

# LYDNEY RECREATION TRUST

TRUST MEETING – 31 July 2017 - 09

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 31 July 2017 at 7 pm.

**Present:** Trustees D Biddle (Chairman) C Harris, W Leach, B Pearman, H Ives, A Preest, D Pugh, K White & D Street

**In Attendance:** Mrs J Smailes – Trust Secretary  
Mrs S Lanfear – Trust Admin Assistant  
Ms C Wheeler – Lydney Town Council, Executive Officer

Housekeeping – 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 Trustees Christodoulides, Legg and Berryman.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 30 May 2017 proposed by Trustee Ives, seconded by Trustee Harris. Vote carried.

It was noted that since the last meeting the following actions had been addressed under Delegated Powers.

**Actions taken under Delegated Powers:**

- i. Purchase of Emergency Access Key Box (Cost £26.77)
- ii. Treatment of Japanese Knotweed (Cost £347.40)

Trustee Biddle reported that the same emergency key access facility would be offered to both Lydney Football Club and Lydney Cricket Club, the cost of which would be covered by the Trust. **Noted.**

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -		July 2017
<b><u>Opening Bank Balances as 1st April 2017</u></b>		
LLOYDS BANK - Current account		18,787.19
LLOYDS BANK – General Reserves		55,648.40
EFG Harris Allday Share Portfolio: as at 31.03.17	£270,309.07	00.00
	<b>Bank Balance</b>	<b><u>74,435.59</u></b>

**TRANSACTIONS**

**RECEIPTS**

Receipts APRIL	2,954.08
Receipts MAY	24,003.28
<b>Receipts JUNE</b>	<b>1,962.19</b>
Receipts JULY	

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# LYDNEY RECREATION TRUST

TRUST MEETING – 31 July 2017 - 10

Receipts AUGUST  
Receipts SEPTEMBER  
Receipts OCTOBER  
Receipts NOVEMBER  
Receipts DECEMBER  
Receipts JANUARY  
Receipts FEBRUARY  
Receipts MARCH

Total Receipts YTD 28,919.507

## PAYMENTS

Payments APRIL 219.32  
Payments MAY 13,750.47

**Payments JUNE 4,007.45**

**Payments JULY 12,346.00**

Payments AUGUST  
Payments SEPTEMBER  
Payments OCTOBER  
Payments NOVEMBER  
Payments DECEMBER  
Payments JANUARY  
Payments FEBRUARY  
Payments MARCH  
Payments PRIOR TO YEAR END

Total Payments YTD 30,323.24

73,031.85

## Reconciled Bank Statements as at end

JUNE 2017

LLOYDS BANK - Current account 01727642 16,563.51

LLOYDS BANK – General Reserves 01451914 56,468.34

73,031.85

## JUNE PAYMENTS

### Payments made by Direct Debit:

FoDDC Business Rates	15.05.17	53.00	Mthly DD	Playing Fields & Premises
FoDDC Business Rates	15.05.17	145.00	Mthly DD	(Car Park & Land)
Forest Equipment Services Ltd (April)	19.05.17	954.48	Mthly STO	Litter Picking
Forest Equipment Services Ltd (May)	26.05.17	945.48	Mthly STO	Litter Picking
<b>Direct Debits:</b>	<b>Sub total</b>	<b>2,106.96</b>		

### Interim Payments made in advance of meeting:

Griffiths Marshall	01.06.17	900.00	<u>CHQ</u> NO 1286	Annual	Audit
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**Interim Payments: Sub total 900.00**

### Payments for approval in Lieu of meeting

Evolution Skatepark Ramps	804.80	1287	Ad Hoc	Skatepark
Light Fantastic DIY Ltd	68.08	1288	Mthly	General Maintenance
N Power	24.34	1289	Quarterly	Utilities
Travis Perkins Trading Co Ltd	60.40	1290	Mthly	General Maintenance
Lydney Town Council (Recharge)	37.36	1291	Mthly	Postage
Mr Channon (Overpayment)	5.51	1292	Mthly	Income Refunds
<b>Payments in Lieu of meeting: Sub total</b>	<b>1,000.49</b>			

