

# BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 29 September 2014 - 19

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Clarendon House on 29 September 2014 at 8.48 pm.

**Present:** Trustees C Harris (Chairman), B Berryman, D Biddle, R Bonser, V Hobman, B Pearman, A Preest, S Rudge and B Thomas

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

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

Housekeeping – Trustee Harris 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 Bevan, Greenwood, Ives, Osborne and Vaughan.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the Bathurst Park and Recreation Trust meeting held on 28 July 2014 were confirmed and signed as a true record. **Moved by Trustee Bonser, seconded by Trustee Rudge.** Unanimous.

Delegated Powers: Members noted that since the last meeting it had been necessary to carry out a repair to the shutters on the Pavilion in order that they were returned to an operational state, for which an invoice was currently awaited. It was anticipated that the cost of the work would amount to £90.00 plus VAT.

4. **FINANCE AND SUNDRY PAYMENTS**

4.1 **To approve Financial Statement**

**FINANCIAL STATEMENT**

**AUGUST & SEPTEMBER 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

Receipts JUNE 19,661.67

**Receipts JULY 2,378.10**

**Receipts AUGUST 1,791.57**

Receipts SEPTEMBER -

Receipts OCTOBER -

Receipts NOVEMBER -

Receipts DECEMBER -

Receipts JANUARY -

See attached  
See attached

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Receipts FEBRUARY	-	
Receipts MARCH	-	
	<b>Total Receipts YTD</b>	<b>28,801.99</b>
<b><u>PAYMENTS</u></b>		
Payments APRIL	4,886.04	
Payments MAY	2,367.62	
Payments JUNE	4,936.14	
Payments JULY	7,350.63	
Payments AUGUST	<b>1,975.37</b>	<b>Detailed below</b>
Payments SEPTEMBER	<b>12,207.55</b>	<b>Detailed below</b>
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
	<b>Total Payments YTD</b>	<b>33,723.35</b>
	<b>Total</b>	<b>52,459.01</b>

<b>Reconciled Bank Statements as at end</b>	<b>AUGUST 2014</b>		
LLOYDS BANK - Current	00171608		21,088.95
LLOYDS BANK - General Reserve	29897960		31,370.06
<b>Bank Balances as at</b>	<b>31-Aug-14</b>		<b>52,459.01</b>
			<b>0.00 check</b>

<b><u>AUGUST PAYMENTS</u></b>						<b><u>Details</u></b>
<b><u>Payments made by Direct Debit:</u></b>						
Scottish Power: 73349704013	10.7.14	26.00	Monthly	DD		Workshop: Electricity
Scottish Power: 73349749017	10.7.14	106.00	Monthly	DD		Pavilion: Electricity
Scottish Power: 73349703019	15.7.14	38.00	Monthly	DD		Workshop: Gas
	<b>Direct Debits: Sub Total</b>	<b>170.00</b>				
<b><u>Payments made in advance:</u></b>						
Corporate Expenditure		81.22	Monthly	893		Pavilion Cleaning
HMRC		20.40	Monthly	894		Pavilion Cleaning
P Hurcomb		60.00	Ad hoc	895		Pavilion Building Maintenance
	<b>Payments in advance of meeting: Sub Total</b>	<b>161.62</b>				
<b><u>Payments for approval in lieu of meeting:</u></b>						
Cleaning Products UK/Gooch Group Ltd		21.41	Ad hoc	896		Pavilion Cleaning Materials
Light Fantastic DIY Ltd		15.20	Monthly	897		Play Equip/Grounds Maint
Omega Red Group		1,607.14	Ad hoc	898		Pavilion Building Maintenance
	<b>Payments in lieu of meeting: Sub total</b>	<b>1,643.75</b>				
<b>TOTAL PAYMENTS</b>	<b>AUGUST 2014</b>	<b>1,975.37</b>				

