

LYDNEY RECREATION TRUST

TRUST MEETING – 28 January 2019 - 23

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 28 January 2019 at 7.30 pm.

Present: Trustees C Harris (Chairman), R Christodoulides, R Holmes, H Ives, C Legg, B Pearman, T Tremlett and C Vaughan

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

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 Berryman, Biddle, Greenwood, Leach, Prest and White.
- DECLARATIONS OF INTEREST**
Trustee Holmes – Agenda Item 5.6 – Anti Social Behaviour – due to directorship of Lydney Area in Partnership
- APPROVAL OF MINUTES**
Approval of the minutes of the meeting held on 24 September 2018 were confirmed and signed as a true record. **Proposed by Trustee Ives, seconded by Trustee Tremlett.**
Vote carried.
- FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -		DECEMBER 2018 & JANUARY 2019	
<u>Opening Bank Balances as 1st April 2017</u>			
LLOYDS BANK - Current account		11,436.62	<i>C/F 17/18 £980.00</i>
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	
Receipts SEPTEMBER		1,419.26	
Receipts OCTOBER		2,320.45	
Receipts NOVEMBER		15,760.32	
Receipts DECEMBER		1,823.95	Shown Separate
Receipts JANUARY			
Receipts FEBRUARY			
Receipts MARCH			
		Total Receipts YTD	<u>279,018.58</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	
Payments SEPTEMBER		69,018.37	

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Payments OCTOBER	5,940.38	
Payments NOVEMBER	47,453.38	
Payments DECEMBER	1,871.31	Detailed Below
Payments JANUARY	1,454.85	Detailed Below
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		
	Total Payments YTD	142,396.62
		210,594.19

Reconciled Bank Statements as at end		DECEMBER 2018
LLOYDS BANK - Current Account 01727642		36,058.56
LLOYDS BANK – General Reserves 01451914	64,197.83	
LLOYDS Bank – General Reserves 01451914	110,337.80	174,535.63
Bank Balances as at: 31-Dec-18		210,594.19

DECEMBER PAYMENTS

Payments made by Direct Debit/Standing Order

FoDDC	15.11.18	55.00	DD	Monthly	Water/Business Rates
FoDDC	15.11.18	175.00	DD	Monthly	Water/Business Rates
Forest Equipment Services	26.11.18	1,049.52	STO	Monthly	Litter Picking
		<u>1,279.52</u>			

Payments made in advance:

Lydney Tennis Club		500.00	1421	Ad Hoc	Grounds Maintenance
Cancelled Chq		-396.00	1412		
Reissued Chq		396.00	1422		
N Power		91.79	1423	Quarterly	Water/Rates
Payments in advance of Meeting: Sub total		<u>591.79</u>			

Payments for approval in Lieu of meeting

None		
Payments in Lieu of meeting: Sub total		<u>00.00</u>

TOTAL PAYMENTS DECEMBER 1,871.31

JANUARY PAYMENTS

Payments made by Direct Debit:

FoDDC Business Rates	17.12.18	175.00	DD	Monthly	Water/Business Rates
Forest Equipment Services Ltd	27.12.18	1,049.52	STO	Monthly	Litter Picking
Water Plus	27.12.18	12.92	DD	Quarterly	Water/Business Rates
Direct Debits: Sub total		<u>1,237.44</u>			

Payments made in advance of meeting

None		
		<u>00.00</u>

Payments for approval at meeting on:

	28th Jan 2019				
Forest Equipment Services Ltd		81.31	1424	Quarterly	Litter Picking
Cash		136.10	1425	½ Yearly	Postage
Payments to meeting: Sub total		<u>217.41</u>			

TOTAL PAYMENTS JANUARY 1,454.85

A list of unrepresented Cheques (For Information only)

None		
Total		<u>00.00</u>

4.1 Financial Statement

Receipt of the monthly payment schedule was proposed by Trustee Pearman, seconded by Trustee Christodoulides. Unanimous.

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4.2 Approval of Payments

Approval of payments from the monthly payment schedule (including the transfers/virements shown below) was **proposed by Trustee Harris**. Unanimous.

