

LYDNEY RECREATION TRUST

TRUST MEETING – 30 January 2017 - 28

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 30 January 2017 at 8.10 pm.

Present: Trustees B Berryman, C Harris, H Ives, B Pearman, A Preest and D Pugh

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

Due to non-attendance of the Chairman and Vice Chairman it was **proposed by Trustee Greenwood, seconded by Trustee Pearman** that Trustee Harris be appointed to Chair the meeting. Vote carried.

Trustee Harris chaired the meeting from this point and 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.

- APOLOGIES**
Apologies for absence were received and noted from Trustee Biddle, Christodoulides Leach, Legg and Street.
- DECLARATIONS OF INTEREST**
Trustee Berryman – Item 5.7 – Non-Slip Flooring on bridge at Lydney Lake
- APPROVAL OF MINUTES**
Approval of the minutes of the meeting held on 28 November 2016 were confirmed and signed as a true record. **Proposed by Trustee Pugh, seconded by Trustee Ives.** Unanimous.
- FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

DECEMBER 2016 & JANUARY 2017

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
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	4,135.06
Receipts OCTOBER	3,543.58
Receipts NOVEMBER	4,387.07
Receipts DECEMBER	3,316.04
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

Total Receipts YTD 56,646.31

PAYMENTS

Payments APRIL	334.00
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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	4,535.10
Payments NOVEMBER	2,604.14
Payments DECEMBER	1,403.04
Payments JANUARY	1,603.42
Payments FEBRUARY	
Payments MARCH	
Payments PRIOR TO YEAR END	

Total Payments YTD	32,192.11
	76,136.97

Reconciled Bank Statements as at end	DECEMBER 2016	
LLOYDS BANK - Current account		23,019.40
LLOYDS BANK – General Reserves		53,117.57
LLOYDS BANK – Current Projects		00.00
		76,136.97
Share Portfolio (EFG Harris Allday)		
Earmarked Reserves: Drainage		65,000.00
(Residue from sale of Lakeside House)		
Free Reserves		197,978.36
		262,978.36

DECEMBER PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates: (Playing Field & Premises)	15.11.16	55.00	Monthly DD	Rates (Playing Field & Premise
FoDDC Business Rates (Car Park & Land)	15.11.16	124.00	Monthly DD	Rates (Car Park & Land)
Forest Equipment Services Ltd	28.11.16	871.18	Monthly STO	Litter Picking
Direct Debits: Sub total		1,050.18		

Interim Payments made in advance of meeting:

None

Interim Payments: Sub total	00.00
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Payments for approval in Lieu of meeting

Light Fantastic DIY Ltd	19.12.16	59.88	Adhoc	1197	General Maintenance
Lydney Tennis Club	19.12.16	202.64	Monthly	1198	Electricity
Forest Equipment Services Ltd	19.12.16	23.29	Adhoc	1199	Litter Picking
Travis Perkins Trading Co Ltd	19.12.16	67.05	Quarterly	1200	Grds Maintenance/Benches
Payments in Lieu of meeting: Sub total		352.86			

TOTAL PAYMENTS DECEMBER	1,403.04
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JANUARY PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates (Car Park & Land)	15.12.16	124.00	Monthly DD	Rates (Car Park & Land)
Forest Equipment Services Ltd	26.12.16	871.18	Monthly STO	Litter Picking
Direct Debits: Sub total		995.18		

Interim Payments made in advance of meeting:

None

Interim Payments: Sub total	0.00
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DRH

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<u>Payments for approval at meeting on:</u>		30 th JANUARY 2017			
Arkell & Hurcombe (Bronzeworks)	511.02	Adhoc	1201	Benches	
Forest Equipment Services Ltd	23.29	Monthly	1202	Litter Picking	
Petty Cash	36.36	Adhoc	1203	Benches	
LTC Recharge: Postage	37.57	Quarterly	1204	Grounds Maintenance/Benches	
Payments in Lieu of meeting: Sub total	608.24				
TOTAL PAYMENTS	JANUARY		1,603.42		
<u>A list of unrepresented Cheques (For Information only)</u>					
Lydney Tennis Club	202.64		1198		
Forest Equipment Services Ltd	23.29		1199		
Travis Perkins Trading Co Ltd	67.05		1200		
Total	292.98				

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 December 2016 & January 2017.