<b><u>SEPTEMBER PAYMENTS</u></b>						<b><u>Details</u></b>
<b><u>Payments made by Direct Debit:</u></b>						
Forest Equipment Services Ltd	7.8.14	1,369.79	Monthly	STO		Litter Picking (Jul)
Scottish Power: 73349704013	11.8.14	26.00	Monthly	DD		Workshop: Electricity
Scottish Power: 73349749017	11.8.14	106.00	Monthly	DD		Pavilion: Electricity
Scottish Power: 73349703019	15.8.14	38.00	Monthly	DD		Workshop: Gas
Forest Equipment Services Ltd	28.8.14	1,369.79	Monthly	STO		Litter Picking (Aug)
	<b>Direct Debits: Sub Total</b>	<b>2,909.58</b>				
<b><u>Payments made in advance of the meeting:</u></b>						
Corporate Expenditure		81.42	Monthly	899		Pavilion Cleaning
HMRC		20.20	Monthly	900		Pavilion Cleaning
British Gas		471.74	Quarterly	901		Pavilion Electricity to 29.8.14
	<b>Payments in advance of meeting: Sub total</b>	<b>573.36</b>				
<b><u>Payments for approval at meeting on:</u></b>						
	<b>29th September 2014</b>					
Avoncrop Amenity Products		616.80	Annual	902		Grounds Maintenance
Bunzl		42.30	Biannual	903		Pavilion Cleaning
Charles Saunders Ltd		30.48	Quarterly	904		Pavilion Cleaning
L Cole Electrical Contractors		80.00	Ad hoc	905		Vandalism



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Dean Mowers Ltd	106.74	Ad hoc	906	Machinery Repairs
Fleet (Line Markers) Ltd	1,131.06	Annual	907	Grounds Maintenance
JAS Gas Services	50.00	Annual	908	Workshop
Light Fantastic DIY	10.63	Ad hoc	909	Workshop
M J Security	255.60	Biannual	910	Pavilion Alarms/Workshop
Monmouthshire CC	150.00	Annual	911	Play Equipment
Worksafely Ltd	33.00	Ad hoc	912	PPE
Deborah Services Ltd	672.00	Annual	913	Fireworks
Forest & Wye Valley Review	96.00	Annual	914	Fireworks
Sandling Fireworks	3,000.00	Annual	915	Fireworks
P Hurcomb Carpentry	2,450.00	Ad hoc	916	General Reserves
	<b>Sub total</b>			
	<b>8,724.61</b>			
<b>TOTAL PAYMENTS</b>	<b>SEPTEMBER 2014</b>			<b>12,207.55</b>

### A list of unpresented Cheques (For Information only)

Lydney Training Band	50.00	890
P Hurcomb	60.00	895
Cleaning Products UK/Gooch Group Ltd	21.41	896
Light Fantastic DIY Ltd	15.20	897
<b>Total</b>	<b>146.61</b>	

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

#### 4.2 2015-2016 Budget

Members were asked to consider if they wished to include financial provision in the 2015-2016 budget for the following:

#### Defibrillator

Trustee Rudge advised that the Clerk to Coleford Town Council had offered to provide the Trust Secretary with details of funding opportunities to facilitate the free provision of defibrillator units.

It was **proposed by Trustee Bonser, seconded by Trustee Preest**, that the Trust would not include provision in its 2015-2016 budget to purchase a defibrillator, rather it would pursue alternative funding sources to provide same. Unanimous.

#### Fireworks

Trustees were requested to consider if they wished to enhance the 2015 firework display (therefore requiring an increase in the draft budget). It was **proposed by Trustee Bonser, seconded by Trustee Preest**, that whilst no additional financial provision would be included in the 2015-16 budget to enhance the display; should Trustees subsequently decide to enhance the display consideration would be given towards increasing the admission charge

Further discussion on the 2015-2016 budget was deferred until after agenda item 5.13, however, the minutes reflect the order as shown on the agenda.

