

LYDNEY RECREATION TRUST

TRUST MEETING – 25 July 2016 - 08

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 25 July 2016 at 7.00 pm.

Present: Trustees D Biddle (Chairman), R Christodoulides, J Greenwood, C Harris, H Ives, 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. **APOLOGIES**

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

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 31 May 2016 and the minutes of the Extraordinary meeting held on 11 July 2016 were confirmed and signed as a true record. **Proposed by Trustee Ives, seconded by Trustee Harris.** Vote carried.

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

- Stem injection of Japanese Knotweed present in four areas on Lydney Recreation Trust Land; Tennis Courts, Gas Governor and river bank on mowed area side of drainage ditch, area beyond post and rail fence (towards car park at Lake) and the Cut/Football Ground (undertaken by Nature Conservation Services - £175.00 plus VAT). (*Health and Safety*)
Noted.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

JULY 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 closed

TRANSACTIONS

RECEIPTS

Receipts APRIL	20,220.79
Receipts MAY	1,914.04
Receipts JUNE	14,441.95
Receipts JULY	
Receipts AUGUST	
Receipts SEPTEMBER	
Receipts OCTOBER	
Receipts NOVEMBER	
Receipts DECEMBER	
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

See attached

See attached

Total Receipts YTD 36,576.78

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PAYMENTS

Payments APRIL	334.00	
Payments MAY	3,646.26	
Payments JUNE	5,846.43	Detailed below
Payments JULY	5,721.26	Detailed below
Payments AUGUST		
Payments SEPTEMBER		
Payments OCTOBER		
Payments NOVEMBER		
Payments DECEMBER		
Payment JANUARY		
Payment FEBRUARY		
Payment MARCH		
Payments PRIOR TO YEAR END		
	Total Payments YTD	15,547.95
	Total	72,711.60

Reconciled Bank Statements as at end	JUNE 2016		Bank statements attached
LLOYDS BANK - Current	01727642	24,528.24	
LLOYDS BANK - General Reserve	01451914	48,183.36	
LLOYDS BANK - Current - Projects	36195160	0.00	A/c closed
Bank Balances as at:	30-Jun-16	72,711.60	0.00 check
<i>Earmarked Reserves:</i>			
<i>Drainage (residue from sale of Lakeside House)</i>		<i>£65,000.00</i>	<i>Currently held as part of Share Portfolio</i>

JUNE PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates (Apr & May)	16.05.16	112.33	Mthly DD	Rates (Playing Field & Premises)
FoDDC Business Rates (May)	16.05.16	124.00	Mthly DD	Rates (Car Park & Land)
Forest Equipment Services (May)	20.05.16	871.18	STO Mthly	Litter Picking
Direct Debits: Sub Total		1,107.51		

Payments made in advance:

TrunkArb Tree Surgery Ltd	900.00	1159	Chq. No.	Trees (H&S)
Npower (Pump House electricity)	-183.87	1153		Cheque reported as 'Lost in Post'
Npower (Pump House electricity)	183.87	1160		Replacement Cheque
Payments in advance of meeting: Sub Total	900.00			

Payments for approval in lieu of meeting:

Avoncrop Amenity Products Ltd	127.20	1161	Grounds Maintenance
Designer Signs	96.00	1162	Lakeside Improvements
JRB Enterprise Ltd	306.00	1163	Dog Waste Bins
Light Fantastic DIY Ltd	85.72	1164	Grounds Maintenance
Rigby Taylor	2,074.80	1165	Lakeside Improvements
Travis Perkins	91.34	1166	Grounds Maintenance
TrunkArb - tree survey (1/3 contract for Y2)	150.00	1167	Trees
LTC Recharge: Postage	36.68	1168	Postage
Forest Equipment Services (Apr) re bank error	871.18	1169	Litter Picking
Payments in lieu of meeting: Sub total	3,838.92		

TOTAL PAYMENTS JUNE 5,846.43

JULY PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates	15.6.16	55.00	Mthly DD	Rates (Playing Field & Premises)
FoDDC Business Rates	15.6.16	124.00	Mthly DD	Rates (Car Park & Land)
Forest Equipment Services	27.6.16	871.18	STO Mthly	Litter Picking
Direct Debits: Sub Total		1,050.18		

Payments made in advance:

Chq. No.