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

4.2 **To Approve Payments Therefrom**

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

4.3 **Outstanding Invoices**

Members were advised that payment for the outstanding invoices from the garage tenants and Lydney RFC had since been received however payment from the Catering vendor for ground rent (*sited at Lydney Lake*) had not yet been received and a 7 day reminder letter had been issued to the vendor to request immediate payment of such. Noted.

4.4 **Review of charges for 2017-2018 Financial Year**

Prior to the meeting Trustees were provided with a copy of the proposed charges for 2017-2018 Financial Year.

Responding to a question raised in regard to the charges for the Fair “operational” and “non-operational” days (*sited at Hams Road, Lydney*) the Trust Secretary reminded members that the charges were held for 3 years from 1 April 2015 and as such remained unchanged for 2017-2018.

Following a short discussion, **it was proposed by Trustee Pearman, seconded by Trustee Ives** that the Trust would agree to the proposed charges of a 10% “across the board” increase to all sports clubs and garage rental. Unanimous.

Action by – The Trust Secretary

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5. BUSINESS

5.1 Trust Share Portfolio

The Trust Secretary advised Trustees that Brewin Dolphin Ltd had provided a presentation on the Trust Share Portfolio prior to the Full Council Meeting on Monday 9 January 2017.

Trustees were reminded of the issues previously experienced with Harris Allday Investments in which the portfolio holder had sold shares at what was felt to be an untimely period resulting in the Trust altering the portfolio ratio from 'moderate' to 'low' risk. It was now felt however that this was not an appropriate level in which to handle the Trusts shares and as such Brewin Dolphin Ltd had carried out a no obligation 'free review' of its portfolio.

Referring to the supporting documentation provided to Trustees prior to the meeting Trustee Pearman drew Members attention to section 8 of the Brewin Dolphin Ltd presentation which showed the current portfolio analysis of the Trusts asset allocation verses the Brewin Dolphin Ltd example of how it would allocate such assets. Trustee Pearman felt that Brewin Dolphin Ltd appeared to be projecting a more reasonable exposure with a well balanced portfolio and a good return on its shares.

The Trust Secretary advised Trustees that if the Trust were to consider 'moving' the Trust Share Portfolio it would also need to consider the formation of a sub-committee (*in order to change the risk category to 'long term'*) of which would need to comprise of the Trust Chairman, Lydney Town Council Mayor and the Chairman of Lydney Town Council Finance and Scrutiny Committee. Noted.

Following a short discussion it was **proposed by Trustee Harris** that the Trust would provide Delegated Powers to the Trust Secretary and two members in order that the Trust may proceed with the relevant paperwork required for the transfer of the Trust Share Portfolio to Brewin Dolphin Ltd. Unanimous.

Action by – The Trust Secretary

5.2 Public Footpath – The Cut and FLY21 - Update

Trustees noted the email received from PROW Inspector/GCC/Amey regarding the deterioration of the riverbank in two areas of the Cut advising that work was expected to be undertaken in the areas identified by April 2017.

It was further advised that Glatfelter had been contacted again regarding their riparian ownership responsibilities (ie. clearance of the watercourse along The Cut). Noted.

5.3 Dog Fouling on Rec Trust land

Trustees noted the email response/advice received from FODDC Legal Team/Monitoring Officer re. Public Spaces Protection Order (PSPO) for the Rec Trust land which would require a complete 'ban' on dogs.

RB

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FODDC advised that dog control orders are in place for all land in the district which the public have access to, so the areas in question were already covered by 'no fouling orders'. However, if the Trust were to enforce an order to 'ban' dogs from the area then this would need to be done via the Public Spaces Protection Order (PSPO) process. To start this process FODDC would need clear evidence of a problem therefore such items as 'log of incidents' and 'why a ban would resolve the issue' would assist in the proposal of a PSPO. FODDC would then need to consult on the proposals and decide whether to implement the ban or not, with discussions also taking place regarding resourcing the enforcement.

The Trust Secretary advised that increased enforcement was applied by the FODDC Street Wardens over the Christmas/New Year period however no fines had been issued during this time.

