad hoc	883	Workshop / Grounds Maintenance
FoDDC (Temp Events notice 2)	21.00	Ad hoc	884	Events
Forest Equipment Services Ltd (Apr-Jun)	4,109.37	Monthly	885	Litter Picking (Apr-Jun)
Griffiths Marshall (re 2013/14 Accounts)	900.00	Annual	886	Audit

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Light Fantastic DIY Ltd	32.81	Monthly	887	General Repairs
The Locksmith & Security Centre (Pav keys)	21.98	Ad hoc	888	Pavilion: Building Maintenance
Lydney Town Council	566.59	Quarterly	889	Recharges: Fuel & Postage
Lydney Training Band	50.00	Ad hoc	890	Events
PB Safety	32.88	Quarterly	891	Workshop
Worksafely Ltd	103.80	Ad hoc	892	PPE
	Sub total			
	6,933.52			
TOTAL PAYMENTS	JULY 2014			
	7,350.63			

A list of unpresented Cheques (For Information only)

Dean Mowers Ltd	3,426.14	872
Light Fantastic DIY Ltd	73.42	874
Total	3,499.56	

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

4.2 Accounts for Year Ended 31 March 2014

Prior to the meeting Trustees were provided with a copy of the audited accounts. Acceptance of the accounts was **proposed by Trustee Pearman, seconded by Trustee Hobman**. Unanimous. Members noted that the accounts would now be submitted by the Independent Auditor to The Charity Commission via an on-line submission.

5. BUSINESS

5.1 Funding Bids

Trustee Biddle reported that the Working Party had yet to meet to discuss funding projects for the park and gave a commitment to arrange a meeting with his fellow members.

Action by – Trustee Biddle

Gloucestershire County Council – Active Together Scheme

Responding to a question posed by Trustee Osborne, Trustees unanimously agreed that they wished to submit an application in respect of the above scheme. Speaking in his capacity of County Cllr, Cllr Preest stated that the Trust had until 1 August 2014 to submit an application and advised that a decision would be made on received applications on 1 September 2014.

Consideration then turned towards the type of equipment which could be obtained should the Trust's application be successful. Trustee Preest declared an interest in the matter but elected to remain in the Chamber. During discussion it was suggested by Trustee Harris that the Trust consider applying for funding to provide outdoor gym equipment for young people aged 8-15. Trustees discussed where such equipment could be located and it was suggested that the equipment could be located on the "sports" side of the Park, ideally away from the adult outside gym equipment.

After a short further discussion it was **proposed by Trustee Harris**, that a quotation for high quality outdoor gym equipment for young people would be obtained to support the application; application would then be completed and submitted to the Active Together Scheme by Trustees Ives and Osborne. **Seconded by Trustee Hobman**. Unanimous.

Action by – Trustees Ives and Osborne

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5.2 Future Events

Future Events Working Party Report

Trustee Harris reported that no meeting had taken place, despite attempts by Trustees to organise meetings.

Members were informed of the approach which the Trust Secretary had received from a member of the public who had expressed an interest in organising events in the Park. It was **proposed by Trustee Osborne** that Delegated Powers would be bestowed on the Trust Secretary to arrange a meeting with the member of the public. Unanimous.

Action by – the Secretary

Members were then asked to consider allocating an amount of money to be included in the Trust's 2015-2016 budget in respect of event organisation. It was **proposed by Trustee Bonser, seconded by Trustee Pearman**, that £5,000 would be included in respect of event organisation. Unanimous.

Action by – the Secretary

5.3 Event in the Park – Lydney Training Band

The Secretary advised that a Temporary Event Notice had been applied for in the Vice Chairman's name for the event on 10 August at a cost of £21.00. It was noted that a further Temporary Event Notice would be required in respect of the band's performance on 21 September 2014 and it was agreed that said Notice would again be applied for in the Vice Chairman's name.

Trustees were informed that the band would play two sets, (each set comprising of a 40 minute performance) with the performance commencing at 2.30 pm and concluding at 4.00 pm. Furthermore, the requirement to provide 25 chairs for use by the band was highlighted and Trustee Biddle kindly offered to provide said chairs and it was agreed that the chairs would be stored at the rear of a local retailers in order that they may be transported to the Park on the day by Trustees. Trustees Rudge, Preest and Ives kindly offered to set out and collect the chairs for the performance.

Trustee in Charge

It was **proposed by Trustee Osborne, seconded by Trustee Harris**, that Trustee Ives would be appointed as the Trustee in overall charge of the event. Unanimous.

Marshals

Trustees Vaughan, Pearman, Rudge, Preest Harris and Ives kindly agreed to act as marshals and it was agreed that they would remain on site from 2.00 pm to 5.00 pm.

It was noted that no Town Council staff would be present, as the event occurred on a weekend.

Risk Assessment

It was noted that a generic Risk Assessment would be produced by the Secretary, who would then require Trustee Ives to undertake a site visit and review the Assessment. Once Trustee Ives was satisfied with the Risk Assessment he would be

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required to sign it off. Trustee Bonser highlighted the need for the Risk Assessment to include provision for a cricket match, as one may have been organised for the day.