**TOTAL PAYMENTS JUNE 4,007.45**

## JULY PAYMENTS

### Payments made by Direct Debit:

FoDDC Business Rates	15.06.17	53.00	Mthly DD	Playing Fields & Premises
FoDDC Business Rates	15.06.17	145.00	Mthly DD	Car Park & Premises

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# LYDNEY RECREATION TRUST

TRUST MEETING – 31 July 2017 - 11

Forest Equipment Services Ltd (June)	26.06.17	954.48	Mthly STO	Litter Collection
Water Plus (Standpipe off Tutnalls)	29.06.17	27.06	6 Mthly DD	Utilities

**Direct Debits: Sub total 1,179.54**

Interim Payments made in advance of meeting:  
None

**Interim Payments: Sub total 0.00**

**Payments for approval at meeting on: 31<sup>st</sup> JULY 2017**

R Cole Contracting	7,833.60	1293	Ad Hoc	Grass Cutting
Forest Equipment Services Ltd	43.87	1294	Mthly	Dog Waste/Bins/Disposal
Monmouthshire County Council	90.00	1295	Annual	Skateboard Park
TrunkArb Tree Surgery Ltd	3,180.00	1296	Ad Hoc	H& S Trees
Cash	18.99	1297	Mthly	General Maintenance
<b>Payments in Lieu of meeting: Sub total</b>	<b>11,166.46</b>			

**TOTAL PAYMENTS JULY 12,346.00**

A list of unrepresented Cheques (For Information only)

Essential Signs & Graphics	153.60	1274
Evolution Skatepark Ramps	804.80	1287
Light Fantastic DIY Ltd	68.08	1288
N Power	24.34	1289
Travis Perkins Trading Co Ltd	60.40	1290
Lydney Town Council (Recharge)	37.36	1291
Mr Channon (Overpayment)	5.51	1292
<b>Total</b>	<b>1,154.09</b>	

## 4 FINANCE AND SUNDRY PAYMENTS

4.1 Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule for June & July 2017. Responding to a query raised by Trustee White regarding the share dividends Trustees were reminded of the decision which had been taken by the Trust to appoint a new Portfolio Holder – Brewin Dolphin due to the low dividends received from its former Portfolio Holder – Harris Allday. Members were advised that the new Portfolio Holder had given an assurance that the level of dividends would increase to at least its previous level by year end.

Receipt of the payment schedule was **proposed by Trustee Pugh, seconded by Leach**. Unanimous

Approval of the Payment therefrom (including virements/transfers shown below) was **proposed by Trustee Pugh, seconded by Trustee Leach**. Unanimous.

### Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£600.00	Grounds Maintenance	Grass Cutting

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# LYDNEY RECREATION TRUST

TRUST MEETING – 31 July 2017 – 12

4.2 **End of Year Accounts 2016/17**

Trustees received a copy of the Audited Accounts for Year End accounts prepared by Griffith's Marshall and noted that the Audited Accounts had since been submitted to the Charity Commission by same.

4.3 **Share Portfolio**

Prior to the meeting Trustees were provided with a copy of the Valuation Report which had been received from Brewin Dolphin. During a short discussion Members were reminded that the Management fee in respect of the Trust's Portfolio would now be deducted at source. It was now agreed that members of the Portfolio Sub Committee would consider the report in greater detail. Trustees felt the Share Portfolio was below par due, in the main, to the accounts being moved from Harris Allday to Brewin Dolphin. **Noted.**

5. **BUSINESS**

5.1 **Lydney Rugby Club**

The Trust Secretary reported that a request for a Pedestrian gate to be installed in the sports field boundary fence at the end of the walkway which lay between the Cricket Club and Rugby Club ground had been received. Members noted that the Rugby Club was willing to provide a donation of £225.00 towards the cost of the gate. During the discussion Members were informed that members of the public were jumping over the fence rather than walking around to the existing pedestrian gate. It was felt that the installation of a further pedestrian gate would deter users from jumping over the Trust fence which would ultimately prevent damage to the fencing line.

Trustee Biddle reported that Lydney Rugby Football Club was happy with the newly erected fence and that the fence/dog ban was at last starting to have a positive affect.

It was **proposed by Trustee Harris, seconded by Trustee Street** that a second Pedestrian gate would be installed by the Trusts preferred contractor once the donation from Lydney Rugby Football Club had been received. Vote carried.

