

LYDNEY RECREATION TRUST

TRUST MEETING – 27 March 2017 - 36

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 27 March 2017 at 7.25 pm.

Present: Trustees D Biddle (Chairman), B Berryman, R Christodoulides, J Greenwood, C Harris, H Ives, W Leach, C Legg, B Pearman, A Preest and D Pugh

In Attendance: One member of the public
Mr D Collins (Forest of Dean District Council Street Warden)
Mr D Pomeroy (Lydney Rugby Football Club President)
Mrs J Smailes – Trust Secretary
Miss K Hammond – Trust Admin Assistant

Trustee Biddle chaired the meeting 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.

Item 5.1 was discussed prior to item 1 however the minutes reflect the order as shown on the Agenda.

- APOLOGIES**
Apologies for absence were received and noted from Trustee Street.
- DECLARATIONS OF INTEREST**
None.
- APPROVAL OF MINUTES**
Approval of the minutes of the meeting held on 30 January 2017 were confirmed and signed as a true record. **Proposed by Trustee Berryman, seconded by Trustee Harris.** Unanimous.
- FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -		March 2017
<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
	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	4,606.78	
Receipts FEBRUARY	2,527.18	
Receipts MARCH		
	Total Receipts YTD	<u>63,780.27</u>

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	1,221.64
Payments MARCH	9,028.35
Payments PRIOR TO YEAR END	

Total Payments YTD **42,442.10**
73,020.94

Reconciled Bank Statements as at end		FEBRUARY 2017	
LLOYDS BANK - Current account			18,773.10
LLOYDS BANK – General Reserves			54,247.84
LLOYDS BANK – Current Projects			00.00
Bank Balances as at: 28-Feb-17			73,020.94
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

FEBRUARY PAYMENTS

Payments made by Direct Debit:

Severn Trent Water	16.01.17	34.26	Bi Annual	Rates
FoDDC Business Rates (Car Park & Land)	16.01.17	124.00	Mthly DD	Rates (Car Park & Land)
Forest Equipment Services Ltd	26.01.17	871.18	Mthly STO	Litter Picking
Direct Debits:	Sub total	1,029.44		

Interim Payments made in advance of meeting:

None

Interim Payments: **Sub total** **00.00**

Payments for approval in Lieu of meeting

npower	160.21	Qtly	1205	Rates/Electricity
Forest Equipment Services Ltd	23.29	Mthly	1206	Litter Picking
Petty Cash	8.70	Mthly	1207	Postage
Payments in Lieu of meeting: Sub total	192.90			

TOTAL PAYMENTS FEBRUARY **1,221.64**

MARCH PAYMENTS

Payments made by Direct Debit:

Forest Equipment Services Ltd	27.02.17	871.18	Mthly STO	Litter Picking
Direct Debits:	Sub total	871.18		

Interim Payments made in advance of meeting:

None

Interim Payments: **Sub total** **0.00**

Payments for approval at meeting on:

27TH MARCH 2017

Forest Equipment Services Ltd	221.97	Mthly	1208	Litter Picking
Monmouthshire County Council	65.76	Ad Hoc	1209	Play Area Maintenance
Shelly Signs	1044.00	Ad Hoc	1210	General Maintenance
TrunkArb Tree Surgery Ltd	216.00	Ad Hoc	1211	H & S Trees
Zurich Municipal plc	5,778.51	Annual	1212	Insurance

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Lydney Town Council	33.54	Qtly	1213	Postage
Petty Cash	14.39	Mthly	1214	General Maintenance
Wellers Law Group	783.00	Mthly	1215	Legal Fees
Payments in Lieu of meeting: Sub total	8,157.17			

TOTAL PAYMENTS	MARCH	9,028.35	
<u>A list of unpresented Cheques (For Information only)</u>			
npower	160.21	1205	
Forest Equipment Services Ltd	23.29	1206	
Petty Cash	8.70	1207	
Total	192.20		

4.1 **To Approve the Payment Schedule**

Prior to the start of the meeting Trustees were provided with a copy of the full reconciled payment schedule for 2016/17.

In response to a question raised regarding income figure 'Compensation Payments £210.00' the Trust Secretary advised that the figure shown was the sum the Trust receives in compensation for vandalism.

In response to a query raised regarding the sum of £2,000.00 received from Bathurst Park Recreation Trust, the Trust Secretary reminded members that this was a donation for the wetpour surface to the metal bridge used by Parkrun. Noted.

Approval of the Payment Schedule was **proposed by Trustee Pearman, seconded by Trustee Pugh**. Unanimous.

4.2 **To Approve Payments Therefrom**

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

4.3 **Year End Payments**

Trustee Biddle proposed that the Trust bestow Delegated Powers on Two Trustees and the Trust Secretary in respect of any Year End Payments in order that the accounts may then be duly submitted to the External Auditor and duly submitted on-line. Unanimous.

