

# LYDNEY RECREATION TRUST

TRUST MEETING – 28 November 2016 - 21

**THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST** held in the Council Chamber at Claremont House on Monday 28 November 2016 at 6.58 pm.

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

**In Attendance:** One member of the public - Mr D Price (Lydney Parkrun)  
Mrs J Smailes – Trust Secretary  
Miss K Hammond – Trust 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.

Trustee Biddle welcomed Mr D Price, Lydney Parkrun, to the meeting. Mr Price then provided an overview of Lydney Parkrun's achievements over the last 11 months; explained that Lydney Parkrun took place every Saturday morning at 9.00am with runners running a 5k course. Parkrun included over 425 Parkrun sites in the UK and once a member was registered with Parkrun they could attend any Parkrun site at any time with the event being free to all participants and suitable for all abilities. Furthermore, Lydney Parkrun had an average number of 89 runners (plus a number of volunteers) attending each week with many runners coming from all over the country to enjoy the beautiful backdrop of Lydney Lake.

It was noted that Lydney Parkrunners had also been busy fundraising including;

- £106.00 raised and given as a donation towards improvements at Bathurst Pool
- taking part in the World's Biggest MacMillan Coffee Morning raising money for Cancer Research
- being involved with 'Clean for the Queen' and collecting a large amount of litter from around the lake and surrounding area
- being very generous in donating spring flowering bulbs (which have been planted around the lake) to complement the work that the Trust had already implemented in the area.

It was also noted that Lydney Parkrun had welcomed MP Mark Harper along to their event in October to help celebrate Parkrun UK 12th anniversary, in 12 years Parkrun had grown from just 12 runners to now thousands at over 900 events worldwide. Furthermore, as part of the #IAmTeamGB event runners raised money towards a defibrillator for Lydney Lake (*a further donation from the Forest of Dean Lions enabled Lydney Parkrun to purchase the defibrillator*) It was further noted that Lydney Parkrun were planning on holding future events over Christmas 2016 and the New Year 2017.

During their presentation Lydney Parkrun voiced their wish to:

- erect signage around the 5k course
- erect additional signage around the town/Hams Road indicating the location of Lydney Lake (*as it was felt that many visitors were unaware of the location of the Lake. It was noted that Parkrun had previously erected signage outside the Nisa store*)
- ask whether the Trust would consider providing a permanent non-slip coating on the wooden bridge around the 5k course (*as it had been identified as a slip/trip hazard*)
- advise the Trust as to the location of the new defibrillator (*it was noted that Lydney Parkrun had already been in discussion with GCC regarding the possibility of housing the defibrillator at the bus station on Hams Road*).



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Trustee Biddle commended Lydney Parkrun on their achievements and fundraising over the last 11 months and in response to the Trust providing permanent non-slip coating on the metal bridge near to the pumping station, it was advised that the Trust administrator would investigate and gain quotes for such. Accordingly, he requested that the matter be an agenda item for the next meeting.

**Action by – The Trust Admin Assistant**

Following a short discussion, Trustees were agreeable to Parkrun erecting signage on its 5k course (subject to Parkrun providing a plan of the location for such signage). The Trust also had no objection to Parkrun erecting an additional sign in the town (subject to Parkrun gaining appropriate consent from FODDC and it being in Lydney's Corporate colours ie. Black and Gold). Furthermore, the Trust were agreeable to the location for the new defibrillator (subject to Parkrun gaining appropriate consent from GCC).

Mr Price excused himself from the Chamber at 7.15pm

1. **APOLOGIES**

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

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 26 September 2016 were confirmed and signed as a true record. **Proposed by Trustee Ives, seconded by Trustee Harris.** Vote carried with 1 abstention.