Trustee Harris reminded Trustees of the issues that Lydney Rugby Club were experiencing with dog fouling on their pitches and although discussions were in place regarding ways to tackle the problem, the issue still remained prevalent.

Trustees were asked to consider further issues raised by Lydney Rugby Club such as:

- The rec is used by the juniors during the week (Thursday in particular) and the Club feel that now that it is dark at 4.30pm it is not possible to inspect and clean up the training area prior to use.
- With regard to 'policing the area' there are reports of negative and aggressive reaction from dog owners who have been approached or challenged by club members/volunteers. The result is there is no enthusiasm to exercise this solution.
- To compound the issue of owners not clearing their pets mess it is claimed that the 'poo bag' dispensers are frequently empty of bags.

Trustee Pearman felt that Lydney Rugby Club should take a certain amount of responsibility for addressing the dog fouling on its own pitches as some days there was mess, but some days there wasn't, and although the Club were in the process of compiling a log of all incidents (in case the Trust decided to further a 'ban' on dogs on the Rec Trust ground) it was felt that a complete 'ban' on dogs would not be seen as favourable as it is on land which the public have access to.

Trustee Pugh felt that although the Trust had erected signage and installed extra dog waste bins there was still on-going issues and perhaps the Trust ought to try a different approach and raise such issues with the public in a way that raises awareness of the dangers of dog fouling.

Referring to previous meetings the Trust Secretary reminded Trustees that a number of articles had already appeared in the newspapers highlighting the issue.

SD 12/13

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Following a discussion it was **proposed by Trustee Pearman, seconded by Trustee Berryman** that whilst Trustees did not feel that at this time they are able to agree to the ‘banning’ of dogs on the Trust Ground (and therefore cannot apply for a PSPO) they do feel, particularly given the Monitoring Officers response, in which it was advised that ‘dog control orders are in place for all land in the district which public have access to’ that the FODDC Street Wardens should now pursue enforcement action. Unanimous.

Action by – The Trust Secretary

5.4 **Abandoned Vehicle on Trust Land at Hams Road**

Trustees noted that requests had been made to FODDC Street Wardens and the Police regarding the removal of an abandoned vehicle sited on Rec Trust land at Hams Road.

A sticker was placed on the vehicle giving a ‘7 day notice period’ informing of the Trust’s intentions to have the vehicle removed. *(It was advised by the Police that as the vehicle was sited on Rec Trust land, the Trust had every right to remove it).*

Following expiry of the ‘7 day notice period’ action was taken and the vehicle was removed and scrapped on Wednesday 25 January 2017 *(with a cheque for the scrap value of £100.00 being deposited into the Trust’s account).* Noted.

5.5 **Encroachment of Trust Land at Hams Road**

Trustees noted that a request had been made to FODDC Environmental Health for assistance regarding removal of debris at Hams Road.

Trustees were advised that there were two ‘extended’ gardens (next door but one to each other) with both having debris resembling a landfill site. As the properties appeared to have encroached onto Trust ground *(and given that the area was now considered a potential public health and safety risk)* Environmental Health were contacted to see if they could enforce action on the property owners so that the rubbish was removed from their gardens/Trust’s original ground.

Following a short discussion, it was **proposed by Trustee Harris** that action going forward would be rather than issuing a standard letter to all such properties advising that the Trust would no longer turn a blind eye to encroachment issues, both herself and Trustee Preest *(both in their District Councillor capacity)* would instead investigate encroachment issues and report back to the next Trust meeting. Vote carried.

Action by – Trustee’s Harris and Preest

5.6 **Information Board/Signage at Lydney Lake**

Trustees were asked to consider providing approval for the quotation received for an information board/lectern at Lydney Lake identifying the various wildlife present in the area.

The Trust Secretary advised that it would be similar to that used for the ‘tack’/permissive path.

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Following a short discussion it was **proposed by Trustee Pugh, seconded by Trustee Pearman** that the Trust would approve the quotation for the interpretation panel (*design A1 size GRP sign and powder coated aluminium lectern*) at a cost of £825.00 plus packing & carriage charge of approx. £45.00. Unanimous.