Trustees were provided with a copy of the draft budget for 2015-2016 which amounted to £67,055. Based on the discussion which had taken place regarding the litter collection contract, Trustees were asked if they wished to end the current fixed term contract. Trustee Harris spoke against the suggestion as not being financially prudent as the Trust would be liable for the unexpired portion of the contract in addition to facing costs for employing additional staff. It was **proposed by Trustee Bonser, seconded by Trustee Preest**, that the Trust would consider the

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future direction it wished to take six months prior to the expiry of the current litter collection contract. Unanimous.

Trustees were reminded of their decision to include a sum for the additional cleaning of the public toilets in summer 2015 which had increased the draft budget to £67,180. Responding to a comment made regarding the cost of maintaining the Bowling Green, the Secretary reminded Trustees that they had previously agreed to grant Lydney Bowling Club a lease for the use of the Bowling Green and that prior to agreeing the lease Trustees had been made aware that the charges levied by the lease did not fully cover the cost of maintaining the Bowling Green, however, Trustees had resolved to grant the lease.

Trustees were asked to consider the level of donation to be requested from Lydney Town Council to cover the running costs of the Park. It was **proposed by Trustee Bonser**, that the Trust's budget for 2015-16 would be set at £67,180; that it would utilise £12,500 of its estimated income; that £11,680 would be taken from its General Reserves to facilitate its budget, with a donation of £43,000 requested from Lydney Town Council to cover the annual cost of litter collection for the Park together with a sum to achieve the approved budget. **Seconded by Trustee Hobman**. Unanimous.

## 5. BUSINESS

### 5.1 Funding Bids

Trustee Biddle advised that the Working Party had not met as no fundraising projects had been identified. However, Trustee Biddle then drew Trustees' attention to the information which had been circulated to Trustees in advance of the meeting regarding a ground-based trampoline at a cost of £8,000. Trustee Biddle advised that the trampoline had been installed by Monmouthshire County Council in a number of their public parks, for which no maintenance problems had been reported in six years.

During discussion it was noted that should the Trust wish to pursue the provision of a trampoline it would need to seek advice from its insurer to ascertain if any additional insurance provision would be required. It was **proposed by Trustee Berryman, seconded by Trustee Bonser**, that Trustee Biddle would undertake a funding bid in order to obtain a ground-based trampoline for the Park. Vote carried.

**Action by – Trustee Biddle**

Trustee Biddle was requested to enquire if the unit was supplied with a cover, and to also inform the Secretary regarding any VAT element which may be payable in order that a commitment against budget could be included/shown for 2015-16.

**Action by – Trustee Biddle**

Regarding future projects, Trustee Harris requested that the Working Party meet to identify/discuss future improvements to the Park in order that a report could be made at the next Trust meeting. Trustee Bonser specifically requested that the Working Party pursue funding for the replacement of the park railings. Trustee Preest expressed surprise that the Chairman and Vice Chairman of the Trust had not been appointed to the Working Party, and offered his congratulations to the Vice

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Chairman on his successful funding bid to Gloucestershire County Council's Active Together Grant Fund. The Secretary requested that she be provided with a copy of the completed application form in respect of the successful bid.

**Action by – Trustee Preest (in his capacity of County Cllr)**

## 5.2 Future Events

### Future Events Working Party Report

Trustee Harris reported that no meeting had taken place and stressed the need for the Working Party to meet prior to the next Trust meeting.

Prior to the meeting Members were provided with a copy of the approach which had been received from Ms Melissa Challener BSc (Hons) of Glimpse Business Solutions regarding the organisation of events in the Park. Discussion then took place on the proposal which had been made by Ms Challener; Trustees noted that any events arranged would be organised on a business basis and it was acknowledged that the Trust would need to establish the cost of Ms Challener's services.

Whilst it was agreed that the Working Party would meet with Ms Challener to discuss her proposals. Ms Challener's concerns in relation to the previous event were noted, as was the fact that she may not wish to meet certain Trustees due to comments previously made. It was agreed that the Secretary would inform Ms Challener of the Working Party membership; that Ms Challener would be requested to inform any Trustee which she did not wish to work with, with said Trustee then removing themselves from the Working Party.