4. **FINANCE & SUNDRY PAYMENTS**

**FINANCIAL STATEMENT -**

**OCTOBER & NOVEMBER 2016**

**Opening Bank Balances as 1st April 2016**

LLOYDS BANK - Current account	6,381.86
LLOYDS BANK – General Reserves	45,300.91
LLOYDS BANK – Current Projects	00.00
<b>Bank Balance</b>	<b><u>51,682.77</u></b>

**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
<b>Receipts SEPTEMBER</b>	<b>4,135.06</b>
<b>Receipts OCTOBER</b>	<b>3,543.58</b>
Receipts NOVEMBER	
Receipts DECEMBER	
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

**Total Receipts YTD** 48,943.20

**PAYMENTS**

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



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Payments OCTOBER	4,535.10
Payments NOVEMBER	2,604.14
Payments DECEMBER	
Payments JANUARY	
Payments FEBRUARY	
Payments MARCH	
Payments PRIOR TO YEAR END	
<b>Total Payments YTD</b>	<b>29,185.65</b>
	<b>71,440.32</b>

<b>Reconciled Bank Statements as at end</b>	<b>OCTOBER 2016</b>	
LLOYDS BANK - Current account		19,921.52
LLOYDS BANK – General Reserves		51,518.80
LLOYDS BANK – Current Projects		<u>0.00</u>
<b>Bank Balances as at: 30-Oct-16</b>		<b>71,440.32</b>
Share Portfolio (EFG Harris Allday)		
Earmarked Reserves: Drainage (Residue from sale of Lakeside House)		65,000.00
Free Reserves		185,750.88
		<b>250,750.88</b>

## OCTOBER PAYMENTS

### Payments made by Direct Debit:

FoDDC Business Rates: (Playing Field & Premises)	15.09.16	55.00	Monthly	Rates (Playing Field & Premises)
FoDDC Business Rates (Car Park & Land)	15.09.16	124.00	Monthly	Rates (Car Park & Land)
Forest Equipment Services	26.09.16	871.18	Monthly	Litter Picking
<b>Direct Debits: Sub total</b>		<b>1,050.18</b>		

### Interim Payments made in advance of meeting:

Griffiths Marshall	26.09.16	900.00	Chq No 1184
<b>Interim Payments: Sub total</b>		<b>900.00</b>	

### Payments for approval in Lieu of meeting

Richard Cole Contracting	24.10.16	2,331.00	Adhoc	1185	Grass Cutting
Forest Equipment Services	24.10.16	23.29	Mthly	1186	Dog Bin/Disposal
Light Fantastic DIY Ltd	24.10.16	13.61	Adhoc	1187	General Maintenance
Nature Conservation Services	24.10.16	70.00	Qtly	1188	Maintenance
Petty Cash	24.10.16	40.00	Adhoc	1189	Admin
Designer Signs	24.10.16	62.40	Adhoc	1190	General Maintenance
Travis Perkins	24.10.16	44.62	Adhoc	1191	General Maintenance
<b>Payments in Lieu of meeting: Sub total</b>		<b>2,584.92</b>			

**TOTAL PAYMENTS OCTOBER 4,535.10**

## NOVEMBER PAYMENTS

### Payments made by Direct Debit:

FoDDC Business Rates: (Playing Field & Premises)	17.10.16	55.00	Monthly	Rates (Playing Field & Premises)
FoDDC Business Rates (Car Park & Land)	17.10.16	124.00	Monthly	Rates (Car Park & Land)
Forest Equipment Services	26.10.16	871.18	Monthly	Litter Picking
<b>Direct Debits: Sub total</b>		<b>1,050.18</b>		

### Interim Payments made in advance of meeting:

None			
<b>Interim Payments: Sub total</b>		<b>0.00</b>	

### Payments for approval at meeting on: 28<sup>th</sup> November 2016

Designer Signs	28.11.16	88.80	Adhoc	1192
Forest Equipment Services Ltd	28.11.16	33.03	Monthly	1193
Light Fantastic DIY Ltd	28.11.16	95.12	Monthly	1194
npower	28.11.16	59.01	Quarterly	1195
Richard Cole Contracting	28.11.16	1,278.00	Adhoc	1196

