

# LYDNEY RECREATION TRUST

TRUST MEETING – 29 March 2016 - 31

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Tuesday 29 March 2016 at 7.35 pm.

**Present:** Trustees D Biddle (Chairman), B Berryman, R Christodoulides, C Harris, C Legg, H Ives, B Pearman and D Street

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

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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 Trustee Beddis, Preest and Pugh.

2. **DECLARATIONS OF INTEREST**

Trustee Pearman – Agenda item 5.12 – Lydney Rugby Club

Trustee Legg – Agenda item 5.2 – Wildflower Area (left Chamber for agenda item)

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 18 January 2016 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Ives.**

Vote carried.

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

- Works to water supply pipe at Hams Road (*damaged due to vandalism*) at a cost of £40.00 plus VAT. Noted.
- Replacement Skate Park Sign (*removed/damaged due to vandalism*) at a cost of £80.00 plus VAT. Noted.
- Fallen Tree in Lydney Lake (*storm damage*) at a cost of £270.00 plus VAT. (*Health & Safety*). Noted.
- Disabled bollards at Lydney Lake (*secure asset*) repaired/installed new bollards at a cost of £300.00 plus VAT. Noted.

4. **FINANCE & SUNDRY PAYMENTS**

**FINANCIAL STATEMENT**

**MARCH 2016**

**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
	<b>Bank Balance</b>	<b>55,962.11</b>

**TRANSACTIONS**

**RECEIPTS**

Receipts APRIL	2,016.84
Receipts MAY	8,419.39
Receipts JUNE	3,367.44
Receipts JULY	2,894.01
Receipts AUGUST	1,718.74
Receipts SEPTEMBER	3,060.30
Receipts OCTOBER	8,686.76

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Receipts NOVEMBER	2,537.63	
Receipts DECEMBER	2,694.38	
<b>Receipts JANUARY</b>	<b>2,128.97</b>	<b>See attached</b>
<b>Receipts FEBRUARY</b>	<b>10,335.13</b>	<b>See attached</b>
Receipts MARCH	-	
<b>Total Receipts YTD</b>	<b>47,859.59</b>	

## PAYMENTS

Payments APRIL	2,315.40	
Payments MAY	1,238.55	
Payments JUNE	263.10	
Payments JULY	5,456.70	
Payments AUGUST	1,982.75	
Payments SEPTEMBER	2,011.38	
Payments OCTOBER	7,061.25	
Payments NOVEMBER	1,111.39	
Payments DECEMBER	6,069.83	
Payment JANUARY	8,534.75	
<b>Payment FEBRUARY</b>	<b>4,707.88</b>	<b>Detailed below</b>
<b>Payment MARCH</b>	<b>14,423.31</b>	<b>Detailed below</b>
Payments PRIOR TO YEAR END	-	
<b>Total Payments YTD</b>	<b>55,176.29</b>	
<b>Total</b>	<b>48,645.41</b>	

<b>Reconciled Bank Statements as at end</b>	<b>FEBRUARY 2016</b>		<b>Bank statements attached</b>
LLOYDS BANK – Current	01727642	1,566.92	
LLOYDS BANK - Current – Projects	36195160	2,917.46	<i>No transactions in 2015/16 to date</i>
LLOYDS BANK - General Reserve	01451914	44,161.03	
<b>Bank Balances as at:</b>	<b>29-Feb-16</b>	<b>48,645.41</b>	<b>0.00 check</b>

## 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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## FEBRUARY PAYMENTS

<b>Payments made by Direct Debit:</b>				<b>Details</b>
FoDDC Business Rates	15.01.16	123.00	DD	Business Rates
Forest Equipment Services Ltd	27.01.16	861.70	STO	Litterpicking
<b>Direct Debits:</b>	<b>Sub Total</b>	<b>984.70</b>		
<b>Payments made in advance:</b>			<b>Chq. No.</b>	
<i>None</i>				
<b>Payments in advance of meeting:</b>	<b>Sub Total</b>	<b>0.00</b>		
<b>Payments for approval in lieu of meeting:</b>				
Avoncrop Amenity Products		211.00	1125	Grounds Maintenance
Designer Signs		108.00	1126	Grounds Maintenance
Equipment Hire Services		27.60	1127	Grounds Maintenance
LTC Recharge: Franking Machine		46.41	1128	Postage
Richard Cole Contracting		2,505.00	1129	Grounds Maintenance
Nicholas S Smith		497.10	1130	Lakeside (Residue re STWA)
Travis Perkins		132.86	1131	Grounds Maintenance
Npower Ltd (Pump Hse)		175.21	1132	Electricity
19.12.15 - 31.1.16				
Petty Cash		20.00	1133	Garages
<b>Payments in lieu of meeting:</b>	<b>Sub total</b>	<b>3,723.18</b>		
<b>TOTAL PAYMENTS</b>	<b>FEBRUARY</b>	<b>4,707.88</b>		