Once Ms Challener had supplied the Trust with an outline of her proposed plans a Working Party meeting would then be arranged. The Trust Secretary reminded Members that they would need to make financial provision if they wished to further such an event.

## 5.3 Event in the Park – Lydney Training Band

Trustees were invited to provide Members with an overview of the band event which was organised for 21 September 2014.

Trustee Harris advised that the event had been reasonably well attended; that a number of positive comments had been received as a result, however, a minor issue had been experienced with youths throwing cans of fizzy drink around, one of which almost struck a member of the band. Trustee Harris confirmed that the issue had been reported to the Police.

It was felt the Event Working Party should also consider organising further band performances in the Park in 2015.

## 5.4 Five Year Plan

As no meetings of the Working Party had actually taken place, it was **proposed by Trustee Pearman, seconded by Trustee Berryman**, that the item be removed from the Trust agenda. However, Trustee Bonser highlighted that the Trust stood a greater chance of obtaining funding bids if it actually possessed a business plan.



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Accordingly, it was **proposed by Trustee Pearman, seconded by Trustee Berryman**, that consideration of the matter be deferred until the formation of the Trust/Council in 2015. Unanimous.

**Action by – the Secretary**

## 5.5 2014 Fireworks Event

Prior to the meeting Trustees were provided with a copy of the Tenders which had been received in respect of the Trust's catering/trading provision at the event.

It was **proposed by Trustee Bonser, seconded by Trustee Berryman**, that the Trust would accept the tender submitted by Tender 1 (Mr T Marx for £150) and that Delegated Powers would be bestowed on the Secretary to obtain the maximum income from Tenders 2 & 3 (Mr Carter and Mr Zerniak) to be set at no less than £60.00. Unanimous.

**Action by – the Secretary**

## 5.6 External Public Toilets

Trustees were asked to consider how they wished to address the cleaning requirements of the public toilets during the summer of 2015 in order that provision could be included in the 2015/16 budget, if Trustees desired to increase the level of cleaning.

Trustee Bonser called for the Trust to consider terminating its litter collection contract in order that a member of staff could be recruited to both collect litter and also clean the public toilets. However, Trustees were reminded that the Trust had entered into a fixed term contract for litter collection with its contractor and the Secretary explained the implications should Trustees wish to withdraw from the contract. It was agreed that the suggestion by Trustee Bonser would be given further consideration towards the end of the current litter collection contract. It was **proposed by Trustee Pearman** that an additional £125 would be included in the Trust's 2015-16 budget in respect of charges for additional cleaning, with consideration given at a later date as to how such cleaning would be conducted. **Seconded by Trustee Bonser**. Vote carried.

## 5.7 CCTV Provision

It was **proposed by Trustee Bonser, seconded by Trustee Berryman**, that no provision would be included for CCTV in the Trust's 2015-16 budget. Unanimous.

The Secretary reported that further vandalism had been experienced in the Park; all incidents had been reported to the Police and incident numbers had been provided. Trustees were informed that during a recent staff meeting for Lydney Town Council employees it had been reported that youths were being dropped off at the Park by their parents after the Park had been closed for the evening. Trustee Bonser suggested that the Police be requested to provide additional patrols during the evening and Trustee Preest suggested that the Head Teacher of The Dean Academy be informed of the problem in order that the issue may be raised during assembly.



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## 5.8 Pollarding of Tree in Bathurst Park

Prior to the meeting Trustees were provided with a copy of the quotation which had been received from Richard Cole Contractors for the pollarding of a tree in Bathurst Park. Attention was drawn to the advice that the tree could not be climbed due to health and safety issues, which necessitated specialist removal equipment. It was **proposed by Trustee Bonser, seconded by Trustee Hobman**, that the quotation be accepted. Unanimous.

**Action by – the Secretary**

## 5.9 Byelaws

It was noted that the only comment received from the Working Party had been submitted by Trustee Osborne and the Secretary highlighted that the current Byelaws also applied to Primrose Hill Meend and Lydney Recreation Ground. It was agreed that the matter would be an agenda item for the next meeting; meantime the Working Party would meet to consider their recommendations and that the “model” Byelaw document would be re-circulated prior.