Ref: Mins - Recreation Trust Mtg 281116



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Payments in Lieu of meeting: Sub total		<u>1,553.96</u>	
TOTAL PAYMENTS	NOVEMBER	<u>2,604.14</u>	
<u>A list of unrepresented Cheques (For Information only)</u>			
Travis Perkins		80.05	1181
Richard Cole Contracting		2,331.00	1185
Forest Equipment Services Ltd		23.29	1186
Light Fantastic DIY Ltd		13.61	1187
Nature Conservation Services		70.00	1188
Designer Signs		62.40	1190
Travis Perkins		44.62	1191
	Total	<u>2,624.97</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 October & November 2016.

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

4.2 **To Approve Payments Therefrom**

Approval of payments therefrom was **proposed by Trustee Berryman, seconded by Trustee Pugh.** Unanimous.

4.3 **Trust Portfolio with EFG Harris Allday**

A copy of the index performance comparison from 30 June 2016 to 30 September 2016 showing the portfolio performance analysis for the Trust was issued to Trustees and they were informed that the Trust portfolio valuation as at 30 September 2016 was £263,877.34. Noted.

4.4 **To conduct a 'Free Review' of the Trust's Investments (Brewin Dolphin)**

Trustee Biddle advised that he had attended a recent seminar and been approached by a member of Brewin Dolphin Ltd Investment Management who had made the offer of a 'free review' of current portfolios.

Although it was noted that the Trusts current portfolio was in a healthy position and the income listed investments figure was up, it had been some time since the investments had been reviewed and therefore Trustee Biddle felt that it would be advantageous to accept the offer of a no obligation 'free review' of its portfolio.

Following a short discussion, **it was proposed by Trustee Pearman, seconded by Trustee Pugh** that the Trust would agree to a 'free review' of current portfolios however this being subject to the Trust being placed under no obligation following the advice provided, to place any part of its portfolio holding with Brewin Dolphin Ltd. Unanimous.

**Action by – The Trust Secretary**



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## 5. BUSINESS

### 5.1 Lydney Parkrun

Further to the presentation which was given at the start of the meeting, it was **proposed by Trustee Ives, seconded by Trustee Berryman**, that the Trust would agree to the proposal of Parkrun holding an additional New Year's Day Parkrun at 8.30am. Vote carried.

### 5.2 Lydney Tennis Club – Water Supply

Prior to the meeting Trustees were provided with a copy of the email received from Lydney Tennis Club Chairman regarding its outline proposal for the works required to enable the Tennis Club to have continuity of a water supply, when the Cricket Club wanted to turn their supply off, eg; during the winter period.

It was advised that it is intended to intercept the water supply at the rear of the Cricket Club and lay a pipe along the back of the Clubhouse, down the side and along the front to join the water pipe, where it goes under the cricket outfield to the Tennis Club.

It was also advised that the Tennis Club would be mindful of other services which may cross the proposed route and would carry out a survey with a cable detection tool to minimise the chances of going through any cables. Furthermore, as the area behind the Cricket Club was tarmac it would have to be cut and re-laid. The rest of the trench would be in the grass, which the Cricket groundsman would reinstate. Any requirement/onus to 'make good' being the responsibility of the Tennis Club who accepted liability for all works proposed. Noted.

### 5.3 Public Footpath – The Cut and FLY21

Trustees noted the email sent to GCC/Amey and the letter sent to the Health & Safety Manager at Glatfelter regarding safety concerns that the Lyd had eroded the riverbank along two areas of The Cut, one area of which to the point that it had started to affect the stone footpath/PROW.

It was advised that as the path forms FLY21 the repair of the footpath/bank would be investigated by GCC/Amey and in addition to keeping the watercourse free of any obstructions, Glatfelter had been asked to confirm their riparian ownership and to assist in maintaining the riverbank along The Cut. Noted.

