

LYDNEY RECREATION TRUST

TRUST MEETING – 25 May 2015 - 01

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 25 May 2015 at 7.00 pm.

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

In Attendance: Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

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.

Trustee Biddle welcomed Mr D Price and Mr C Rees, Lydney Park Run to the meeting. Mr Price and Mr Rees then provided an overview of the aims of Parkrun; explained that the event was free for all participants and suitable for all abilities; each participant's run would be timed and they would be able to access their times at the end of the event; that the event would be operated by volunteers under the auspices of Parkrun; that a similar event had been operated at Five Acres for the last five years which experienced an average attendance of 100 runners per session; that an average of 12 volunteers per week attended a session to marshal/scan times for participants. It was noted that contact had already been made with Lydney Rugby Club who had expressed a willingness for the their facility to be used as a gathering place for participants after their event

It was noted that the Parkrun organising party had been requested to provide Trustees with a map of their proposed route prior to the meeting and also confirmation that the sporting clubs which leased areas of the Trust's did not object to the proposals. Whilst Trustees were not provided with a map of the proposed route they were given a verbal overview by Mr Price and Mr Rees who also voiced their belief that verbal agreement had been obtained from the sporting clubs for the proposal. Mr Rees also explained that they had not been able to provide a map of the route until such time as Parkrun had approved said route. Concern was expressed by Trustees over the narrowness of sections of the proposed route and Mr Rees advised that the passage of runners would widen paths over time and that Parkrun would be agreeable to widening paths where necessary.

Responding to a question raised by Trustee Biddle, Mr Rees felt that Parkrun would wish to commence the route by September 2015 and stated that they would wish to use the route every Saturday commencing at 9.00 am and concluding at 10.00 am, with a section of Swan Lane being closed between 9.30 am and 10.00 am.

Mr Price and Mr Rees excused themselves from the Chamber at 7.18 pm.

1. **APPOINTMENT OF VICE CHAIRMAN**

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

Trustee Legg was duly appointed to the position.

D.R.B

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2. **APOLOGIES**

Apologies for absence were received and noted from Trustee Beddis, Berryman, Christodoulides, Greenwood, Openshaw and Vaughan.

3. **DECLARATIONS OF INTEREST**

Trustee Biddle – Agenda item 6.2 – S106 Contributions

4. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 23 March 2015 were confirmed and signed as a true record. **Proposed by Trustee Ives, seconded by Trustee Harris.** Vote carried.

It was noted that since the last meeting it had been necessary to purchase a quantity of stone to resurface the car park at the Lake at a cost of £244.20 due to the presence of large potholes/trip hazards (health and safety requirement).

5. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT	APRIL & MAY 2015		
Bank Balance as 1st April 2015			
LLOYDS BANK – Current	01727642	11,994.16	
LLOYDS BANK - Current – Projects	36195160	2,917.46	
LLOYDS BANK - General Reserve	01451914	41,050.49	
	Bank Balance	55,962.11	
<u>TRANSACTIONS</u>			
<u>RECEIPTS</u>			
Receipts APRIL	2,016.84		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	2,016.84	
<u>PAYMENTS</u>			
Payments APRIL	2,315.40		Detailed below
Payments MAY	1,238.55		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	3,553.95	
	Total	54,425.00	
<hr/>			
Reconciled Bank Statements as at end	APRIL 2015		Bank statements attached
LLOYDS BANK – Current	01727642	9,765.93	
LLOYDS BANK - Current – Projects	36195160	2,917.46	
LLOYDS BANK - General Reserve	01451914	41,741.61	
	Bank Balances as at:	30-Apr-15	0.00 check
		54,425.00	

D.R.A.

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Earmarked Reserves:

Drainage (residue from sale of Lakeside House)

£65,000.00

Currently held as part of Share Portfolio

APRIL PAYMENTS		Details	
<u>Payments made by Direct Debit:</u>			
none			
	Direct Debits:	Sub Total	0.00
<u>Payments made in advance:</u>			
none			
	Payments in advance of meeting:	Sub Total	0.00
<u>Payments for approval in lieu of meeting:</u>			
Alan Griffiths Transport Ltd		244.20	1091 Grounds Maintenance
JRB Enterprise Ltd		2,071.20	1092 Dog Bins
	Payments in lieu of meeting:	Sub total	2,315.40
TOTAL PAYMENTS		APRIL	2,315.40

