

LYDNEY RECREATION TRUST

TRUST MEETING – 26 September 2016 - 14

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 26 September 2016 at 8.50 pm.

Present: Trustees D Biddle (Chairman), B Berryman, R Christodoulides, 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, Greenwood, Harris, Legg and Street.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 25 July 2016 and the minutes of the Extraordinary meeting held on 15 August 2016 were confirmed and signed as a true record. **Proposed by Trustee Biddle.** Unanimous.

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

- Winching fallen tree out of River Lyd at the top of Lydney Lake at a cost of £84.00 plus VAT (*Health and Safety*) Noted.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -	AUGUST & SEPTEMBER 2016
<u>Opening Bank Balances as 1st April 2016</u>	
LLOYDS BANK - Current account	6,381.86
LLOYDS BANK – General Reserves	45,300.91
LLOYDS BANK – Current Projects	00.00
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	Bank Balance
	<u>51,682.77</u>

TRANSACTIONS

RECEIPTS

Receipts APRIL	20,220.79
Receipts MAY	1,914.04
Receipts JUNE	14,441.95
Receipts JULY	3,024.99
Receipts AUGUST	1,662.79
Receipts SEPTEMBER	
Receipts OCTOBER	
Receipts NOVEMBER	
Receipts DECEMBER	
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

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	Total Receipts YTD	41,264.56	
<u>PAYMENTS</u>			
Payments APRIL		334.00	
Payments MAY		3,646.26	
Payments JUNE		5,846.43	
Payments JULY		5,721.26	
Payments AUGUST		3,286.53	
Payments SEPTEMBER		3,211.93	
Payments OCTOBER			
Payments NOVEMBER			
Payments DECEMBER			
Payments JANUARY			
Payments FEBRUARY			
Payments MARCH			
Payments PRIOR TO YEAR END			
	Total Payments YTD	22,046.41	
			70,900.92
Reconciled Bank Statements as at end AUGUST 2016			
LLOYDS BANK - Current account			21,457.01
LLOYDS BANK – General Reserves			49,443.91
LLOYDS BANK – Current Projects			00.00
			70,900.92
Share Portfolio 9EFG Harris Allday	28948.58		
Earmarked Reserves: Drainage (Residue from sale of Lakeside House)	250.00		65,000.00
Free Reserves	733.16		185,750.88
			250,750.88

AUGUST PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates: (Playing Field & Premises) Premises	15.07.16	55.00	Monthly	Monthly DD
FoDDC Business Rates (Car Park & Land)	15.07.16	124.00	Monthly	Monthly DD
Severn Trent Water 7/12/15 to 24/6/16	18.07.16	23.67	6 Monthly	Bi Annual DD
Forest Equipment Services	26.07.16	871.18	Monthly	Monthly SO
Direct Debits:		Sub total		
		1,073.85		

Interim Payments made in advance of meeting:

None				
Interim Payments:		Sub total		
		0.00		

Payments for approval in Lieu of meeting

npower Ltd	118.08	Quarterly	1174
Richard Cole Contracting	1,278.00	Monthly	1175
Rigby Taylor	275.70	Adhoc	1176
Shaw & Sons	126.90	Annual	1177
TrunkArb Tree Surgery Ltd	414.00	Adhoc	1178

Payments in Lieu of meeting: Sub total
2,212.68

TOTAL PAYMENTS AUGUST
3,286.53

SEPTEMBER PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates: (Playing Field & Premises) Premises	15.08.16	55.00	Monthly	Monthly DD
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FoDDC Business Rates (Car Park & Land)	15.08.16	124.00	Monthly	Monthly DD
Forest Equipment Services	26.08.16	871.18		Monthly SO

Direct Debits: Sub total 1,050.18

Interim Payments made in advance of meeting:
None

Interim Payments: Sub total 0.00

Payments for approval at meeting on:	26th September 2016			
Richard Cole Contracting	1,278.00	Monthly	1179	
Forest Equipment Services Ltd	342.49	Annual/Mthly	1180	
Travis Perkins Trading Company Ltd	80.50	Adhoc	1181	
LTC Recharge: Postage	36.10	Quarterly	1182	
Forest Equipment Services Ltd	425.11	Adhoc/Mthly	1183	

Payments in Lieu of meeting: Sub total 2,161.75

TOTAL PAYMENTS SEPTEMBER 3,211.93

A list of unpresented Cheques (For Information only)		
N Power Ltd	118.08	1174
Richard Cole Contracting	1,278.00	1175
Rigby Taylor	275.70	1176
Shaw & Son Ltd	126.90	1177
TrunkArb Tree Surgery Ltd	414.00	1178

Total 2,212.68

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 August & September 2016.

