

LYDNEY RECREATION TRUST

TRUST MEETING – 24 September 2018 - 13

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 24 September 2018 at 7.39 pm.

Present: Trustees C Harris (Chairman), B Berryman, R Christodoulides, R Holmes, H Ives, W Leach, C Legg, B Pearman and A Preest

In Attendance: Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Trustee Harris 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 Trustees Biddle, Greening and White.
- DECLARATIONS OF INTEREST**
None.
- APPROVAL OF MINUTES**
Approval of the minutes of the meeting held on 30 July 2018 were confirmed and signed as a true record. **Proposed by Trustee Ives, seconded by Trustee Pearman.** Vote carried.
- FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -		AUGUST & SEPTEMBER 2018	
<u>Opening Bank Balances as 1st April 2017</u>			
LLOYDS BANK - Current account		11,436.62	C/F 17/18 £980.00
LLOYDS BANK – General Reserves		62,535.61	
Brewin Dolphin Share Portfolio as at 31.03.18	£267,176.00		
		Bank Balance	<u>73,972.23</u>
<u>TRANSACTIONS</u>			
<u>RECEIPTS</u>			
Receipts APRIL		4,500.77	
Receipts MAY		22,073.255	
Receipts JUNE		1,620.13	
Receipts JULY		226,353.34	
Receipts AUGUST		3,146.81	Shown on separate sheet
Receipts SEPTEMBER			
Receipts OCTOBER			
Receipts NOVEMBER			
Receipts DECEMBER			
Receipts JANUARY			
Receipts FEBRUARY			
Receipts MARCH			
		Total Receipts YTD	<u>257,694.60</u>
<u>PAYMENTS</u>			
Payments APRIL		345.03	
Payments MAY		5,639.83	
Payments JUNE		4,082.21	
Payments JULY		1,705.74	
Payments AUGUST		4,885.52	Detailed Below
Payments SEPTEMBER		69,018.37	Detailed Below
Payments OCTOBER			
Payments NOVEMBER			



LYDNEY RECREATION TRUST

TRUST MEETING – 24 September 2018 - 14

Payments DECEMBER
 Payments JANUARY
 Payments FEBRUARY
 Payments MARCH
 Payments PRIOR TO YEAR END

Total Payments YTD 85,676.70
245,990.13

Reconciled Bank Statements as at end		AUGUST 2018		
LLOYDS BANK - Current Account	01727642		-40,939.97	<i>Money Tjfr prior to Chqs being written</i>
LLOYDS BANK – General Reserves	01451914	65,330.10		
LLOYDS Bank – General Reserves	01451914	221,600.00	286,930.10	
Bank Balances as at: 31-Aug-18			245,990.13	

AUGUST PAYMENTS

Payments made by Direct Debit/Standing Order

FoDDC	16.07.18	55.00	DD	Monthly	Water/Business Rates
FoDDC	16.07.18	175.00	DD	Monthly	Water/Business Rates
Forest Equipment Services (July)	26.07.18	1,049.52	STO	Monthly	Litter Picking
		<u>1,279.52</u>			

Payments made in advance:

None		00.00		Chq No	
Payments in advance of Meeting: Sub total		<u>00.00</u>			

Payments for approval in Lieu of meeting

TrunkArb Tree Surgery Ltd		3,606.00	1409	Ad Hoc	H & S Trees
Payments in Lieu of meeting: Sub total		<u>3,606.00</u>			

TOTAL PAYMENTS AUGUST 4,885.52

SEPTEMBER PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates	15.08.18	55.00		Monthly DD	Water/Business Rate
FoDDC Business Rates	15.08.18	175.00		Monthly DD	Water/Business Rates
Forest Equipment Services Ltd (August)	28.08.18	1,049.52		Monthly STO	Litter Picking
Direct Debits: Sub total		<u>1,279.52</u>			

Payments made in advance of meeting

N Power		34.85	1410	Qrtly	Water/Business Rates
		<u>34.85</u>			

Payments for approval at meeting on:

24th Sept
2018

South Wales Sports Ground		67,308.00	1411	Ad Hoc	Drainage
DW Clark Drainage Ltd		396.00	1412	Ad Hoc	Drainage
Payments to meeting: Sub total		<u>67,704.00</u>			

TOTAL PAYMENTS SEPT 69,018.37

A list of unrepresented Cheques (For Information only)

Griffiths Marshall		900.00	1406		
Trunk Arb Tree Surgery Ltd		3,606.00	1409		
Total		<u>4,506.00</u>			

LYDNEY RECREATION TRUST

TRUST MEETING – 24 September 2018 - 15

4.1 **Financial Statement**

Receipt of the monthly payment schedule was **proposed by Trustee Harris**. Unanimous.