Ref: Mins - Recreation Trust Mtg 250716

DB

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None

Payments in advance of meeting: Sub Total 0.00

<u>Payments for approval at the meeting on:</u>		25th July 2016		
JRB Enterprise Ltd (Dog waste bags)		798.60	1170	Dog Waste bags
R Cole Contractors: Apr-Jun		3,834.00	1171	Grass Cutting (incl extra Picnic area)
Travis Perkins		29.78	1172	Grounds Maintenance
Petty Cash		8.70	1173	Postage
	Payments to meeting: Sub total	<u>4,671.08</u>		
TOTAL PAYMENTS		JULY	<u>5,721.26</u>	

A list of unrepresented Cheques (For Information only)

Npower	183.87	1160
Avoncrop Amenity Products Ltd	127.20	1161
Designer Signs	96.00	1162
JRB Enterprise Ltd	306.00	1163
Light Fantastic DIY Ltd	85.72	1164
Rigby Taylor	2,074.80	1165
Travis Perkins	91.34	1166
TrunkArb Ltd	150.00	1167
LTC Recharge: Postage	36.38	1168
Forest Equipment Services	871.18	1169
	<u>Total</u>	<u>4,022.49</u>

4.1 To Approve Financial Statement

Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule for July 2016.

In response to a question raised regarding the highlighted section in respect to 'vandalism' shown on the monthly statement, the Trust Secretary reminded Trustees that they had previously requested that the heading for vandalism be highlighted and easily visible in order that they could compare against the Town Council as to how much vandalism in general was costing the Trust.

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

Approval of payments therefrom was **proposed by Trustee Biddle.** Unanimous.

4.2 To note Virements

Prior to the start of the meeting Trustees were provided with a list of virements which were duly noted.

4.3 RBS Update

Trustees were advised that the administration of the Trust's accounts were still being processed via the old system however it was hoped such would shortly be moved to the new RBS system. Noted.

SOR

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5. BUSINESS

5.1 Stem Injection of Japanese Knotweed

Trustees were advised that it had been necessary to instruct Nature Conservation Services to carry out stem injection on areas identified on Trust land as having Japanese Knotweed present. Furthermore the Environment Agency had been notified and they had given full permission for the contractor to carry out the work/ use of herbicide to treat the growth of weeds near to a water body (Food and Environment Protection Act 1995 (*Control of Pesticides Regulations 1986, as amended*) Ref no HERBC007592).

Trustees were further advised of the contractors treatment to date:

- The Cut - canal: Stem injection done. In the contractors opinion it was the best site to have done as there had been no previous treatment.
- Gas Governor: Proved problematic. Previous treatment had reduced and retarded regrowth and resulted in stunted very hard canes and/or multi stem reduced growth with reduced leaf surface. Due to reduced leaf and sometimes no leaves being present, the contractor decided to try and inject the lot. The contractor will keep an eye on the results.
- Tennis courts: Not much growth here (possibly due to pervious treatment). The contractor injected the canes that he could reach and instructed that he would keep an eye on the results and further spray the difficult to reach areas if deemed necessary.
- Drainage Ditch: Everything beyond the post and rail fence had been sprayed by the Town Council. The contractor therefore made a start on the regrowth along the edge of the playing field and would further keep an eye on the results.

Trustees were advised that it may be necessary to implement a second treatment application to the affected areas due to regrowth; it could take up to three years to fully eradicate Japanese Knotweed in the areas identified. Noted.

5.2 Lydney Angling Club

Trustees noted the query raised and response tendered to Lydney Angling Club regarding parking at Lydney Lake.

Lydney Angling Club asked whether the Trust would consider allowing its members to use the additional disabled bays (nearest the access road gate) as a shared area with the area being a Disabled Area and Angling Club Members only area. Priority obviously being given to any disabled users yet it would allow some Angling Club members to have an option of being able to park close to the water.

The Angling Club were advised that the Trust had no issue with Anglers using the disabled bays when they were not otherwise in use and, furthermore, if on match nights the Angling Club wished to use the key provided and remove the bollards by the garages in order to park closer to the lake such was permissible so long as the bollards were then reinstated at the end of the evening. Noted.

