

LYDNEY RECREATION TRUST

TRUST MEETING – 28 September 2015 - 13

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 28 September 2015 at 7.00 pm.

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

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. **APOLOGIES**

Apologies for absence were received and noted from Trustees Berryman and Openshaw

2. **DECLARATIONS OF INTEREST**

Trustee Legg – Agenda item 5.3 – Forest Exiles

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 27 July 2015 were confirmed and signed as a true record. **Proposed by Trustee Pugh, seconded by Trustee Pearman.**
Unanimous.

It was noted that since the last meeting Richard Cole Contractors, as part of an on-going contract, had been instructed to carry out the Annual clearance of banks of the River Lyd of scrub and vegetation from the start of Hams Road car park to Albany Bridge at a cost of £1,942.50 plus VAT, this in line with prior minuted approval. Noted.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

AUGUST & SEPTEMBER 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

TRANSACTIONS

RECEIPTS

Receipts APRIL	2,016.84	
Receipts MAY	8,419.39	
Receipts JUNE	3,367.44	
Receipts JULY	2,894.01	See attached
Receipts AUGUST	1,718.74	See attached
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	

Total Receipts YTD **18,416.42**

PAYMENTS

Payments APRIL	2,315.40
Payments MAY	1,238.55
Payments JUNE	263.10
Payments JULY	5,456.70

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Payments AUGUST	1,982.75	Detailed below
Payments SEPTEMBER	2,011.38	Detailed below
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
Total Payments YTD	13,267.88	
Total	61,110.65	

Reconciled Bank Statements as at end	AUGUST 2015		Bank statements attached
LLOYDS BANK – Current	01727642	13,303.73	
LLOYDS BANK - Current – Projects	36195160	2,917.46	
LLOYDS BANK - General Reserve	01451914	44,889.46	
Bank Balances as at:	28-Aug-15	61,110.65	0.00 check

Earmarked Reserves:

Drainage (residue from sale of Lakeside House)

£65,000.00

Currently held as part of Share Portfolio

AUGUST PAYMENTS				Details
<u>Payments made by Direct Debit:</u>				
Severn Trent Water	6.7.15	23.70	DD	Water Charges
FoDDC Business Rates	15.7.15	123.00	DD	Business Rates
Forest Equipment Services Ltd	27.7.15	861.70	STO	Litterpicking
Direct Debits:	Sub Total	1,008.40		
<u>Payments made in advance:</u>				Chq. No.
none				
Payments in advance of meeting:	Sub Total	0.00		
<u>Payments for approval in lieu of meeting:</u>				
Richard Cole Contractors		924.00	1102	Grass Cutting
Lydney Settled Estate		50.35	1103	Grounds Maintenance
Payments in lieu of meeting:	Sub total	974.35		
TOTAL PAYMENTS	AUGUST	1,982.75		

SEPTEMBER PAYMENTS				Details
<u>Payments made by Direct Debit:</u>				
FoDDC Business Rates	17.8.15	123.00	DD	Business Rates
Forest Equipment Services Ltd	27.8.15	861.70	STO	Litterpicking
Direct Debits:	Sub Total	984.70		
<u>Payments made in advance:</u>				Chq. No.
none				
Payments in advance of meeting:	Sub Total	0.00		
<u>Payments for approval at the meeting on:</u>				
28th September 2015				
Richard Cole Contractors		924.00	1104	Grass Cutting
Travis Perkins		31.18	1105	Garage Maintenance
Bathurst Park & Recreation Trust		71.50	1106	Income Refund
Payments to meeting:	Sub total	1,026.68		
TOTAL PAYMENTS	SEPTEMBER	2,011.38		

A list of unrepresented Cheques (For Information only)

Richard Cole Contractors	924.00	1102
Total	924.00	

7/15

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4.1 Financial Statement

Responding to a question which had been raised by Trustee Ives, the Trust Secretary explained that the cheque raised on 3 August 2015 related to a payment to Richard Cole Contractors.

Approval of the accounts and payments therefrom was **proposed by Trustee Harris, seconded by Trustee Ives**. Unanimous.

4.2 Virements

Trustees were provided with a list of virements which had been conducted during 2015/2016 Financial Year.

Approval of the virements was **proposed by Trustee Pearman, seconded by Trustee Ives**. Unanimous.

4.3 Appointment of Independent Auditor

Trustee Harris proposed that Griffiths Marshall would once again be appointed to the role, **seconded by Trustee Rudge**. Unanimous.

4.4 2016-2017 Budget

Members were provided with a copy of the proposed draft budget for 2016-2017.

During discussion Trustees were reminded of the need to consider whether they wished to request a donation from the Town Council. Whilst it was accepted that the Trust considered its budget irrespective of the Town Council's Budget/Precept deliberations, it was unanimously agreed that due to the 'healthy' balance of the Trust's account/Share Portfolio, that the Trust would not seek to request a donation from the Town Council for 2016/17 Financial Year.

It was **proposed by Trustee Harris, seconded by Trustee Ives** that the Trust would approve the draft budget and that it would not request a donation from Lydney Town Council for 2016/17 Financial Year but would instead utilise its General Reserves as and where required. Vote carried.

5. BUSINESS

5.1 Lydney Park Fun Run

Members were asked to note an email exchange between the Assistant Secretary and one of the organisers of the event. The Assistant Secretary had explained to the organiser that from reviewing the Trust's previous minutes where the "in principle" agreement was minuted, it was subject to Parkrun providing written confirmation that all sporting clubs on the Trust's land supported the proposal, that Parkrun would provide a copy of their Risk Assessment for the proposal, that the Trust was provided with a list of Marshals and that a confirmed map of the route was provided.

