

LYDNEY RECREATION TRUST

TRUST MEETING – 4 June 2018 - 01

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 4 June 2018 at 6.59 pm.

Present: Trustees C Legg (Chairman), B Berryman, R Christodoulides, R Holmes, H Ives, C Legg, B Pearman and K White

In Attendance: Three members of the public
Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Due to the absence of Trustee Harris it was agreed that Trustee Legg would be appointed as Chairman for the duration of the meeting. Trustee Legg 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. **APPOINTMENT OF VICE CHAIRMAN**
Trustee Ives **proposed Trustee Legg** for the position of Vice Chairman. **Seconded by Trustee Pearman.** There being no other nominations the proposal was put to a vote. Unanimous.
2. **APOLOGIES**
Apologies for absence were received and noted from Trustee Greening, Harris, Preest, Pugh and Vaughan.
3. **DECLARATIONS OF INTEREST**
None.
4. **APPROVAL OF MINUTES**
Approval of the minutes of the meeting held on 26 March 2018 were confirmed and signed as a true record. **Proposed by Trustee Pearman, seconded by Trustee Ives.** Unanimous.

It was noted that since the last meeting it had been necessary to undertake the following actions under Delegated Powers (*approved prior by Trustees*):-

- Repairs to Skate Park (Health and Safety) (cost £1,403.34)
- Supply and fit new timber pedestrian gate (vandalism) (cost £320.00)
- Debris removal from drains between Lydney Rugby Club and Lydney Cricket Club (cost £180.00)
- Removal of fallen tree located on path around Lydney Lake (cost £180.00)
- To engage the professional services of Mr Paul Gibson who had been instructed to gain quotes for the installation of a drainage system on Recreation Trust Ground (cost £100.00)

At this point Trustee Legg informed Members that Agenda Item 6.3 – Recreation Trust Ground Drainage, would be considered, however, the minutes reflect the order as shown on the agenda.

LYDNEY RECREATION TRUST

TRUST MEETING – 4 June 2018 - 02

5. FINANCE & SUNDRY PAYMENTS

FINANCIAL STATEMENT	MAY 2018		
Bank Balance as 1st April 2018			
LLOYDS BANK - Current	01727642	11,436.62	<i>CF 17/18 £980.00</i>
LLOYDS BANK - General Reserve	01451914	62,535.61	
		<u>73,972.23</u>	
		Bank Balance	

TRANSACTIONS

RECEIPTS

Receipts APRIL	4,500.77	Shown on separate sheet
Receipts MAY		
Receipts JUNE		
Receipts JULY		
Receipts AUGUST		
Receipts SEPTEMBER		
Receipts OCTOBER		
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
Total Receipts YTD	4,500.77	

PAYMENTS

Payments APRIL	345.03	Detailed below
Payments MAY	5,639.83	Detailed below
Payments JUNE		
Payments JULY		
Payments AUGUST		
Payments SEPTEMBER		
Payments OCTOBER		
Payments NOVEMBER		
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
Total Payments YTD	5,984.86	
Total	72,488.14	

Reconciled Bank Statements as at end	APRIL 2018		Bank Statements attached
LLOYDS BANK - Current	01727642	9,949.87	
LLOYDS BANK - General Reserve	01451914	62,538.27	
Bank Balances as at:	30-Apr-18	72,488.14	0.00 check

APRIL PAYMENTS

Payments made in advance:

Cash	110.00	1391	Chq No	Grounds Maintenance
Payments in advance of meeting:	110.00			
Sub total				

Payments for approval in lieu of meeting:

Kevin J Toombs	120.00	1392	Ad hoc	Legal Fees/Lease Agreement
Monmouthshire County Council	92.70	1393	Annual	Skate Board Park
n power	22.33	1394	Quarterly	Utilities
Payments in lieu of meeting: Sub total	235.03			

TOTAL PAYMENTS APRIL 345.03

Payments made by Direct Debit/Standing Order

FoDDC	53.77	DD	Monthly	Water/Business Rates
FoDDC	170.40	DD	Monthly	Water/Business Rates
Forest Equipment Services Ltd (April)	1,049.52	STO	Monthly	Litterpicking
Direct Debits: Sub total	1,273.69			

Payments in advance of meeting: Sub total 0.00

LYDNEY RECREATION TRUST

TRUST MEETING – 4 June 2018 – 03

Payments for approval at meeting on: 29th May 2018

Richard Cole Contracting	2,443.97	1395	2 Monthly	Grass Cutting
Forest Equipment Services Ltd	81.31	1396	Ad Hoc	Litter Picking
Mr Paul Gibson	100.00	1397	Ad Hoc	Grounds Maintenance
P Hurcomb	320.00	1398	Ad Hoc	Vandilsm
Light Fantastic DIY Ltd	12.86	1399	Monthly	Wildflowers/Grds Maintenance
Rigby Taylor	1,192.00	1400	Annual	Wild Flowers
TrunkArb Tree Surgery Ltd	216.00	1401	Ad Hoc	H & S Trees