**Action - Trust Secretary.**

Attention was then drawn to a letter which had been received from Lydney Rugby Football Club requesting consideration be given to a formal Lease between the Club and the Trust. The Trust Secretary highlighted that the need to maintain public access to the ground in order to safeguard previous Section 106 Agreements a point which had been explained to the Club who had advised that they did not wish to enclose the area. (Trustees were reminded of the advice previously obtained regarding the enclosure via fencing line, advice provided by Forest of Dean District Council Planning Officer and Solicitor which suggested the S106 Agreement would not be affected by said action). After a short discussion it was **proposed by Trustee Leach and seconded by Trustee Ives** that the Trust would engage the services of Kevin J Toombs to prepare a Charity Commission valuation

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# LYDNEY RECREATION TRUST

TRUST MEETING – 31 July 2017 – 13

and negotiate on behalf of the Trust with the Club; that a draft Agreement would then be drawn up by Okells Francis Law and that Delegated Powers would be bestowed on the Chairman, Trust Secretary and Deputy Chair to further the matter.

**Action – Trust Chairman, Deputy Chairman and Trust Secretary.**

Trustee Preest asked for an update on the leisure provision re S106 owed to Lydney. Trustee Pearman called for the Trust Secretary to obtain a list from the Forest of dean District Council, the list to be considered at Septembers Planning meeting.

**Action - Trust Secretary.**

## 5.2 Encouraging Responsible Dog Owners

It was noted that irresponsible dog owners were still allowing their dogs to foul in public areas. The Trust Secretary was instructed to contact the Forest of Dean District Council Street Warden once again to request enforcement action be taken where possible. **Noted.**

**Action - Trust Secretary.**

## 5.3 Park Run

Prior to the meeting Members were provided with a copy of an email received from Lydney Park Run in which they requested permission to erect directional route signage to aid participants around the Park Run course. Trustees agreed that wooden posts/arrows may be utilised for this purpose. **Proposed by Trustee Preest, seconded by Trustee Perryman .** Vote carried.

## 5.4 Picnic Bench at Lake

Discussion took place regarding the replacement of a Picnic Bench adjacent to the Lake at a cost of £350.00 it was **proposed by Trustee Pugh, Seconded by Trustee Preest** that a replacement bench be constructed/installed. Unanimous Trust Secretary was asked to find out why the previous bench was removed.

**Action - Trust Secretary.**

## 5.5 Annual Play Inspection

Prior to the meeting Trustees were given the Annual Play Inspection report from Monmouthshire County Council the contents of which were duly noted.

## 5.6 Repair/replacement of Skate Park Floodlights

A quotation had been received for the replacement of four lights at a cost £1022.40. Trust Secretary highlighted the Health & Safety implications if such work was not undertaken. **Proposed by Trustee Harris seconded by Trustee Pugh** that the work to replace the floodlights be undertaken. Vote carried.

**Action - Trust Secretary.**

## 6. Members Reports

Trustee Harris informed Trustees of complaints she had received regarding littering of the former Nisa Site at Hams Road, which was adjacent to Recreation Trust land. The Trust Secretary confirmed that discussions were continuing with the Police who were in communication with the Receivers. The Police had stressed to the Receivers the necessity to clear the site of rubbish/debris due to

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# LYDNEY RECREATION TRUST

TRUST MEETING – 31 July 2017 – 14

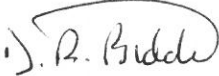
Health and Safety concerns. **Noted.**

Trustee Leach reported over hanging branches on the walkway leading around from overflow car park by Lydney Cricket/Rugby Club to the Skatepark bridge. The Trust Secretary advised such work was already on the Head Grounds Man's job list. Trustee Leach reported that branches were obstructing a footpath at the end of Church Road close to the Royal Mail Depot. Trustee Ives was requested to provide the Trust Secretary with the footpath number in order that the overgrown vegetation could be reported.

**Action – Trustee Ives.**

Trustee Street reported that he had been advised by Mr B Watkins, Gloucestershire County Council that investigations would be conducted with Amey personnel to determine the status of the multi-use path project.

The meeting closed at 7.47pm.

Chairman ..... 

Date ..... 25.09.2017