The Trust Secretary advised members that a current public liability certificate had been received along with copies of the risk assessment and proposed route. Trustees noted that a response had also been received from Lydney & District Angling Club voicing no objection to the partial closing of the barrier.

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During discussion Trustees felt that before a letter granting use of the land could be provided to the organisers of Parkrun, the Trust required confirmation from Parkrun as to the list of Marshals; Marshalling plans for the event yet to be confirmed. Parkrun had previously stated that they are only required to operate two Marshal points (but would ideally operate more) the locations for which have been marked on the plan of the route. Parkrun had made every effort to engage with the sporting clubs which use the Trust's land, however were yet to receive a response from Lydney Cricket Club, Lydney Town AFC and Lydney Rugby Club. Accordingly, Parkrun had re-planned their route to avoid the areas used by the aforementioned clubs.

Following concerns regarding an infinitum, **Trustee Pearman proposed, seconded by Trustee Pugh**, that a timeframe of 10 years would be afforded to Parkrun for the use of the route shown in its plan presented to the Trust at its meeting on 27 July 2015. Unanimous.

Action by – the Secretary

5.2 **Lydney Tennis Club**

Prior to the meeting Trustees were provided with a copy of the acknowledgement receipt letter from Lydney Tennis Club Chairman regarding the separate metered water supply to the Tennis Club. Noted.

5.3 **Forest Exiles**

Prior to the meeting Trustees were provided with a copy of the letter received from the Vice Chairman of Forest Exiles Cricket Club regarding their future use of the Park and land south of the Bypass. It was advised that unfortunately, due to pitch criteria, the Club would not be using the Park and land south of the Bypass for their 2016 season as they had secured a ground in Aylburton with the option to extend this time until they find a suitable home ground. Noted.

5.4 **S106 Contributions**

Following Trustee Biddle's request from the last meeting that the matter remain as an agenda item, Trustees were advised that no further response had been forthcoming from Forest of Dean District Council in regard to S106 contributions from housing developments by Robert Hitchins Limited. Noted.

5.5 **Dog Waste Dispensers**

Members were reminded that they had previously resolved to purchase 4 x 60ltr dog waste bins with dispensers. Members were asked to approve the purchase of additional dog waste gloves for use in said dispensers.

It was **proposed by Trustee Pugh, seconded by Trustee Harris** that the Trust would purchase additional dog waste gloves for use in said dispensers at a cost of £320.60 + VAT for the remainder of the year (price includes delivery charge). Unanimous.

Action by – the Trust Secretary

It was **proposed by Trustee Harris, seconded by Trustee Pugh** that the Trust would purchase a further quantity of 34 boxes at £18.75 plus VAT (plus delivery)

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to be allocated to the 2016/17 Budget. Vote carried.

Action by – the Trust Secretary

5.6 Multi Use Games Area

Prior to the meeting Trustees were provided with a quotation from Monmouthshire County Council for the overmarking of the Multi Use Games Area, as recommended in the recent Annual Play Inspection Report for 2015. It was advised that the cost to overmark the MUGA, inclusive of travelling would be £485.00 plus VAT.

After a short discussion it was suggested by Trustee Biddle that the whole area needed to be latexed and re-surfaced as well as overmarked, furthermore Trustee Biddle suggested that he meet with Monmouthshire County Council on site, along with Trustee Pearman, to discuss such arrangements and for Monmouthshire County Council to then provide a quotation to include the aforementioned work. Unanimous.

Action by – the Trust Secretary

5.7 Annual Play Inspection Report

Approval to appoint Monmouthshire County Council to carry out Annual Play Inspections was **proposed by Trustee Pugh, seconded by Trustee Pearman.** Unanimous.

5.8 Recreation Trust Amenity Area

During the meeting Trustees were provided with a quotation from Richard Cole Contractors for additional grass cutting to the Recreation Trust Amenity Area at a cost of £1,770.00 plus VAT. The cost would include 11 Cuts of the Picnic area along with 1 cut of the Wildflower area (per year).

During discussion Trustees questioned whether any trees would be taken out of the area. The Trust Secretary advised that the mature trees would remain and grass cutting and scrub clearance/self-set removal would be undertaken along with the seeding of Wildflower bedding with the intention of encouraging a wildlife corridor.

It was **proposed by Trustee Harris, seconded by Trustee Pugh** that the quotation would be accepted and that cost for the work would be met from the Trusts budget for 2016/17. Unanimous.

The Trust Secretary made members aware that an area on Trust land nearest to the J D Norman site had experienced some damage due to cars entering the area and driving on it. During a short discussion Trustees suggested fencing the area parallel to the footpath.

Trustee Harris proposed that Delegated Powers would be bestowed on the Trust Secretary and two Trustees in respect to gaining quotes to erect fencing and a pedestrian gate on the aforementioned Trust land to the value of £5k and instructing the successful contractor to address such works. **Seconded by Trustee Biddle.** Unanimous.



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5.9 Use of Trust's Land by Lydney Town Juniors AFC

Trustee Pearman advised that the Club no longer required the area for this season but they may look to investigate options in the future.

6. MEMBERS REPORTS

Trustee Biddle advised that he had been approached once again by Kate Wyatt concerning the Skate Jam Event provided by Forest of Dean District Council and he had filled out the requisite monitoring report which had been accepted.

The meeting closed at 7.35 pm.

Chairman

Date 28. 10. 2015