Payments to meeting: Sub total 4,366.14

TOTAL PAYMENTS MAY 5,639.83

A list of unpresented Cheques (For Information only)

Kevin J Toombs	120.00	1392	Ad hoc	Legal Fees/Lease Agreement
Monmouthshire County Council	92.70	1393	Annual	Skate Board Park
n power	22.33	1394	Quarterly	Utilities

Total 235.03

5.1 Financial Statement

Receipt of the monthly payment schedule (including any transfers/virements) was **proposed by Trustee Ives, seconded by Trustee Pearman. Unanimous.**

Attention was drawn to the valuation report which had been received in respect of the Trust's Share Portfolio. It was **proposed by Trustee Berryman, seconded by Trustee Ives**, that the funding for the new drainage scheme would be taken from the Trust's Share Portfolio and it was noted that the Trust would be required to provide one months' notice of its requirement to withdraw funding from its Portfolio totalling £221,600.00. Unanimous.

Action by – the Trust Secretary

Members noted that it may be necessary to call a meeting of the Trust's Investment Sub-Committee in order to determine which shares to realise and it was agreed that the Secretary would ensure that Brewin Dolphin were advised of the recent appointment of the Trust's Chairman in order that their records may be updated.

5.2 Approval of Payments

Approval of payments from the monthly payment schedule (including any transfers/virements) was **proposed by Trustee Berryman, seconded by Trustee Christodoulides. Unanimous.**

5.3 Brewin Dolphin

Members noted the Year End Valuation and Asset Confirmation Report which had been received from Brewin Dolphin, detailing shares totalling £283,647.95.

5.4 Appointment of Independent Internal Auditor

Members were asked to consider/approve the appointment of Griffiths Marshall as that of the Trust's Independent Internal Auditor for Year End 2018/2019. Appointment **proposed by Trustee Ives, seconded by Trustee Berryman. Unanimous.**

5.5 Electronic Payment Schedule for 2018/2019

Prior to the meeting Trustees were provided with a copy of the electronic payment schedule for 2018/2019, approval of which was **proposed by Trustee Legg. Unanimous.**

LYDNEY RECREATION TRUST

TRUST MEETING – 4 June 2018 – 04

6. BUSINESS

6.1 Lydney and District Angling Club

Prior to the meeting Trustees were provided with a copy of the information which had been received from Mr John Field, Gloucestershire Wildlife Trust and also Lydney Angling Club regarding the erection of an otter deterrent fence around the lake.

After a short discussion it was **proposed by Trustee Berryman, seconded by Trustee Pearman**, that the Trust would not permit the erection of an otter deterrent fence around the lake. Unanimous.

6.2 Hams Road Car Park

Members noted that commercial vehicles continued to park overnight in Hams Road Car Park and that numerous complaints had been received concerning “boy racers” using the car park in the evenings.

Members were provided with a quotation which had been obtained for the design and installation of a height restriction barrier/and barrier gate, which would enable the car park to be closed if necessary, should the Trust desire to prevent access at any time.

During discussion Trustees were advised that complaints had been received from members of the public regarding speeding vehicle in the car park and it was suggested that the Trust may wish to consider the placement of “sleeping Policemen” or raised concrete planters in order to reduce the speed of vehicles using the car park. The Trust Secretary was requested to consult with PS Doyle to ascertain if he thought that it would be beneficial to introduce such traffic calming measures. The Secretary was also requested to obtain details of the cost of redesigning the Coleford car park which had previously experienced similar issues.

Action by – the Trust Secretary

It was noted that such measures would potentially impact on the Fair attending site.

It was **proposed by Trustee Pearman** that the Trust would monitor the situation in the meantime. Unanimous.

6.3 Recreation Trust Ground

Trustees noted that Mr B Parks had been engaged to cut/maintain the “free” portion of the Recreation Trust Ground Sports Area.

Members were asked to consider the quotation which had been obtain for the installation of a wooden vehicle access gate/side pedestrian gate on the road leading to the Football/Cricket grounds. During discussion Trustees expressed a preference to provide an “information board” detailing a plan of the Trust’s land and its uses which Trustees felt could be installed opposite the Band Hut. It was **proposed by Trustee Pearman, seconded by Trustee Berryman**, that a quotation would be obtained for the design and installation of an information board utilising the corporate signage colours for Lydney Town Council. Unanimous.

Action by – the Trust Secretary

LYDNEY RECREATION TRUST

TRUST MEETING – 4 June 2018 – 05

Trustees noted that Forest Equipment Services had been instructed to carry out additional litter picks in the Skate Park vicinity throughout the school holidays in 2018/2019 at a cost of £406.56.

Drainage

Trustee Legg welcomed Mr B Parks to the meeting in order that he may provide Trustees with an overview of the quotations which had been obtained in respect of a new drainage system for the sports area.

During discussion Members were informed that Mr Gibson had obtained two quotations (D W Clarke and Turf Dry) for a new drainage scheme and that one contractor had declined to provide a quote. Furthermore, a quotation had been obtained by the Trust Secretary from South Wales Sports Grounds (the contractor who had previously been appointed by the Trust to install an interim drainage scheme).