4.4 **Donation Request**

It was **proposed by Trustee Ives, seconded by Trustee Harris** that the Trust Secretary be instructed to apply to Lydney Town Council for £10,000 donation for 2017/18 Financial Year plus an additional donation of £517.00 re. dog fouling sweep of Recreation Ground/Pitches. Unanimous.

Action by – The Trust Secretary

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5. BUSINESS

5.1 Dog Fouling on Rec Trust Land

Trustee Biddle welcomed Mr D Collins (Forest of Dean District Council Street Warden) and Mr D Pomeroy (Lydney Rugby Football Club President), to the meeting.

Mr Collins provided an overview of the work that Forest of Dean District Council Street Warden Service have undertaken such as increased regular patrols of the town, trying to catch offenders who drop litter/don't pick up after their dogs, with one dog fouling fixed penalty being issued to date. Mr Collins asked whether Trustees/Lydney Rugby Club Members knew of a certain time of day or location that the dog fouling was happening? In response, Mr Pomeroy advised that on behalf of the Rugby Club the main complaints were of dog fouling on the playing field pitches and as such Club members were keeping a 'log book' of occurrences however it was difficult to ascertain a specific time every day that such incidents occurred, as dogs were allowed on the pitches at all times.

In response to a request for increased patrols of the town, specifically the Recreational Trust ground, Mr Collins advised Members that as there are currently only three Street Wardens (who have a designated area of the District to patrol and service and a Team Leader who oversees the service for the Forest of Dean) extra patrols would not be possible at present. However, it was advised that there are different options available for 'policing' litter and dog fouling offences such as if members of the public have witnessed such offences and have photographic evidence of such (i.e - a picture taken on an Android mobile phone with time, date and location) which they could then provide to the Street Wardens, the Street Wardens may then be in a position to consider issuing a warning or ensure that the area is then given extra attention. Furthermore, it was advised that although Street Wardens are not Police Officers and do not have the powers of arrest, they can issue fines on the back of a Police report/witness statement and can issue fixed 'on the spot penalties' for litter dropping/dog fouling offences.

Mr Collins also advised that the Street Wardens had run an information session with Severnbanks Primary School whereby students had carried out a litter pick exercise with the Street Wardens patrolling certain areas such as Naas Lane. Pupils counted the amount of dog faeces and litter and were informed about the hazards of such and how they could assist in preventing such (ie. picking litter up and picking up after their dog).

Referring to previous meetings and prior supporting documentation provided to Trustees, Trustee Biddle drew Members attention to the on-going issues that the Rugby Club were experiencing regarding dog fouling on its pitches and felt that the Trust should consider further the 'banning' of dogs from its Sports pitches.

Trustee Berryman agreed that something needed to be done to raise awareness that irresponsible dog owners were jeopardising junior sport within Lydney (despite the Trust and the Street Wardens best efforts to control) and felt that the Trust ought to consider erecting signage and issuing a joint Press Release with the Rugby Club and Street Wardens encouraging dog owners to exercise their dogs around the Lake/Cambourne Meadow area rather than the Sports pitches.

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Mr Pomeroy asked whether the Trust could explore the possibility of erecting CCTV on site as a deterrent to those members of the public who failed to pick up their dog's waste? Mr Pomeroy also questioned whether fencing could be erected on the Rugby Club/Sports pitches, similar to that of the Football Club or Cricket Club in order to protect the pitches from irresponsible dog owners? In response Trustee Biddle advised that the Trust would investigate the possibility of installing CCTV on site, however in regard to fencing, further advice would be required.

Following a short discussion, **it was proposed by Trustee Harris, seconded by Trustee Pugh** that the Trust Secretary seek advice from FODDC Principal Planning Officer in relation to future S106 Contributions, perimeter fencing and the banning of dogs from the Sports pitch areas and such information/response to be reported back to Trustees at the next Trust meeting, or if necessary, at an Extra Ordinary Meeting to be convened by the Trust Chairman. Unanimous.

Action by – The Trust Secretary

Trustee Biddle advised Members that an informal site meeting had been arranged for the following morning (*Tuesday 28 March 2017 at 10.00am*) between representatives from Lydney Recreation Trust, Lydney Rugby Club and Richard Cole Contractors in order to discuss/consider how dogs may be prevented from accessing the pitch once the 'sweep' had been conducted by the Trust's litter collection Contractor. Furthermore, Trustee Biddle proposed that Delegated Powers be bestowed on the Trust Secretary and two Trustees to authorise additional cuts/agree the specification for future cuts to the Recreation Ground. Unanimous.