5.4 Five Year Plan

Trustee Pearman requested the removal of his name from the Working Party.

5.5 2014 Fireworks Event

Trustees noted that since the last meeting Trustee Matthews had resigned as Trust Chairman. Accordingly, Trustees were requested to appoint a Trustee who would be placed in overall charge of the event and would therefore be required to “sign off” the Risk Assessment.

It was **proposed by Trustee Preest, seconded by Trustee Rudge**, that Trustee Osborne would undertake the role of Trustee In Charge. Unanimous.

5.6 Machinery Repairs

Trustees noted that a six month parts and labour warranty was provided for the new Ransomes bowling green mower and that Dean Mowers Limited had purchased the Jacobsen bowling green mower for use as spare parts for £50.00.

5.7 External Public Toilets

Trustee Bonser informed Trustees of complaints which she had received from members of the public relating to the appearance/condition of the changing facilities, a lack of toilet paper/limited lighting, etc. Trustees were informed that the toilets received one “deep clean” per week and that Trustees had previously been asked to consider if they wished to increase the number of “deep cleans” during the summer holiday period; Town Council Ground staff cleaned the toilets on a daily basis; that lighting in the toilets was via a timed system; that the Trust had cause to replace toilet seat blocks/mobility aids due to vandalism.

Trustees were advised that whilst the toilets were checked in the morning by the Town Council’s Ground staff, there was no staff capacity to enable the toilets to be checked again during the afternoon. Whilst it was suggested that the cleaning of the Pavilion toilets could be an agenda item for the next meeting in September, Trustees were reminded that this would not resolve the issue which Trustee Bonser had reported. It was suggested by Trustee Pearman that the Trust should consider included an additional £300 in their 2015-2016 budget to cover the cost of additional cleaning of the Pavilion during the 2015 summer holidays. Trustee Bonser suggested that consideration also be given to placing notices in the toilets advising that additional toilet paper was available from the Café in the Pavilion. Trustee Vaughan offered her assistance to resolve issues whilst she was personally in the Park. At this point **Trustee Osborne proposed** that the Trust would include the sum of £500 in its 2015-2016 budget in order to cover the cost of additional cleaning of the Pavilion during the 2015 summer holidays. **Seconded by Trustee Harris**. Unanimous. It was also agreed that the matter would be an agenda item for the September meeting.

Action by – the Secretary

Trustee Bonser requested that the Pavilion Tenant be asked if they would kindly to hold a supply of additional toilet tissue; it was also suggested that Trustee Vaughan hold a key to the toilet tissue dispensers in order that she may restock such items

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whilst she was in the Park during the summer months, should the need arise. Trustee Vaughan agreed to provide the Pavilion Tenant with her contact details/hold key (if duly elected) next summer (2015).

5.8 Seating

Memorial Bench

Prior to the meeting Trustees were provided with a copy of the request which had been received from Mrs Millard for the placement of a memorial bench in respect of her late husband. It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that the Trust consent to the placement of said bench. Unanimous.

The Secretary anticipated that it would be possible for the Town Council's Ground staff to continue to design and manufacture benches in-house, however, if this was not possible she would look to source benches from alternative contractors which would necessitate a 10% increase on re-charge costs. Trustee Osborne recommended the services of Tudor Rose Carpentry for any future needs the Trust may have.

Pavilion Café - Additional seating for Dog Owners

Following discussion at the last meeting, Members were provided with a copy of a plan which illustrated the location of seating close on the "sports" side of the Park, near to the Pavilion. Members were reminded of the request which had been received from the Pavilion Café Tenant that the Trust consider providing adequate seating for dog owners who wish to support the Café.

Discussion then took place on the necessity of providing additional benches with a number of Trustees speaking against the suggestion. It was **proposed by Trustee Bonser, seconded by Trustee Pearman**, that the Pavilion Tenant would be informed that should the Tenant consider that additional seating was required on the "sports" side of the Park for their customers then they would be required to provide same. Vote carried.

Action by – the Secretary

5.9 Lydney Bowling Club

Charity Day – 13 September 2014

Prior to the meeting Trustees were provided with a copy of the letter which had been received from the Club, in which they requested permission to hold a Charity Day on 13 September 2014. Trustees noted that activities would include the provision of a cake stall, tombola, bouncy castle and a putting competition and that the activities would take place within the Club's facilities. The Secretary highlighted that the putting equipment which the Club proposed to use was owned by the Pavilion Tenant, therefore, the Club would need to contact the Tenant to ascertain if they would be willing to loan their equipment. Furthermore, if any activities took place outside the Club's grounds they would need to provide the Trust with a copy of their Risk Assessment. It was **proposed by Trustee Bonser, seconded by Trustee Osborne**, that approval for the Charity Day be granted, subject to the Club providing a copy of their insurance provision and the levy of a £100 returnable bond. Vote carried.