## MARCH PAYMENTS

<b>Payments made by Direct Debit:</b>				<b>Details</b>
Forest Equipment Services Ltd		861.70	STO Mthly	Litterpicking
<b>Direct Debits:</b>	<b>Sub Total</b>	<b>861.70</b>		
<b>Payments made in advance:</b>			<b>Chq. No.</b>	
Peter Neale Blacksmiths	29.02.16	360.00	1134	Grounds Maintenance

Ref: Mins - Recreation Trust Mtg 290316

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Ms L Marcel	14.03.16	180.00	1135	Garage overpayment refunded
	<b>Payments in advance of meeting:</b>	<b>Sub Total</b>		
		<u>540.00</u>		

### Payments for approval at the meeting on:

29th March 2016

Richard Cole Contractors	648.00	1136	Trees/H&S
Designer Signs	86.40	1137	General Maintenance
LTC Recharge	12.09	1138	Postage
Monmouthshire CC	6,684.00	1139	Skatepark/Repairs/Gen. Maintenance
Zurich Insurance - renewal due 25th March	5,521.81	1140	Insurance
Petty Cash	69.31	1141	General Repairs
	<b>Payments to meeting:</b>	<b>Sub total</b>	
		<u>13021.61</u>	
<b>TOTAL PAYMENTS</b>	<b>MARCH</b>	<u><u>14,423.31</u></u>	

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

Avoncrop Amenity Products	211.00	1125
Richard Cole Contracting	2,505.00	1129
Nicholas S Smith	497.10	1130
Travis Perkins	132.86	1131
	<b>Total</b>	<u><u>3,345.96</u></u>

#### 4.1 To approve Financial Statement

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

#### 4.2 To bestow Delegated Powers in respect of Month 13 payment run

Approval to bestow Delegated Powers on Two Trustees and the Trust Secretary in respect of Month 13 payment run was **proposed by Trustee Biddle.** Unanimous.

#### 4.3 To note virements which have been made

Trustees noted the transfer of the compensation payment from Dalcour Maclaren to the Deposit Account. Noted.

Furthermore Trustees were advised that the Trust would be looking to move to BACS payments (electronic payment) in the near future and as such the Trust Secretary/Executive Officer would register for Internet banking. Noted.

#### 4.4 To consider applying to Lydney Town Council for a £10,000 donation for 2016/17 Financial Year

Trustees were advised that £10,000 had already been committed to the Trust from Lydney Town Council for 2016/17 Financial Year which would go part way to replenishing the Trust's General Reserves following improvement works to the Amenity area. Noted.

Lydney Town Council would be asked for a further sum of £15,000 (subject to the Council being in receipt of the Local Council Tax Support Grant sum) Noted.

### 5. BUSINESS

#### 5.1 Water Supply pipe at Hams Road

Trustees were advised that a contractor had managed to repair the waterpipe at Hams Road, which is used for the fair, at a cost of £40.00 plus VAT. Noted.

The possibility of a new underground tap, which is only turned on if you have the

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key/tap on a piece of pipe, had been investigated however the cost for such was extortionate and due to the fact that the original pipe had been repaired it was felt that it was an unnecessary expense for the Trust to bear at this time.

It was **proposed by Trustee Biddle** that as the original pipe had been repaired the Trust would not look to replace the underground pipe. Unanimous.

## 5.2 Wild Flower Area by Lydney Lake

Trustees were asked to consider a plan for the creation of an additional Wild Flower area/Wildlife corridor at Lydney Lake which would not only remove the requirement to 'make good' the scalped area but would also conform to the Neighbourhood Development Plan which supports the enhancement of local biodiversity by providing wildlife corridors alongside Public Rights of Way.

During discussion Trustees were mindful that the Angling Club and Lakeside House tenants would need to be made aware of the planned work as they would still require access. The Trust Secretary advised that there would still be an access road available along with two disabled parking bays however the Angling Club members would need to use either the parking by Cambourne Meadow or the additional car parking spaces recently created for Angling matches etc. It was noted that the creation of such an area would result in neighbouring residents who do not possess an easement to cross Trust ground losing free passage. Noted.

It was **proposed by Trustees Harris, seconded by Trustee Pearman** that the Trust would remove the existing scalps and instead sow a wild flower seed mix along with the installation of two disabled parking bays. The approved contractor would be instructed to construct such, adjacent to lake, mid-May 2016. Vote carried.

**Action by - the Trust Secretary**

## 5.3 Investor Profile Form

Prior to the meeting Trustees were provided with a copy of the suitability letter received from EFG Harris Allday confirming that the Trust had remained on a 'low-medium risk' portfolio as indicated on the returned Investor Profile Form. Noted.

## 5.4 Lydney Rugby Club Mini and Junior Section

Prior to the meeting Trustees were provided with a copy of the letter which had been received from the Club requesting permission to hold a Children's Rugby Festival on the Recreation Ground on Sunday 2 October 2016.

**Trustee Biddle proposed** that the Club would be permitted to use the Recreation Ground for a Children's Rugby Festival. Unanimous.

**Action by – the Trust Secretary**

## 5.5 Japanese Knotweed – Lydney Recreation Trust Registered land

Trustees were made aware of a query received and the response tendered regarding Japanese Knotweed on an area believed to be on Lydney Recreation Trust land.