Approval of the Financial Statement was **proposed by Trustee Pugh, seconded by Trustee Pearman**. 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 Trust Budget 2017/2018

A copy of the proposed 2017/2018 Trust Draft Budget was issued to Trustees and they were informed that the budget incorporated a provision for the re-negotiated addendum grass cutting contract in which additional cuts were being addressed (including the built in river bank cut); also additional litter picking. Whilst it was noted that this had resulted in an increase to the Trust's budget, both elements were necessary increases.

Trustee Pugh highlighted the need for an additional litter bin, similar to those sited around the lake, to be positioned near the garages on Hams Road. The Trust Secretary advised that the provision of an additional litter bin would be added to the agenda for discussion at the next Trust meeting.

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After a short discussion it was **proposed by Trustee Berryman, seconded by Trustee Pugh** that the proposed budget of £52,661 be approved. Unanimous.

4.4 Donation Request 2017/2018 (from Lydney Town Council)

Trustees noted the suggested donation sum of £10,000.00 for 2017/2018 which would need to be approved by Lydney Town Council.

It was **proposed by Trustee Berryman, seconded by Trustee Pugh** that the Trust would request a donation sum of £10,000.00 from Lydney Town Council (a further request for £2,500.00, April 2017 onwards, would be dependent on whether the discretionary LCTS Grant was paid to Lydney Town Council by the Billing Authority – Forest of Dean District Council). Vote carried.

Action by – The Trust Secretary

End of Year Accounts

Prior to the start of the meeting Trustees were provided with a copy of the audited accounts, audit addressed by Griffiths Marshall. Trustee Biddle noted that the income listed investments figure was up, which was excellent for the Trust.

Approval of the Audited accounts was **proposed by Trustee Pugh, seconded by Trustee Berryman**. Unanimous.

EFG Harris Allday

Prior to the start of the meeting Trustees were provided with a copy of the Trust's share portfolio. Noted.

5. BUSINESS

5.1 Lydney Lake – Wildflower/Wildlife corridor area

Trustees noted the query raised and response tendered to an outside caterer regarding their request for future catering trade at the Angling Club Building.

The caterer was advised that the Trust had recently provided 12 months sole trade rights (reviewable after 12 months) to another 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/planning consent from FODDC) (as applicable).

Trustees then considered the wildlife habitats which had since been created in line with previous minuted resolution. Trustees were informed that the CCTV monitoring had commenced (as appropriate) and that the Police had been contacted regarding the criminal damage to said area, which they were intending to monitor closely.

5.2 Breakfast at Parkrun

Trustees noted that Lydney Parkrun had held an event in August on Recreation Trust land to mark the end of the Olympics 2016.

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5.3 **Lydney Rugby Club Junior Tournament**

Trustees noted that Lydney Rugby Club Junior Tournament would take place on the Recreation field on Sunday 2 October 2016.

5.4 **Dog Fouling on Rec Trust land**

Trustees were advised that the President of Lydney Rugby Football Club had made a formal complaint to the Trust regarding a number of problems with uncontrolled dogs fouling the Rugby training area on the Recreation field.

It was advised that the club were at a stage where parents did not want their children to use the facility because of the potential health risks. The club had made suggestions as to how to deal with the matter which included, as an immediate fix, an early Sunday morning 'dog mess sweep' to ensure that the area was suitable for children to play rugby on (however this would not address the problem for the rest of the week when the 1st and 2nd teams needed the area to train on). A second option included the suggestion of fencing to keep dogs from accessing and fouling the pitch.

During a short discussion Trustees were reminded that although the Recreation field is managed by the Trust, a registered Charity, it did not have any resources to patrol the ground (it currently employs contractors).

Trustees were further advised that contact had been made with FODDC Street Wardens regarding what specific resources they could offer in terms of a potential campaign and the Trust were awaiting a response however it was advised that Street Warden patrols had been stepped up in the area and dog walkers were being spoken to about the problem.