DB

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5.3 Lydney Tennis Club

Prior to the meeting Trustees were provided with a copy of the original letter and response tendered to Lydney Tennis Club regarding the ladies toilets/electricity meter box following the extraordinary Trust meeting held on Monday 11 July 2016.

Lydney Tennis Club had been advised that the Trust had carried out a formal study of the lease and sought relevant legal advice and as a result Trustees noted that the Trust was not liable/responsible for either the sewage/blocked toilets or the electrical cabinet as the responsibility for such fell within the definition of “the Premises” and was therefore the responsibility of the Club under terms of the existing lease.

Trustees suggested that Lydney Tennis Club look initially to gain LTA Grant funding and that it then considers applying to Lydney Town Council for match funding/financial assistance or a contribution towards any/all works deemed necessary. Noted.

5.4 Grass Cutting Contract

Following a complaint received from a member of the public Trustees were provided with a copy of the email sent to Richard Cole Contractors reiterating the areas to be addressed as part of the Contract on a section of ground previously seeded by Severn Trent. (The wildflower area in said location receiving only one cut per year at the end of the season).

Trustees were advised that the June Amenities Committee meeting had only been quorate for part of the meeting, due to the early departure of a Member. Accordingly, as Members were unable to discuss the aspects of the existing grass cutting contract Delegated Powers were bestowed on the CEO/Trust Secretary and two Members (*ref: LRT minutes 31 May 2016 and LTC minutes 11 July 2016*) to further grass cutting contract issues.

5.5 Annual Riverbank Cut

Members were informed that the Annual Riverbank Cut would once again be addressed during the Summer months at a cost of £1,942.50 plus vat and that in future this would be undertaken as part of the existing contract (re-negotiated addendum). Noted.

It was **proposed by Trustee Biddle** that the sum would be taken from General Reserves. Unanimous.

5.6 Fly-tipped waste on Recreation Trust Land

Trustee Pearman provided an update regarding Lydney Town AFC and Lydney Cricket Club misuse of Trust land by the depositing of fly tipped waste/grass cuttings/goalposts etc on land adjacent to the Clubs.

Trustee Pearman advised that Lydney Town AFC had since taken great steps to improve the area however there was still an issue with the depositing of grass clippings in the area and also to the rear of Lydney Cricket Club.

DRB

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Following a short discussion it was **proposed by Trustee Ives, seconded by Trustee Harris** that a letter would be issued to Lydney Town AFC and Lydney Cricket Club stating that each Club were acting in contravention of their lease by allowing the deposit of waste to accumulate on Trust Land and that such waste would need to be removed immediately. Unanimous.

Action by – the Trust Secretary

It was advised by Trustee Pearman that Lydney Town AFC's had made repairs to the car park surface on Swan Road which included an extension of the car park with 70 tonnes of chippings laid to the surface. Whilst Trustees felt that the Club had made a good job of the area, further discussions regarding the siting of the Portacabin and new footpath surface, with the suggestion of the Portacabin being sited on the other side to which it is currently located and possibly cladded and used for retailing hot and cold drinks was ongoing.

It was **proposed by Trustee Biddle** that an Extraordinary meeting would be arranged to discuss the plans. Unanimous.

Action by – the Trust Secretary

6. MEMBERS REPORTS

Trustee Ives reported that he had been approached by a resident of Lakeside Avenue who had expressed concerns over the increased presence/number of Canadian Geese at Lydney Lake. Although Trustees sympathised with residents who felt that the Geese were intimidating it was felt that the Geese would soon migrate the area of their own accord.

Confidential Matters

7. LYDNEY LAKE

7.1 Wildflower/Wildlife Corridor Area

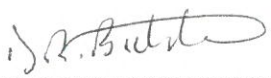
The Trust have appointed a legal representative in relation to the Wildflower/Wildlife Corridor Area on Lydney Recreation Trust Ground. Noted.

Resolved; To install/incorporate wildlife habitats in the area where the wildflowers have not grown/have been sprayed off (monitored by CCTV cameras as considered appropriate).

7.2 Provision of Catering Van

Resolved; To provide 12 months sole trade rights (reviewable after 12 months) to the independent catering company following their request for use of Trust land at Lydney Lake every Saturday and Sunday to position their catering van. (granted use subject to specified terms and conditions).

The meeting closed at 7.46 pm.

Chairman


Date 26.09.2016