All contractors who had submitted quotes had been asked if it would be possible for them to start and complete the drainage scheme on the main football pitch by 1 August in order to comply with Lydney Town AFC's fixture list, however, all contractors had advised that it was impossible to meet such a deadline. Accordingly, Trustees were informed that it would be necessary for work to commence on the "open" areas initially, with work then conducted on the Cricket and Football pitches in line with their end of playing seasons, with the appointed contractor being asked to accept staged payments.

Trustees were reminded of the issue which had previously been experienced with a separate water supply for Lydney Tennis Club. It was noted that whilst Lydney Tennis Club had come to an arrangement between itself and Lydney Cricket Club, the pipe which provided Lydney Tennis Club with its supply was very old and it was believed ran directly under the Cricket Wicket. Accordingly, it was felt prudent for the Trust to consider arranging for the appointed contractor to lay a new plastic water pipe from the Cricket Club to the Tennis Club at the time of installing the new drainage system. The Trust Secretary also reminded Trustees of the Tennis Clubs' desire to install a macerator to address an issue they were experiencing with foul waste and it was agreed that such works would need to be completed prior to the Trust's appointed contractor commencing work on the new drainage scheme.

Attention was drawn to the Trust's Share Portfolio which stood at £283,647.95 at the time of the meeting and Trustees were reminded that confirmation had been obtained from Forest of Dean District Council that S106 contributions had been agreed in respect of improvements on the Trust's land, including new changing facilities.

Mr B Parks then provided Members with an overview of the quotations which had been obtained, together with an explanation of drainage schemes and their operation. It was noted that one contractor had included additional drainage feeds into the Lydney and Members were informed that no discussion had taken place with the Environment Agency regarding this possibility. Furthermore, it was highlighted that all contractors had included a contingency sum and that one

LYDNEY RECREATION TRUST

TRUST MEETING – 4 June 2018 – 06

contractor had also recommended the need for sand slitting and spiking in order to improve the efficiency of directing water to the drainage pipes. Mr Parks also spoke on the benefit which he felt could be obtained through “in-filling” areas of the ground which different in height in order to prevent the pooling of water.

After an extensive discussion it was **proposed by Trustee Pearman, seconded by Trustee Ives**, that the Trust would accept the quotation from South Wales Sports Ground (cost £221,000.00) which excluded the non-sporting areas and Skate Park/MUGA. Unanimous.

Members were reminded by the Trust Secretary that South Wales Sports Ground were unable to complete the scheme for the Football pitch by 1 August 2018 therefore it would be necessary to commence work on the “open area”, followed by the cricket and football pitches. The Trust Secretary advised that each sporting club would need to confirm in writing that they would not use their area for two months after the drainage had been installed in order to allow sufficient time for the drainage scheme to “bed in” and advised that it would be prudent for the Trust to waive its rental charges for this period. Trustees were asked to consider the appointment of Mr B Parks to oversee the installation of the drainage scheme for the cost of £600.00. Approval of Mr Parks appointment **proposed by Trustee Berryman, seconded by Trustee White**. Unanimous.

Accordingly, it was **proposed by Trustee Ives, seconded by Trustee Pearman**, that financial provision would be made for £221,600.00 (to cover the scheme, contingency and Mr Parks fee). Furthermore, that the scheme would only be progressed if written confirmation was received from each sporting club that they would not use their area for two months after the drainage had been installed. Unanimous.

Action by – the Trust Secretary

6.4 **Dog Waste Bins on Lydney Recreation Trust Ground**

Trustees were asked to consider if they wished to re-supply the dog waste bag dispensers sited on Trust land at a cost of £700.00. It was proposed by Trustee Legg that the Trust would not re-supply the dispensers as it was felt that responsible dog owners should supply their own dog waste bags. Unanimous.

6.5 **Signage on Lydney Recreation Trust**

Trustees were asked to consider if they wished to cover the cost of installing fingerpost signs on its land directing members of the public towards its facilities. Members recalled that the provision of such signage had been deferred to the Trust by Lydney Town Council’s Amenities Committee, however, it was **proposed by Trustee Pearman, seconded by Trustee Berryman** that the matter would be referred back to said Committee, as it was felt that the Town Council may be able to access funding from housing developers for street furniture. Unanimous.

Action by – the Trust Secretary

LYDNEY RECREATION TRUST

TRUST MEETING – 4 June 2018 – 07

6.6 Annual Tree Survey

Prior to the meeting Trustees were provided with a copy of the Annual Tree Survey which had been carried out. The Trust Secretary informed Trustees of the need to conduct remedial work to address issues identified during the survey amounting to £3,606.00. Noted.

7. MEMBERS REPORTS

Trustee Berryman expressed disappointment with the tree work which had been carried out on the island in the lake as he felt it to be visually too harsh and currently unattractive.

The meeting closed at 8.16 pm.

Chairman 

Date 30.2.18