### 5.4 Dog Fouling on Rec Trust land

Trustees were informed that although the Trust had erected signage and installed extra dog waste bins, there were still on-going issues with dog fouling on the Recreation field.

Trustees noted that a response had been received from FODDC Street Wardens advising that although the Street Warden patrols had increased in the area should the Trust request for dogs to be banned from the Recreation field altogether then a Public Space Protection Order would be applied required.

Trustees discussed whether to release a Press statement however members were reminded that a number of articles had already appeared in the newspapers highlighting the issue, including an article from the Rugby Club a few weeks prior,



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but the issue still remained prevalent.

Following a discussion it was **proposed by Trustee Pearman, seconded by Trustee Harris** that as a short term solution the Trust would instruct its litter picking contractor to conduct a 'sweep' of the pitch every Sunday morning until the financial year end (prior to the Lydney Rugby Club Mini Team training session on the pitch) which comprised of 18 weeks at £8.12 + VAT per visit with an additional sum being required from Lydney Town Council re. 2017/18 at a new rate of £8.21 + VAT per visit given Health and Safety concerns. Unanimous.

Furthermore Trustee Pearman felt that Lydney Rugby Club would need to be contacted to ensure that the Club started to 'police' the area and for them to keep some form of 'log' as to how often pitches required a sweep/mess to be removed and dog owners noted as not collecting their dogs mess etc (*as this would certainly assist the Trust should Trustees decide to ban dogs completely*).

**Action by – The Trust Secretary**

Following a further short discussion it was **proposed by Trustee Ives, seconded by Trustee Berryman** that a long term solution would be to investigate the possibility of gaining a Public Space Protection Order with a view to prosecuting irresponsible dog walkers. Trustees to consider further at their next meeting. Vote carried.

**Action by – The Trust Secretary**

## 5.5 Additional Litter Bin

Trustees were asked to consider installing an additional litter bin (similar to those sited around Lydney Lake) to be sited at Hams Road on the path from the Trust garages to the Skate Park.

Trustee Pugh advised that he walked the route regularly and although there were bins at the Skate Park there were none on Hams Road near the garages and as a result felt that there had been an increase in the amount of litter dropped in that area.

Trustee Harris advised that a number of litter bins were sited at the Skate Park and furthermore the Trust employed a litter picking contractor to pick the area so as such felt that there was no need for an additional litter bin. Trustee Pearman also felt that another litter bin would not make a difference as people should be able to use the ones already sited instead of the Trust having the additional cost of installing and emptying another litter bin at a cost of £100 + VAT per bin to be installed and additional £4.48 per visit to empty such.

It was **proposed by Trustee Harris, seconded by Trustee Ives** that the Trust would not install an additional litter bin at Hams Road. Vote carried with 2 against and 1 abstention.



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5.6 **Information Board/Signage**

Trustees were asked to consider installing an information board at Lydney Lake identifying the various wildlife present in the area (fish/birds/insects).

During a short discussion, Trustees spoke in favour of installing an information board at Lydney Lake and Trustee Pugh offered to provide his expert knowledge on rare bird species in order that an information board could be designed and quotes obtained for such.

It was further suggested that the Angling Club be contacted and required to supply a list of various fish species present in the Lake.

Accordingly, it was **proposed by Trustee Biddle** that the matter of an information board be an agenda item and quotes then considered at the next meeting.  
Unanimous.

**Action by – The Trust Secretary and The Trust Admin Assistant**

5.7 **Lydney Lake**

Trustees noted the praise received from a member of the public regarding the improvements made by the Trust to Lydney Lake, the surrounding area and the addition of the Wildlife hotels.

6. **MEMBERS REPORTS**

None.

The meeting closed at 7.48 pm.

Chairman ..... 

Date ..... 30.1.17 -