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£350.00	Grounds Maintenance	Defib Installation and Cabinet

Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

Charges for 2019-20

Members were provided with a copy of the proposed charges for 2019-20 which had been increased by 10% where formal lease agreements were not in existence. It was **proposed by Trustee Pearman, seconded by Trustee Vaughan** that the proposed increase would be applied to the monthly garage rental charge.

It was **proposed by Trustee Harris** that the 2018-19 charges would be held in respect of the charges for the fair, the bollard key and single use games. Unanimous.

5. BUSINESS

5.1 Bridge Inspection Reports

Trustees noted that despite sending a further e-mail to a representative of Mabey Bridge no response had been received and the Trust Secretary had been led to believe that said Company would only inspect bridges they had previously installed.

The Trust Secretary advised that she had been in discussion with the Local Highway Manager for Gloucestershire County Council who had advised that it may be possible for the Trust to enter in an arrangement with the Authority's new highway contractor. It was unanimously agreed that further consideration of the matter would be deferred until such time as Gloucestershire County Council had appointed their new highway contractor.

Action by – the Trust Secretary

5.2 Lydney Tennis Club

Members noted that since the last meeting Lydney Tennis Club had purchased an AED. Furthermore, that additional funding which had been secured by Lydney Town Council's Grant and Events Administrator had enabled the Club to purchase a cabinet for the AED and cover the cost of its installation in order that it may be made accessible to other users of the Recreation Trust Ground during training sessions.

5.3 Lydney Cycleway Improvements

Trustee Pearman informed his fellow Trustees that a start date was awaited and he reminded Trustees that a legal representative had been appointed to act on behalf of the Trust, the cost of which would be borne by Gloucestershire County Council.

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It was emphasised to Trustees that the scheme was not connected to the proposal to create a multi-use track between Lydney and Whitecroft which was being addressed by West Dean Parish Council. Furthermore, Trustees were reminded that funding for the scheme had been gained from the LEP.

5.4 Drainage Scheme

Prior to the meeting Members were provided with a copy of the report which had been obtained on the current pumping system, together with copies of the quotation which had been obtained for the work identified in the report. Trustees were also provided with a copy of a further quotation which had been obtained to install a second water catchment facility in order to maximise the amount of water which could be stored on site for discharge.

During discussion Trustee Legg cautioned his fellow Trustees to ensure that the water discharged by the system did not have a detrimental effect on areas downstream. Trustee Harris felt that it may be beneficial for the Trust to ensure that it maximised the amount of water it could contain on site. Trustee Pearman felt that before further consideration could be given to the quotations the Trust should seek advice from the Environment Agency. It was **proposed by Trustee Ives, seconded by Trustee Tremlett**, that further consideration would be deferred until an opinion had been obtained from the Environment Agency. Unanimous.

Action by – the Trust Secretary

5.5 Lydney Recreation Trust Ground

The Trust Secretary advised that Trustee White was no longer able to undertake any design/sourcing work for signage and that the supplier which had been originally selected had been asked to update their quotation based on current design work; the quotation had yet to be received at the time of the meeting.

During discussion it was felt that such signage would assist with the identification of the Trust's land and may aid S106 funding. It was **proposed by Trustee Harris**, that the Trust would commission a sign up to the value of £2,250.00. Unanimous.

Stella Motorcycle Training

Trustee Harris read out an e-mail which had been received from Stella Motorcycle Training who had expressed an interest in using the Trust's land. It was agreed that Stella Motorcycle Training would be asked to attend the next meeting to provide a presentation on their proposals to Trustees before their request could be considered further.

Action by – the Trust Secretary

5.6 Anti-Social Behaviour

Trustees noted the prior anti-social issues which had been logged in the Hams Road Car Park.

The Trust Secretary advised that an order had already been placed for the replacement of the damaged surface on one of the ramps at the skatepark; a date was awaited from the contractor for the repair to be undertaken when ground conditions were suitable.