Following a further short discussion it was **proposed by Trustee Berryman, seconded by Trustee Pearman** that the Trust would instruct its litter picking contractor to do a 'sweep' of the pitch as a 'one off', prior to the Lydney Rugby Club Junior Tournament taking place on Sunday 2 October 2016. Furthermore, the Trust would erect signage on all entrances to the Recreation field indicating a 'fixed penalty' to those caught allowing their dogs to foul in said area. Accordingly (once a response had also been received from FODDC Street Wardens) Trustees would consider further action at their next meeting. Unanimous.

Action by – The Trust Secretary

5.5 **Litter Bin/Dog Waste Bin Poster Competition**

Prior to the start of the meeting Trustees were provided with a display of the poster entries received from a local Primary School for the Litter Bin/Dog Waste Bin Poster Competition.

All Members were very impressed with the wonderful creative designs undertaken by the young students. Following a short discussion the winning four designs were chosen by the Chairman and Trustees.

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It was **proposed by Trustee Biddle** that each winning design would each receive a £10.00 book token and their poster would be replicated by a professional signage company and displayed intermittently on all litter bins and dog waste bins located on Lydney Recreation Trust ground. Furthermore the total sum (£40.00) would be taken from the Trust's Petty Cash to cover the cost of the book tokens with the further sum for the signage company being taken from the Trust's budget. Vote carried.

Action by – The Trust Secretary

5.6 Lydney Tennis Club

Prior to the meeting Trustees were provided with a copy of the letter received from Lydney Tennis Club regarding its proposal for it to address works to facilitate a separate water supply to the Tennis Club House sited on Trust ground.

It was advised that the Tennis Club had received a quote for the necessary work to by-pass the water supply at the Cricket Club, thereby enabling them to be able to turn off their water whilst allowing for the Tennis Club to continue receiving a supply. The Tennis Club had provisionally agreed to pursue the quote and were prepared to cover the costs themselves provided that the Trust granted its permission for the work to be carried out.

Following a short discussion, Trustees were reminded that although the Trust is obliged to maintain the existing facilities there is no obligation placed upon it to provide a new facility for the Club. With this in mind, the Tennis Club would need to be advised that the liability/responsibility for the proposed works and any damage incurred whilst improvement works were being undertaken would lie with the Tennis Club who would also be required to make good such damage.

It was **proposed by Trustee Biddle** that the Trust would give its approval for Lydney Tennis Club to carry out said works (provided that the Club submitted a plan to the Trust of the proposed works for its records). The Trust's approval is also given subject to Lydney Cricket Club having no objection to the proposed works. Unanimous.

Action by – The Trust Secretary

5.7 Grass Cutting (Addendum to existing Contract)

Prior to the meeting Trustees were provided with a copy of the Addendum to existing grass cutting contract (contract extension 2017-2021).

As part of the contract there would be eleven cuts required per annum. Other extra areas included:

- Entrance to Hams Road Car Park – cut the strip of grass which leads from the grass triangle along the path at the rear of the residential properties
- Boating Lake – do not cut the wildflower area on the left hand side between the entrance to the lake and Lakeside House. Cut both sides of the footpath at the rear of Lakeside House to gate at end of Hams Road car park

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- Field – cut grass areas in field and make sure that it is cut back to boundary – no encroachment of vegetation permitted. Verges opposite additional car parking area to be cut to ground level
- Picnic Area/Open Space – ensure that picnic area is cut tight to the ground to discourage brambles. Ensure that the section of open space between the stone path and the bypass receives an annual cut at the end of the season (wildflowers)
- Annual Bank Cut – to cut the river banks from the Skate Park Bridge to Albany Bridge down to the river's edge. Flail trees growing on water's edge leading from additional car parking area to Bypass. All areas are to be cut in their entirety before operatives move on to other areas.

Members noted that the Picnic Area/Open Space and Annual Bank Cut were not included in the last contract but had since been included in the contract addendum.

Approval of the Grass Cutting (Addendum to existing Contract) was **proposed by Trustee Pugh, seconded by Trustee Pearman.** Unanimous

Action by – The Trust Secretary

6. MEMBERS REPORTS

Trustee Biddle reported that the Trust was unsuccessful in its bid for the land at East Marsh (5.93 acres/ 2.4 hectares of marsh land/amenity land off Lydney Bypass). Offers received by Gloucestershire County Council were in excess of the nominal bid of £1.01 as offered by the Trust. Noted.

The meeting closed at 9.23 pm.

Chairman 

Date 28.11.2016