Action by – The Trust Admin Assistant

5.7 Non-Slip Flooring on bridge at Lydney Lake

Trustees were asked to consider providing approval for the quotation received for Non-Slip Flooring on the metal bridge at Lydney Lake.

Having declared an interest in this matter, Cllr Berryman did not take part in the discussion.

Trustees were reminded that Parkrun had previously requested that the Trust consider providing wetpour rubber to the existing metal bridge used by Parkrun to prevent/minimise slip/trip issues.

Following a short discussion, it was **proposed by Trustee Harris** that the Trust would approve the quotation to supply and lay new black EPDM wetpour rubber to existing metal bridge that will help to minimise any slipping issues that currently exist and to provide a much safer running/walking surface in the future at a cost of £1,890.00 plus VAT. Vote carried.

Action by – The Trust Admin Assistant

Furthermore as the Bathurst Park Trust Trustees had voted against installation of an in-ground trampoline, the grant money (*obtained by the Town Council via Gloucestershire County Council Active Together*) which had been passed to Bathurst Park for play provision/maintenance of equipment promoting wellbeing would instead be transferred to Lydney Recreation Trust (earmarked sum of £2,000) to pay for the wetpour surface to the metal bridge used by Parkrun. Trustee Preest (*in his County Councillor capacity*) confirmed that the aforementioned was permissible under the Terms and Conditions of the GCC grant. Noted.

5.8 Lydney Rugby Club

Prior to the meeting Trustees were provided with a copy of an email from Lydney Rugby Club in which there were a number of items Trustees were asked to consider.

The first item for consideration was that Lydney Rugby Club wish to install (*at the rugby clubs cost*) removable bollards on the footpath adjacent to the Rugby Club main gates. It was noted that at present there were timber posts and an old rusty gate positioned there and the intention would be to remove these items and replace with a suitable drop down bollard that can be activated by a key (the Rugby Club would hold a key and a copy would also be given to the Trust). The Rugby Club advised that the purpose of the changes would be to aid access for an Ambulance, if required, out on the Recreation ground as at present the only access is between the football pitch and cricket ground. (It would also enable access to the front end of the Recreation ground for other stalls etc at the Rugby Club festival).

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Following a short discussion, it was **proposed by Trustee Pearman, seconded by Trustee Berryman** that the Trust would approve the work for Lydney Rugby Club to remove the old timber posts and gate and install the removable bollards with an access key provided to the Trust (all such work at no cost to the Trust). Vote carried.

Action by – The Trust Admin Assistant

The second item for consideration was that Lydney Rugby Club were requesting permission to host the Gloucestershire Mini and Youth Section Rugby Festival on the Recreation ground on Sunday 26 February 2017. It was advised that the day would be held in exactly the same format as the Lydney Rugby Club normal festival usually held in October.

Trustee Harris proposed that the Club would be permitted to use the Recreation Ground for the Gloucestershire Mini and Youth Section Rugby Festival on Sunday 26 February 2017 (provided that the club liaise with other car park owners in regard to extra parking provision if needed). Unanimous.

Action by – The Trust Admin Assistant

The third item for consideration was that Lydney Rugby Club Mini and Junior Section were requesting permission to hold a Children's Rugby Festival on the Recreation Ground on Sunday 1 October 2017.

It was **proposed by Trustee Pugh, seconded by Trustee Ives** that the Club would be permitted to use the Recreation Ground for a Children's Rugby Festival on Sunday 1 October 2017 (provided that the club liaise with other car park owners in regard to extra parking provision if needed). Vote carried.

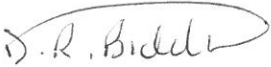
Action by – The Trust Admin Assistant

6. MEMBERS REPORTS

Trustee Berryman reported that he had witnessed an increase in the amount of litter being dropped around the Lake and had picked up such items including that of a gas cylinder. The Trust Secretary advised that the Town Council's ground staff carry out regular litter picking in the area however they would monitor the situation closely over the coming months and report back to the Trust should they have any concerns or notice a significant increase in the amount of litter.

Trustee Pugh reported that a Kingfisher had been sited at the Lake near the Cut.

The meeting closed at 9.00 pm.

Chairman 

Date 27.03.2017