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It was confirmed that whilst Lydney Recreation Trust owned Cambourne Meadow, it does not own the piece of land between it and the road leading to the rear of J D Norman. Furthermore the Trust is not aware who owns the sections of land which abut the Trust's land. One of the photographs provided showed an area of Cambourne Meadow on which Japanese Knotweed is present (the area next to the gas governor). The Trust undertakes an annual spraying programme to treat the plant in situ, which is usually undertaken from April until the end of September in line with Environment Agency guidance. Noted.

5.6 **Multi Use Games Area**

Trustees noted that the work to install a 23 metre long tarmac path, 1.50 metres wide from the Skate Park to the MUGA, along with 2 x 3m<sup>2</sup> Tarmac entrance pads and resurfacing of the MUGA had been completed. Noted.

5.7 **Annual Play Inspection**

**Trustee Berryman proposed, seconded by Trustee Harris** that the Trust accepts the quotation from Monmouthshire County Council to carry out the Annual Play Inspections of Lydney Skate Park and MUGA at a cost of £75.00 plus VAT. Unanimous.

**Action by - the Trust Secretary**

5.8 **Dog Fouling**

Trustee Berryman advised that he had been in contact with Primrose Hill School who had expressed a keen interest in designing posters for the dog bins, to highlight the effects caused by dog fouling on Recreation Trust land, with such posters being judged by the Trust and the winning design then being displayed on the dog bins that are in situ on the Recreation Trust land (and possibly throughout the town).

After a short discussion it was agreed that the Primary Schools should be contacted and asked to submit one/two submissions per School in time for the September Trust meeting.

**Action by – Admin Assistant**

Trustee Legg advised that he had spoken to Trustee Beddis prior to the Trust meeting (to discuss wording for the article/press release regarding the effects of dog fouling) and Trustee Beddis had advised that he was working on an article to submit to the local press and once completed would seek the Trust Secretary's thoughts prior to them submitting such.

**Action by – Trustee Beddis**

5.9 **Insurance Overview**

Trustees noted the Annual Insurance for the Trust had been renewed at a cost of £5,521.81 inclusive of tax and IPT. Noted.

5.10 **Income re. Compensation from Severn Trent/Dalcour Maclaren – Lydney Sewer Requisition**

Trustees noted that the Trust had received a compensation cheque for the sum of £6,878.50 from Severn Trent/Dalcour Maclaren following a successful claim made against them in respect of the Lydney Lakeside scheme. Noted.

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## 5.11 Lydney Cycleway

Trustee Berryman advised that he had contacted Lydney Park Estate to discuss the proposal of the footpath on land which was believed to be under their ownership (parcel of land opposite the Cricket Club) and they had confirmed that they had no objections to the proposal.

Trustee Street advised that the route behind the Football Club and the Cricket Club had been agreed with Lydney Park Estate and AMEY with the planned route consisting of a 3 metre strip of land at the edge of the woodland which would have a tarmacked surface. Furthermore AMEY would draw up the design and submit such to Lydney Park Estate for approval. Once approved the Trust would receive the full plan from AMEY which was expected to be complete by October 2016.

## 5.12 Lydney Rugby Club

Trustees noted that Lydney Rugby Club arrears for the monthly charge for the pitch and access had now been settled in full.

The arrears had accrued since 1 April 2015 because the monthly Standing Order from the Club's bank account had been paid incorrectly; therefore the arrears continued to accrue month on month. It was advised however that the matter had since been resolved and the Club was up to date with its accounts. Noted.

## 6. MEMBERS REPORTS

Trustee Ives reported that he had witnessed an increase in the amount of litter being dropped on the ground surrounding the newly installed picnic benches on the Recreation Trust Amenity area and queried whether the Trust should consider installing a bin directly next to the picnic benches. The Trust Secretary advised that there is a bin on site and the Town Council's ground staff carry out regular litter picking in the area however they would monitor the situation closely over the Summer months and report back to the Trust should they have any concerns or notice a significant increase in the amount of litter.

Trustee Berryman queried whether there had been any progress in the planting of trees on the Recreation Trust Amenity area by Lydney Lake? The Trust Secretary advised that the Town Council's ground staff had investigated various types of trees and plants including Bulrush, Irises, Silver Birch and Willow trees and were in the process of deciding on which species would best suit the environment.

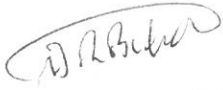
Trustee Biddle advised that Lydney Cricket Club had approached the Trust for support as the Club were in the process of submitting a grant application to the Summerfield Trust for a grant towards the cost of an urgent roof repair to the Club's buildings (total cost of repair approx. £11,000). As part of the application the Summerfield Trust required a letter of endorsement from a registered charity that would support the application. As the Club did not hold registered charity status, but had been a tenant of Lydney Recreation Trust since 1949, it had requested support from Lydney Recreation Trust. Accordingly, the Trust has issued a letter to support the Club's application in order that they may continue to provide an asset which is appreciated by club members and the public alike.

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The meeting closed at 8.03 pm.

Chairman ..... 

Date ..... 31.05.2016