

LYDNEY RECREATION TRUST

TRUST MEETING – 31 May 2016 - 01

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Tuesday 31 May 2016 at 8.03 pm.

Present: Trustees D Biddle (Chairman), B Berryman, C Harris, H Ives, C Legg, B Pearman and D Pugh

In Attendance: Mrs J Smailes – Trust Secretary
Miss K Hammond – Assistant Secretary/Admin Assistant

Trustee Biddle 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. **APPOINTMENT OF VICE CHAIRMAN**

Trustee Ives proposed Trustee Legg to the position. **Seconded by Trustee Biddle.** There being no other nominations the proposal was put to a vote. Unanimous.

Trustee Legg was duly appointed to the position.

2. **APOLOGIES**

Apologies for absence were received and noted from Trustee Beddis, Preest and Street.

3. **DECLARATIONS OF INTEREST**

None.

4. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 29 March 2016 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Berryman.** Vote carried.

Delegated Powers; It was noted that since the last meeting it had been necessary to carry out repair work to the following:

- Fallen Tree on Recreation Trust Ground at a cost of £330.00. Noted.
- Willow Tree on Park Run Route (*Health & Safety*) at a cost of £900.00. Noted.
- Broken railing at Cambourne Meadow (*damaged due to vandalism*) at a cost of £40.00. Noted.
- Fire damaged bin at Skate Park (*damaged due to vandalism*) at a cost of £50.00 + VAT. Noted.

Trustees noted and approved as correct the informal meeting notes taken on 23 May 2016 (re. Wildflower/Wildlife Corridor).

5. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

APRIL & MAY 2016

Bank Balance as 1st April 2016

LLOYDS BANK - Current	01727642	6,381.86
LLOYDS BANK - General Reserve	01451914	45,300.91
LLOYDS BANK - Current - Projects	36195160	0.00

Bank Balance 51,682.77

A/c to be closed

TRANSACTIONS

LYDNEY RECREATION TRUST

TRUST MEETING – 31 May 2016 - 02

RECEIPTS

Receipts APRIL	20,220.79	See attached
Receipts MAY	-	
Receipts JUNE	-	
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
Total Receipts YTD	20,220.79	

PAYMENTS

Payments APRIL	334.00	Detailed below
Payments MAY	3,646.26	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	-	
Total Payments YTD	3,980.26	
Total	67,923.30	

Reconciled Bank Statements as at end	APRIL 2016		Bank statements attached
LLOYDS BANK - Current	01727642	21,724.03	
LLOYDS BANK - General Reserve	01451914	46,199.27	
LLOYDS BANK - Current - Projects	36195160	0.00	<i>A/c to be closed</i>
Bank Balances as at:	29-Apr-16	67,923.30	0.00 check

Earmarked Reserves:

<i>Drainage (residue from sale of Lakeside House)</i>	<i>£65,000.00</i>	<i>Currently held as part of Share Portfolio</i>
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APRIL PAYMENTS

Payments made by Direct Debit:

April DDs - see May below

Direct Debits:	Sub Total	0.00
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Payments made in advance:

none

Payments in advance of meeting:	Sub Total	0.00
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Chq. No.

Payments for approval in lieu of meeting:

TrunkArb Tree Surgery Ltd	330.00	1091	Grounds Maintenance
Petty Cash	4.00	1092	Dog Bins
Payments in lieu of meeting:	Sub total	334.00	

TOTAL PAYMENTS	APRIL	334.00
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2016

LYDNEY RECREATION TRUST

TRUST MEETING – 31 May 2016 - 03

MAY PAYMENTS

Payments made by Direct

Debit:

FoDDC Business Rates	15.04.16		126.50	DD	Business Rates
	Direct Debits:	Sub Total	<u>126.50</u>		

Payments made in

advance:

none

Payments in advance of meeting:	Sub Total	<u>0.00</u>	Chq. No.
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Payments for approval at the meeting on:

31st May 2016

Npower	183.87	1153	Pump House electricity
Monmouthshire CC	96.00	1154	Skatepark
J A Perrett	2,880.00	1155	Lakeside/Cambourne Improvements
Travis Perkins	29.63	1156	Lakeside/Cambourne Improvements
Zurich Insurance	291.20	1157	Insurance
Petty Cash	39.06	1158	Postage & Lakeside/Cambourne Improve.
Payments to meeting:	Sub total	<u>1,113.05</u>	

TOTAL PAYMENTS	MAY	<u><u>3,646.26</u></u>
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A list of unresented Cheques (For Information only)

Zurich Insurance	5,521.81	1140
TrunkArb Tree Surgery Ltd	330.00	1151
Total	<u><u>5,851.81</u></u>	

5.1 Accounts for Year Ended 31 March 2016

Prior to the start of the meeting Trustees were provided with a copy of the audited end of year accounts and noted that they would now be submitted by the Independent Auditor to The Charity Commission via an on-line submission. Members were also provided with a copy of the Consolidated Tax Voucher from EFG Harris Allday. Noted.

Trustees noted that the accounts were £4,000 down on last year however given the completed improvements on the Trusts ground at Lydney Lake (Cambourne Meadow and new amenity area etc) it was felt that the expenditure was justified.

Receipt of the accounts was **proposed by Trustee Ives, seconded by Trustee Pugh.** Unanimous.

5.2 To approve Financial Statement Month One/Two

The Trust Secretary drew Members attention to the fact that the Trust were still awaiting a Direct Debit form to be sent from Npower for the electricity supply to the Pump House, once received this would form one of the Direct Debit payments which would be month on month.

Members were also advised that half the sum had been received from the Local Council Tax Support Grant sum and once the other half had been received this sum would cover the expenditure for tree works and work carried out to improvements at Lydney Lake etc.