4.2 **Approval of Payments**

Approval of payments from the monthly payment schedule (no transfers/virements were required) was **proposed by Trustee Berryman, seconded by Trustee Preest**. Unanimous.

5. **BUSINESS**

5.1 **Mobile CCTV**

Members noted that it may be possible for the Trust to be part of a “Free of Charge” trial for a mobile CCTV. During discussion it was felt that the system, if successful, could be utilised in various locations which were managed by Lydney Town Council and those of its charitable Trusts; that if Lydney Town Council resolved to purchase such a system each Trust could “hire” the unit for use at its sites.

It was agreed that further consideration of the system would be deferred until such time as the trial of the mobile system had been conducted and its success evaluated.

5.2 **Bridge Inspection Reports**

Members were informed that the Trust Secretary had contacted Mabey Bridge on several occasions to ascertain if they would be willing to undertake bridge inspections, together with their professional charge for such.

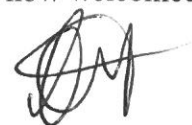
It was agreed that the matter would be deferred until a response had been received from Mabey Bridge/the Environment Agency.

5.3 **Lydney Tennis Club**

Members noted that Lydney Tennis Club’s contractor had now completed the installation of the water treatment plant on land outside of the area leased to the Club and Members were asked to consider if they wished to amend the Club’s lease to include the parcel of land. Members were informed that the Club were happy to assume responsibility for the plant, but did not wish to extend the leased area if the Club would be charged for amending the lease. It was **proposed by Trustee Pearman, seconded by Trustee Ives** that the lease would not be amended to include the area of the plant, but a file note would be added to the lease documenting the Club’s responsibility for the plant. Vote carried.

Action by – the Trust Secretary

Prior to the meeting Trustees were provided with a copy of a letter which had been received from the Club requesting that the Trust consider laying a path from the skatepark along to the Tennis Club as a means of providing an alternative access route. Trustees were reminded of the extensive discussions which had historically taken place between the Club and the Trust regarding the pedestrian bridge and Members were informed that the bridge had become a slip hazard during wet weather. It was noted that whilst the Trust had previously offered to provide a path at the time of the bridge discussions, the new Club Chairman now welcomed such



LYDNEY RECREATION TRUST

TRUST MEETING – 24 September 2018 - 16

an offer from the Trust in order that disabled members of the public could access the Club's facilities and such was wheelchair friendly.

Members were provided with a copy of the quotation for £9,960.00 which had been obtained for the provision of a tarmac path. Trustee Pearman noted that the Trust had expended a great of money to install a drainage system on the Recreation ground which would benefit the other users, with the exclusion of the Tennis Club. After a short discussion it was **proposed by Trustee Harris** that the Trust would agree to install a path to the Tennis Club from the skatepark and would accept the quotation which had been obtained. Vote carried.

Action by – the Trust Secretary

The Trust Secretary advised Trustees that the Trust's General Reserves would need to be utilised to cover the cost of the work. Noted.

5.4 Hams Road Car Park – Summary of Complaints Received

Prior to the meeting Trustees were provided with a summary of complaints which had been received regarding anti-social behaviour at the Hams Road Car Park, together with pictures and prices for various types of removable bollards. Trustees were informed that the Trust Secretary and Trustee Berryman had attended a meeting with representatives from the Police and Forest of Dean District Council to discuss the anti-social behaviour which was being experienced in Newerne Street Car Park, during which it was felt that the layout of the car park was not helping the situation. The Trust Secretary advised that she had contacted Gloucestershire County Council to ascertain if it would be possible to loan a mobile chicane system for trial in the Hams Road Car Park, as it would enable the Trust to remove the system to enable the Fair to continue to use the site, when required.