MAY PAYMENTS		Details	
<u>Payments made by Direct Debit:</u>			
FoDDC Business Rates	15.04.15	125.50	DD Business Rates
	Direct Debits:	Sub Total	125.50
<u>Payments made in advance:</u>			
none			
	Payments in advance of meeting:	Sub Total	0.00
<u>Payments for approval at the meeting on:</u>			
	26th May 2015		
Arkell & Hurcomb (Bronzeworks)		114.00	1093 Grounds Maintenance
Griffiths Marshall		900.00	1094 Audit
Light Fantastic DIY Ltd		10.75	1095 General Maintenance
Travis Perkins		88.30	1096 Dog Bins
	Payments to meeting:	Sub total	1,113.05
TOTAL PAYMENTS		MAY	1,238.55

A list of unrepresented Cheques (For Information only)

Alan Griffiths Transport Ltd	244.20	1091
JRB Enterprise Ltd	2,071.20	1092
Total	2,315.40	

5.1 **Financial Statement**

Following the Trust Secretary's explanation regarding why a garage tenant's cheque had been returned by the Bank, approval of the accounts/payments was **proposed by Trustee Pearman, seconded by Trustee Harris.** Unanimous.

5.2 **Accounts for Year Ended 31 March 2015**

Prior to the meeting Trustees were provided with a copy of the audited accounts and noted that they would now be submitted by the Independent Auditor to The Charity Commission via an on-line submission.

Trustee Biddle highlighted that the Trust's accounts stood in a healthy position and expressed thanks to the Town Council's staff for their diligence. Receipt of the accounts were **proposed by Trustee Harris, seconded by Trustee Rudge.** Unanimous.

D.H. S

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5.3 **Harris Allday**

Prior to the meeting Trustees were provided with a copy of the contract note which had been received from Harris Allday regarding the organisations decision to sell a portion of the Trust's share portfolio.

Members were reminded of the decision by Harris Allday to sell the Trust's Tesco shares prior to them attaining maximum value and Trustees were advised that the value of their former shares had increased once again. Trustee Biddle provided an overview of the Trust's historical decision to appoint Harris Allday due to the fact that they would manage the Trust's portfolio without charge.

After a short discussion it was **proposed by Trustee Biddle** that the Secretary would contact Harris Allday to inform them that henceforth the Trust would require prior knowledge of any share sale/purchase to be undertaken on its behalf. Unanimous.

5.4 **Budget for 2015/2016 of £43,600**

Trustees received a copy of the approved Trust budget – total £43,600. Noted.

5.5 **Trust Budget Overview Document**

Members were also provided with a copy of the Trust Budget Overview document which clearly set out the budgetary headings and funding allocation for the Trust. Trustees were requested to ensure that they retain the document in order that they may refer to them at future meetings. Noted.

6. **BUSINESS**

6.1 **Lydney Park Fun Run**

Further to the presentation which was given at the start of the meeting, it was **proposed by Trustee Pearman, seconded by Trustee Pugh**, that the Trust would agree to the proposal in principle, subject to Parkrun providing written confirmation that all sporting clubs on the Trust land supported the proposal; that a copy of the risk assessment for the activity was provided; that the Trust was provided with a list of Marshals; that a confirmed map of the route was provided. Unanimous.

6.2 **S106 Contributions**

Prior to the meeting Trustees were provided with a copy of an e-mail exchange between the Planning Officer at Forest of Dean District Council and the Town Council's Executive Officer regarding previously secured S106 contributions from the proposed housing development by Robert Hitchins Limited; the requirement to confirm that the Trust still wished to receive said contributions for the previously identified projects; an invitation to Trustees to identify any future projects they may wish to submit for S106 funding consideration.

Trustees were asked to consider if they wished to continue to request S106 contributions for their original projects (e.g. additional pitches, car park improvements, drainage improvements and provision of a new changing facility and contribution towards cost of maintaining such facility) and it was highlighted that the Trust was required to submit its requests to the Planning Officer by 5 June 2015.

22/5

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Due to the complexity of the issue it was unanimously agreed to hold a separate Delegated Powers meeting in order to discuss the matter to which the Planning Officer could be invited to attend, together with Mr T O'Donovan, Monmouthshire County Council who had assisted the Trust with the original project calculations. However, it was felt that a priority for the Trust would be to retain the contribution towards the replacement drainage system. It was therefore agreed that a Delegated Powers meeting would take place in the Council Chamber on 2 June 2015 at 10.30 am to which all Trustees would be invited. Whilst the discussion would centre on the contributions which could be secured on behalf of the Trust, it was felt that it may also be necessary to explore what contributions could be requested by Lydney Town Council.

Action by – all Trustees

6.3 Land South of Lydney Lake Severn Trent

Trustee Biddle advised that the Trust Secretary and Lydney Town Council's Executive Officer had recently walked the excavation site which had been reinstated by Severn Trent's contractors and were not satisfied with the reinstatement work to which Trustee Biddle voiced agreement. It was felt that Severn Trent would need to make good the area prior to the Trust undertaken any work to create a picnic area and a meeting would be organised with Severn Trent's Agent to reiterate this fact.