Action by – the Secretary



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Creation of Petanque Area

Prior to the meeting Members were provided with a copy of the letter which had been received from the Club, in which they requested permission to create a 12m x 7m Petanque area in their Pavilion grounds. It was **proposed by Trustee Bonser, seconded by Trustee Pearman**, that consent be given, subject to the Club ascertaining from Forest of Dean District Council if formal planning consent was required (due to the inclusion of the Park in Lydney's Conservation Area); that the Petanque area would be constructed at the Club's expense and that if, in the future, the facility was no longer required the Club would be required to return the land to its former state. Vote carried.

Action by – the Secretary

5.10 Incidents in Bathurst Park

Prior to the meeting Trustees were provided with details of an incident which had occurred in Bathurst Park on Sunday 1 June 2014 where a member of the public was visiting the Park with their family when they were struck on the head with a cricket ball. It was noted that Primrose Hill Cricket Club had been informed of the incident and had been advised to inform their Insurers accordingly.

Members were also advised that the Trust had received a letter from a member of the public in which they stated that they had tripped over whilst in the Park. It was noted that the letter had been forwarded to the Trust's Insurers, in anticipation of a personal injury claim, and that at this stage the Trust's insurers felt that any liability for the accident would lie with Lydney Town Council, however, this was disputed by the Secretary. The Secretary advised that the incident would therefore also be reported at a Council meeting and the Secretary was requested to obtain clarification on the Trust's liability.

Action by – the Secretary

5.11 Lydney Festival

Prior to the meeting Trustees were provided with a copy of a music festival programme which had been organised by Lydney Festival for Bathurst Park on Monday 25 August 2014. Accordingly, Trustees were asked to consider if they wished to permit Lydney Festival to use the Park for a music festival; if Trustees wished to consent to the request Members were reminded that the organiser would be required to provide a copy of their insurance, risk assessment, Temporary Event Notice, electrical testing certificate, etc.

It was **proposed by Trustee Bonser, seconded by Trustee Vaughan**, that the Trust would permit Lydney Festival to hold a music event in the Park on Monday 25 August 2014.

As a member of Lydney Festival Committee, Trustee Biddle was requested to ensure that the organisation's public liability insurance covered up to £5m and to provide the CEO with a copy of said certificate.

Action by – Trustee Biddle



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5.12 Health and Safety

Trustees noted that it had been necessary to replace two light fittings as part of the Five Year Fixed Wiring Test of the Workshop.

Trustees were also advised of the need to replace a number of light fittings around the memorial pond due to vandalism. Trustee Bonser requested that should such instances occur in the future, the Trust issue a press release to local papers. Trustee Preest requested an agenda item for the September meeting relating to CCTV provision for the Park.

Action by – the Secretary

5.13 Byelaws

Prior to the meeting Trustees were provided with a copy of the current Byelaws which covered Bathurst Park, Primrose Hill Recreation Ground and Lydney Recreation Ground.

Responding to a question which had been raised by Trustee Osborne, Members were reminded that whilst the Trust had previously considered amending the Byelaws in 2006, the amendments had never been agreed by Full Council. It was **proposed by Trustee Osborne** that a Working Party would be formed to consider amending the Byelaws. Trustees Pearman, Vaughan, Thomas, Rudge and Osborne kindly agreed to join the Working Party and it was agreed that a meeting would take place during September.

Action by – Trustees Pearman, Vaughan, Thomas, Rudge and Osborne

The Town Council's Executive Officer was requested to provide the Working Party with a copy of the summary document which she had produced in 2006 as and when a meeting took place.

Action by – the Town Council's Executive Officer

Cllr Harris encouraged her fellow Trustees to submit suggested revisions for the Byelaws to the Working Party as soon as possible, in order that they may be considered, with a recommendation from the Working Party tabled at the September meeting. Accordingly, the Working Party were requested to provide the Secretary with a copy of their recommendation by Friday 19 September in order that it may be circulated to Trustees with the September meeting agenda and they were reminded that Byelaws could not include the prohibition of acts which were covered by Criminal law.

Action by - Trustees Pearman, Vaughan, Thomas, Rudge and Osborne

5.14 Publication

Trustees were asked to consider purchasing a copy of "Charity Commission Public Benefit Guidance: 10-minute Briefing" by Forum Business Media at a cost of £60.00, the cost of which was proposed to divide equally between the Trust and Lydney Recreation Trust.

During discussion the Secretary highlighted a number of changes which were due to be made to Charity Law. Accordingly, she requested that she be permitted to undertake research to confirm that the publication was still current, prior to its purchase. It was **proposed by Trustee Osborne**, that the Trust would purchase a

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copy of the publication, subject to the investigation conducted by the Secretary and the agreement of Lydney Recreation Trust to share the cost. Unanimous.


Action by – the Secretary

6. **MEMBERS REPORTS**

Trustee Vaughan advised that she had received a complaint from Mr George Matthews that brambles from the Park were encroaching over a hedge onto his land. Accordingly, Trustee Vaughan requested that the brambles be cut back.

Meeting closed at 8.05 pm

Chairman



Date