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

## 5.10 Repair of Outdoor Gym Equipment

Prior to the meeting Trustees were informed that it had become necessary to decommission a piece of the outdoor gym equipment (leg press) due to metal fracture and were provided with photographic evidence of same.

Trustees were advised that the equipment would be repaired by Fresh Air Fitness under their five year warranty. The date for the repair would be advised by Fresh Air Fitness.

## 5.11 Pavilion Shutters

Due to the repair which had to be completed since the last meeting, Trustees were asked to consider the future replacement of the shutters. It was agreed that consideration of the matter would be deferred due to budgetary implications. The Secretary advised that currently £2,000 had been included in the 2015/16 budget in respect of repairs.

## 5.12 Commemorative Trees

Prior to the meeting Trustees were provided with a copy of the response which had been tendered following an enquiry from a member of the public re. the location of the “Twinning Trees” which had been historically planted by the Council.

Trustees were informed that no commemorative plaques for the trees were in existence and Trustees were asked if they wished to include financial provision in the Trusts 2015-2016 budget to purchase same. It was **proposed by Trustee Bonser, seconded by Trustee Preest**, that an approach would be made to Lydney Twinning Association to ascertain if they would be willing to fund the purchase of a commemorative plaque. Unanimous.

**Action by – the Secretary**

## 5.13 Underage Drinking in Bathurst Park

Prior to the meeting Trustees were provided with a copy of the response which had been received from PS Pitman, regarding an allegation of underage drinking in the



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5.13 **Underage Drinking in Bathurst Park**

Park by a member of the public.

As the issue had been discussed earlier in the meeting, Trustees were informed that the Police had been reminded that the Park was classed as an alcohol free zone and were requested to enforce same. Speaking in his capacity of County Cllr, Trustee Preest committed to contact the Police and Crime Commissioner to ascertain why the Police were not enforcing the alcohol free zone.

Action by – County Cllr Preest

5.14 **Annual Play Inspection Reports**

Prior to the meetings Trustees were provided with a copy of the Annual Play Inspection Report which had been produced by Monmouthshire County Council. Attention was drawn to the need to possibly replace a springer base and spring, if it could not be sufficiently tightened at a cost of £340.00. It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that the cost of the repair/replacement would be funded from the 2014-2015 budget.

Trustees' attention was also drawn to the advice that it may be necessary to replace the wetpour which surrounded the roundabout in the Park, as it was starting to shrink back from the concrete kerb edge. It was noted that Monmouthshire County Council had recommended the "capping" of the area with artificial turf at a cost of £52.00/m<sup>2</sup> (area approximately 26m<sup>2</sup>) and that it may be necessary to undertake the work during the 2015-2016 financial year.

5.15 **Requests to use facilities in Bathurst Park**

Prior to the meeting Trustees were provided with a copy of two requests to use the Park (received from Forest Exiles Cricket Club and Minotaur Fitness).

It was **proposed by Trustee Pearman, seconded by Trustee Preest**, that a charge equal to the pitch hire charge (£65.00) would be levied on Minotaur Fitness for each use of the Park for exercise classes. Vote carried.

Action by – the Secretary

Regarding the use of the cricket pitch by Forest Exiles Cricket Club, it was **proposed by Trustee Preest, seconded by Trustee Bonser**, that the Trust would consent to such use, provided that the Club's fixtures did not clash with those of Primrose Hill Cricket Club. Unanimous.

Action by – the Secretary

5.16 **Insurance Claim**

Prior to the meeting Trustees were provided with a copy of an e-mail which had been received from the Trust's insurers. It was noted that the Trust's Insurers had agreed that Aviva had agreed to transfer liability for the claims from Lydney Town Council to the Trust.

6. **MEMBERS REPORTS**

Nothing to report.

Meeting closed at 9.53 pm

Chairman .....

Date 24/11/14 .....