Scrub Clearance – Land Adjacent to the Lake

In advance of the meeting Trustees were provided with a copy of the quotations which had been obtained from Richard Cole Contractors for the removal of dense scrub and vegetation adjacent to the lake at a cost of £1,614.00 plus VAT and also the cutting back of dense footpath scrub and vegetation clearance at a cost of £126.00 plus VAT. It was **proposed by Trustee Harris, seconded by Trustee Rudge** that both quotations would be accepted; that funding for the work would be taken from the Trust's General Reserves and the work undertaken at a time determined by the Trust Secretary, due to the reinstatement work which was required from Severn Trent on land adjacent to the area. Unanimous.

Action by – the Secretary

6.4 Japanese Knotweed

Prior to the meeting Trustees were provided with a copy of an e-mail which had been received from Mr Hooper, J D Norman regarding the management of Japanese Knotweed on the Trust's land.

Trustees noted that Lydney Town Council's Ground staff sprayed areas of Japanese Knotweed in the Council's/Trust's ownership on a weekly basis, however, spraying was undertaken on a fortnightly basis on the areas which opposite J D Norman's site. Trustee Biddle reported that aforementioned spraying routine was already having a noticeable effect on the Japanese Knotweed and it was agreed that the Trust would continue to spray such areas on a fortnightly basis during the growing season.

JDB

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6.5 Litter Collection

Trustees were informed of an offer which had been received from a member of the public to cover the cost of painting the litter bins around the lake a light green together with a yellow smiley face and the slogan “make me grin, put your litter in”.

It was **proposed by Trustee Ives, seconded by Trustee Pearman**, that the Trust would accept the offer from the member of the public and would ascertain if the member of the public would also provide signs requesting the public not to litter. Trustee Pearman requested that Trustee Ives contact the member of the public concerned. Unanimous.

Action by – Trustee Ives

6.6 Water Supply

Prior to the meeting Trustees were provided with a copy of the advice which had been obtained from Okells Francis Law regarding the Landlord’s provision to provide the Tennis Club with a separate water supply (currently the water supply is obtained via a feed from Lydney Cricket Club); Trustees were also provided with a copy of the quotation which had been obtained for the moleing of the water pipe (£7,884.00) plus the connection costs which would be charged by Severn Trent (£1,069.00). Trustees were advised that the connection charges from Severn Trent were only valid until July 2015.

During discussion it was agreed that the cost of providing a separate water supply to the Club would be considerable and whilst there was no obligation in the lease to provide a new facility to the Club, there was an obligation to maintain the existing facility. Trustees were given a brief overview of the existing supply was fed to the Club via the Cricket Club. It was also stressed that a new supply would need to skirt the recreation ground otherwise it would destroy the drainage system which was installed on the recreation ground.

After a short further discussion it was **proposed by Trustee Ives, seconded by Trustee Pearman**, that the Trust would contact the Tennis Club and inform them that the Trust was not obliged to supply them with a new water supply and suggest that they may wish to investigate sources of grant funding themselves if they wished to obtain a separate water supply. Unanimous.

Action by – the Secretary

6.7 Creation of Access Point onto Trust’s Land

Prior to the meeting Trustees were provided with a copy of an e-mail exchange between the Trust Secretary and a resident. Attention was drawn to the number of rear accesses which had been created onto the Trust’s land. Members were advised that the Trust could require such residents to apply for an easement to cross its land or withhold its consent if it so wished assuming the access had not been in service for more than 10 years. After a short discussion it was felt that the situation should be closely monitored and reported to Trustees if future problems arose.

15/12/15

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6.8 **Insurance Report**

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

6.9 **Review of Charges for 2015-2016 Financial Year**

The Secretary advised that as per the Delegated Powers bestowed at the last meeting, she had negotiated an increase with Danter's Fair which would be held for three years. Accordingly, Trustees were informed that the charge for operational days would now be levied at £320 per day, and non-operational days at £82.00 per day. **Proposed by Trustee Harris, seconded by Trustee Rudge.** Unanimous.

6.10 **Lydney Rugby Club Mini and Junior Section**

Following discussion at the last meeting, Trustees were provided with a copy of a further letter which had been received from the Club and noted that the Children's Rugby Festival would now take place on Sunday 4 October 2015.

6.11 **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 Pearman advised that recently he had attended a Gloucestershire Youth Soccer tournament at Severnbanks School and advised Trustees that Lydney Town Juniors AFC were keen to discuss the provision of 60 x40 sized pitches. Accordingly, he requested that the matter be an agenda item for the next meeting.

The meeting closed at 8.16 pm.

Chairman 

Date 25.07.2015