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Members were provided with a quotation to install a mobile chicane system in the Hams Road Car Park in order to reduce anti-social driving by some members of the public. The Trust Secretary advised that she has spoken to the Trust's solicitor and had been advised that the Trust was required to risk assess the situation and then take measures to reduce the risk. During discussion Trustees were advised that the current quotation would facilitate access to the Trust's garages; would prevent any potential encroachment by neighbouring properties onto the Trust's land; would still allow the fair to visit the site as the bollards were removable, however, it was noted that the cost of a removable system amounted to £9,600.00 including VAT.

Trustee Pearman noted that the Trust had been provided with a quotation to install CCTV cameras at Lydney Skate Park and he felt that the installation of CCTV to be an effective starting point at a cost of £3,074.40 including VAT, rather than removable bollards. After a short further discussion it was **proposed by Trustee Pearman, seconded by Trustee Tremlett**, that the Trust would not install removable bollards. Vote carried.

Attention then turned to the Skate Park. Trustee Harris stressed that the Trust had not said that it was going to remove the equipment, merely that it was one option to consider and for costs to be obtained accordingly. It was noted that the Trust Secretary had contacted Trustee Biddle as the equipment had been funded via Entrust; that Trustee Biddle had contacted Lydney Area in Partnership; that the Trust Secretary had sought advice from Forest of Dean District Council's Planning Department (no objection to the removal); that an opinion had been sought from the Police (preference for the skatepark remaining in current location as Officers then knew where to find certain members of the public); that quotations had been obtained for an organisation to patrol the skatepark for a number of evenings a week and that whilst the Trust had included £10,000 in its budget for this it had been removed as it was not a viable option; that a quotation had been obtained from Lydney Town Council's CCTV contractor to install two cameras at the skatepark.

During discussion Trustees Pearman, Tremlett, Ives and Vaughan spoke in support of installing CCTV at the skatepark and Trustee Tremlett felt that representation should also be made to the CSP at Forest of Dean District Council as they were responsible for addressing anti-social behaviour. It was therefore **proposed by Trustee Holmes, seconded by Trustee Ives**, that the Trust would accept the quotation for £3,074.40 to install two CCTV cameras at Lydney Skatepark. Unanimous.

Action by – the Trust Secretary

Trustee Tremlett also called for Lydney Town Council's representative to the CSP to ask the Police for a working relationship over the issue.

Trustee Ives proposed that it be formally minuted that it had not, nor had it ever been, a Resolution of the Trust to remove the equipment. **Seconded by Trustee Pearman.** Unanimous.

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5.7 **Electric Car Points**

Prior to the meeting Trustees were provided with a copy of an approach which had been received from E-ON concerning the possibility of installing charging points for electric cars in the Hams Road car park. It was **proposed by Trustee Vaughan, seconded by Trustee Pearman**, that an invitation be extended to the organisation to provide a presentation to the Trust on their proposals and for the Company to advise if they had any plans to install such points in other locations locally. Unanimous.

Action by – the Trust Secretary

5.8 **Annual Play Inspections**

Trustees noted the cost of the Annual Skate Park/MUGA inspection for 2019 would be £77.25.

5.9 **Dog Foul Bins**

Trustees were informed of the request which had been received from a member of the public for two dog fouling bins to be located on the footpath adjacent to The Cut. Members were also asked to consider replacing an existing dog fouling bin located at the bottom of Lydney Lake by the wild life habitats.

The Trust Secretary advised that the cost of a bin amounted to £237.60 plus a weekly emptying charge of approximately £6.00 per bin for new bins. It was **proposed by Trustee Ives, seconded by Trustee Vaughan** that two new dog fouling bins would be purchased for the footpath adjacent to The Cut and that a replacement dog fouling bin be purchased for Lydney Lake. Vote carried.

Action by – the Trust Secretary


It was noted that it would be necessary to utilise the Trust's General Reserves to cover the cost of the above, as insufficient funds remained in the Trust's current budget.

6. **MEMBERS REPORTS**

Trustee Legg advised that he had been informed that damage had been caused to the newly refurbished bridge at St Mary's Halt and he was appalled that someone would go out of their way to violate the work of others. Trustees voiced their agreement with Trustee Legg's comments and it was hoped that the offenders would be identified and appropriate action taken by the Police.

The meeting closed at 8.34 pm.

Chairman



Date 25/3/2019