Action by – The Trust Secretary

Trustee Pearman reminded Members that Lydney Rugby Club Mini and Junior Section were due to hold a Children's Rugby Festival on the Recreation Ground on Sunday 1 October 2017 and as such if Trustees elected not to fence the boundary line questioned whether Lydney Rugby Club would consider covering the cost of installing temporary fencing around the pitches in order to prevent dogs from accessing the area? In response, Mr Pomeroy advised that he would ask Lydney Rugby Club Committee to consider such.

Mr D Collins and Mr D Pomeroy both excused themselves from the meeting at this point.

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5.2 Additional Dog Waste Bins

Trustees were asked to consider the installation of two additional dog waste bins at Lydney Lake (one near the compound and one near the pumping station) at a cost of approx. £250.00 per bin (includes cost for emptying and re-lining).

It was **proposed by Trustee Biddle** that the Trust accept the quotation of two additional dog waste bins at Lydney Lake (one near the compound and one near the pumping station) at a cost of approx. £250.00 per bin. Vote carried.

Action by – The Trust Secretary

5.3 Trust Share Portfolio

Prior to the meeting Trustees were provided with a copy of the notes taken at the informal meeting held on Wednesday 8 March 2017 regarding moving the Trust's Share Portfolio from Harris Allday to Brewin Dolphin Ltd.

Trustees were asked to approve the make-up of the Portfolio Investment Sub-Committee comprising of; the Trust Chairman, LTC Mayor, the Chairman of LTC Finance and Scrutiny Committee and the Trust Secretary.

Following a short discussion, **it was proposed by Trustee Pugh, seconded by Trustee Leach** that the Trust would approve the aforementioned members of the Portfolio Investment Sub-Committee. Unanimous.

Trustees were then asked to consider/approve the Trust Share Portfolio being placed in a 'Moderate-High Strategy' for a longer term (10+years - Risk Category 7) in order to gain the best return on Investments. The Trust Secretary advised Members that initially there would be a fee taken out of the Trust Dividend by Brewin Dolphin Ltd, so along with Capital Growth, the Trust account sum may at first appear to have taken a decrease to what it was currently showing.

Trustee Pearman advised that with a potential investment from Lydney Town Council, year on year, it was felt that the Trust would do better at the Higher Risk Category 7 which appeared to see a higher return of investments (maximising investment performance whilst protecting Trust assets).

It was therefore **proposed by Trustee Pearman, seconded by Trustee Harris** that the Trust would approve the Trust Share Portfolio being placed in a 'Moderate-High Strategy' for a longer term (10+years - Risk Category 7). Vote carried.

Action by – The Trust Secretary

It was **proposed by Trustee Greenwood, seconded by Trustee Leach** that the Trust would instruct the aforementioned appointed Trustee's/Trust Secretary to sign requisite forms pertaining to the Trust Share Portfolio. Unanimous.

Action by – The Trust Secretary

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5.4 **Insurance Overview**

Trustees noted the cost for the Annual Insurance Renewal which amounted to £5,778.51 inclusive of tax & IPT. Noted.

5.5 **Encroachment of Trust Land/Fly-tipped debris at Hams Road**

Following an action point from the last Trust meeting Trustees Harris and Preest advised that they had investigated the site at Hams Road (two 'extended' gardens next door but one to each other) however felt it was difficult to determine who was responsible for the debris and clearance of such.

The Trust Secretary advised that the Trust Admin Assistant had requested assistance from FODDC Environmental Health Officer/Operational Services and as such had arranged to meet with the Officer on site to show them the area and ascertain whether they could enforce action on the property owners (so that the rubbish was removed from their gardens/Trust's original ground). A response would then be reported back to Trustees at the next Trust meeting. Noted.

Action by – The Trust Admin Assistant

5.6 **Lydney Tennis Club Sewer Arrangements**

Trustees noted the response tendered to Lydney Tennis Club which was in line with the Trust's prior minutes/resolution that the Tennis Club was to seek LTA Funding for its sewer arrangements. Noted.

5.7 **Annual Play Inspection**

Trustees were requested to consider and approve the quotation from Monmouthshire County Council in respect of the annual inspection of Lydney Skate Park and MUGA for 2017.

It was **proposed by Trustee Pugh, seconded by Trustee Berryman** that the expenditure of £75.00 + VAT would be approved. Unanimous.

Action by – The Trust Admin Assistant

6. **MEMBERS REPORTS**

Trustee Harris reported that a number of small silver gas canisters had appeared on the floor at the Skate Park. The Trust Secretary advised that the Admin Assistant had also noticed such canisters at the compound area and had instructed Town Council ground staff to remove the items from site and to check the Skate Park. The Trusts litter picking Contractor and the Police had also been advised of such.

The meeting closed at 8.07 pm.

vice

Chairman



Date ...30-05-17.....