Approval of the accounts/payments for Month One/Two was **proposed by Trustee Harris, seconded by Trustee Pearman.** Vote carried.

WAB

LYDNEY RECREATION TRUST

TRUST MEETING – 31 May 2016 – 04

6. BUSINESS

6.1 Schedule Inspection Summary

In advance of the meeting Trustees were provided with a copy of the Annual Inspection Report (Schedule Inspection Summary) which had been received from Zurich in respect of Lydney Skate Park.

Members noted that although there were no items indicating any defects apparent to the equipment, a recommendation was provided that a sign is displayed warning the equipment surfaces are 'slippery when wet'. Other items indicated for improvement such as 'graffiti' would be removed by the Town Council Ground staff.

It was **proposed by Trustee Harris, seconded by Trustee Legg** that the Trust display a warning sign that the equipment surfaces are 'slippery when wet' (*as per the recommendation indicated*). Unanimous.

Action by - the Trust Secretary

6.2 Lydney Skate Park

Trustees were informed that a number of complaints had been received regarding the amount of litter/materials which had been deposited at Lydney Skate Park.

Trustees were reminded that the Trust already had a litter picking contract in place in order to keep the Skate Park clean however it was felt that Trustees would need to consider adding an additional litter pick collection (1 extra visit per week) during the School Term Time Summer Holidays from Monday 11 July 2016 – Friday 2 September 2016 (Duration of 8 weeks) in order to ensure that the area was being maintained.

It was **proposed by Trustee Berryman, seconded by Trustee Harris** that the Trust would include an additional litter pick, for the duration stated, at a cost of £33.25 + VAT per visit. Unanimous.

Action by - the Trust Secretary

6.3 Litter Bins

Prior to the meeting Trustees were provided with a quote for two additional litter bins which could be installed on the picnic area around Lydney Lake to help encourage people to deposit their litter in the waste bins provided.

Following a short discussion it was **proposed by Trustee Berryman, seconded by Trustee Ives** that the Trust would purchase and install two additional litter bins at a cost of £100.00 + VAT per bin, which would be emptied by the Trust's waste collection contractor. Unanimous.

Action by - the Trust Secretary

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6.4 Grass Cutting Contract

Trustees were advised that the current grass cutting contract would require consideration and Trustees were asked to defer discussions and approve Delegated Powers in order that the contract may be addressed together with that of Lydney Town Council's (Agenda item for Amenities Committee on Monday 20 June 2016).

It was **proposed by Trustee Harris, seconded by Trustee Legg** that the Trust would bestow Delegated Powers to Lydney Town Council to address/extend the Grass Cutting Contract. Unanimous.

Action by - the Trust Secretary

6.5 Dog Fouling/Dog Waste Bins

Prior to the meeting Trustees were provided with a copy of the letter which had been sent to the local Primary Schools regarding a 'Poster Competition'.

Referring to previous discussions by the Trust regarding dog fouling and litter on Trust land and other areas throughout Lydney it was felt that the 'Poster Competition' between the local Primary Schools could initiate the potential to develop positive, sustainable habits among children that can last a lifetime, and be valuable from the day that they are learned. A litter-free Town (and of course litter-free routes to school) is a good indicator of a Town's commitment to caring for the environment, which is an important value of sustainable development.

It was noted that each Primary School in Lydney would need to provide two submissions (one poster for a litter bin and one poster for a dog waste bin) to be received by the Trust by Friday 16 September 2016. The winning design for each bin would then be judged by the Mayor of Lydney and be placed on all litter bins and dog waste bins throughout the Town. Noted.

Furthermore, in a bid to tackle the problems which had been experienced with dog fouling in the area Trustees were asked to consider installing an additional dog waste bin on Recreation Trust ground (near the Canal path – Band Hut end). Trustees were reminded that should they resolve to purchase an additional dog waste bin they would also need to include the emptying of same into their existing waste collection contract, at a charge of £4.48 + VAT per visit.

Following a short discussion it was **proposed by Trustee Pugh, seconded by Trustee Berryman** that the Trust would purchase 1 x 60ltr dog waste bin which would be installed near the Canal path, which would be emptied on a weekly basis, with the discretion to increase the emptying frequency during summer months by the Trust's waste collection contractor. Unanimous.

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Action by - the Trust Secretary

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6.6 **Tree Survey**

Prior to the meeting Trustees were provided with a copy of the updated Tree Inspection survey report and were asked to consider/approve the quote for work identified as part of said report.

Trustees were reminded that work had not been carried out on the trees for 5+ years and now that an inspection report had been carried out it was easy to see which trees required urgent attention.

Following a short discussion it was **proposed by Trustee Berryman, seconded by Trustee Ives** that the Trust would approve the expenditure meeting the requirements of the 2016 Tree Survey (updated 21 Apr 2016) for 'ASAP' and 3 month recommended tree works (as identified in list of trees) including green waste removal at a cost of £330.00. Unanimous.

Action by - the Trust Secretary

6.7 **Insurance Overview**

Trustees were provided with an overview document detailing the insurance policies currently in force on behalf of the Trust. Noted.

7. **MEMBERS REPORTS**

Trustee Pugh commended fellow Trustees and all those involved in the work/improvements carried out at Lydney Lake (new amenity area etc) and furthermore reported that he had identified 27 species of bird on his recent visit around the Lake.

Trustee Pearman also expressed gratitude to all involved with the improvements at Lydney Lake and reported that Lydney Angling Club had carried out maintenance work on the island in the Lake for which the Trust were fully appreciative of.

The meeting closed at 8.26 pm.

Chairman 

Date 27.07.2016