Whilst he felt that a chicane system may prove to be a deterrent, Trustee Pearman felt that a mobile CCTV system would be required to address the drug activity/urination issues which were being experienced. Trustee Pearman felt that should the Trust resolve to install CCTV cameras in the Hams Road Car Park it may need to publicise that the Police may not have the resource to monitor the situation. Trustees noted the concerns over drug activity at the skatepark and questioned if the skatepark equipment was still being used for its designated purposes. Discussion then took place on the possibility of obtaining a mobile chicane system from Gloucestershire County Council for trial purposes. It was **proposed by Trustee Legg** that the Trust would trial a mobile chicane system for the Hams Road Car Park provided one could be obtained free of charge. **Seconded by Trustee Pearman.** Vote carried.

Action by – the Trust Secretary

Trustees were informed that the Police had been asked to consider a site visit with the Drug Awareness Team and that details of the associated costs were pending from the Police.



LYDNEY RECREATION TRUST

TRUST MEETING – 24 September 2018 - 17

5.5 Recreation Ground – Drainage Works

Prior to the meeting Trustees were informed of the vandalism which had been committed on the Trust's sub-contractor's plant equipment, which had resulted in the sub-contractor facing a repair bill in excess of £2,000.00.

Trustees were informed that Phase 1 (the open space) of the drainage had now been completed and that Phase 2 (the cricket pitch) was nearing completion. It was anticipated that Phase 3 (the football area) would be addressed in May 2019, with Phase 4 (sand slitting/top dressing) conducted in August 2019.

5.6 Signage on Lydney Recreation Trust

Agenda item deferred until the next meeting.

5.7 Lydney Cycleway Improvements

Prior to the meeting Trustee were provided with a copy of the proposals which had been received from Gloucestershire County Council (GCC), together with a copy of the comments which had been made by Lydney Town Council's Planning & Highway Committee when they had considered the proposals.

Having taken an opportunity to review the documentation provided, attention was drawn to the fact that GCC did not plan to install any additional lighting on the proposed cycleway which ran over the Trust's land; that areas of the proposed track from the Public Right of Way at the top of the Hams Road Car Park to approximately Lakeside House were not in the ownership of the Trust (neither did the Trust know who owned the land); that the proposed track would need to run between the newly fenced sports field and the brook on the Recreation Ground and recognition that the topography of the land had changed in this area; that if the Trust were required to take on ownership/liability for the proposed bridge it would require a report on its conditions/suitability for use for a defined number of years.

Trustee Leach expressed concern that the proposed track would be too dark without the installation of additional lighting. Trustee Harris advised that a member of the public had already expressed concern over the lack of lighting around the lake and Hams Road Car Park, together with tree roots which were pushing up the tarmac surface on the Public Right of Way by the Tennis Club. Trustees were reminded that the Trust was not responsible for the ground beneath the Public Right of Way as it was not within its ownership and that the trees adjacent to said path had been planted by the Environment Agency who would not assume any responsibility for their maintenance. Trustees Preest and Pearman explained the history behind the cycle project and stressed that the scheme was not designed to cure existing problems.

After a short further discussion, it was agreed that the Trust Secretary would relay the Trust's comments to GCC and would welcome the assistance of GCC's Legal Team to determine who owned the land between the Lyd and Beaufort Drive properties over which the Public Right of Way ran.

Action by – the Trust Secretary



LYDNEY RECREATION TRUST

TRUST MEETING – 24 September 2018 - 18

5.8 **Draft Trust Budget for 2019/2020**

Trustees were provided with a copy of the draft Trust Budget for 2019/2020 for their consideration. It was noted that the estimated income had been reduced due to a possible reduction in visits by the Fair and also a reduction in share dividends. It was noted that the potential donation from Lydney Town Council of £10,515.00 had yet to be confirmed and was pending the Council's budget discussions. The Trust Secretary suggested that Trustees may wish include in their draft budget an additional £10,000.00 for the pathway it had just resolved to install. Attention was drawn to the fact that £12,268.00 would still need to be taken from General Reserves, however, if the Council did not agree to provide the Trust with a donation the whole £32,783.00 would need to be taken from General Reserves.

After taking an opportunity to peruse the draft Trust budget it was **proposed by Trustee Harris**, that the Trust would approve a budget for 2019/2020 of £54,203.00. Unanimous.

Trustee Harris proposed that the Trust would submit a donation request to Lydney Town Council of £22,515.00, subject to Lydney Town Council's Precept being able to sustain an additional £10,000.00 donation. Unanimous.

6. **MEMBERS REPORTS**

Trustee Leach requested an agenda item for the next meeting to discuss options for the skatepark and MUGA including the re-use of the equipment/site

The meeting closed at 8.39 pm.

Chairman 

Date 25. 11. 18