

LYDNEY RECREATION TRUST

TRUST MEETING – 30 September 2019 - 09

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 30 September 2019 at 9.13 pm.

Present: Trustees (W Leach - Chairman), L Arnold, Z Arnold, J Carr, A Harley, R Holmes, T Tremlett and C Vaughan

In Attendance: Mr A Maliphant – Trust Secretary
Miss C Wheeler – Assistant Secretary

Due to the absence of the Trustee Legge, Trust Chairman, it was **proposed by Trustee Carr, seconded by Trustee Tremlett**, that Trustee Leach would be appointed as Chairman for the meeting. Unanimous.

Trustee Leach 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 Kemsley and Legge.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the Trust Minutes in respect of the meeting held on 28 May 2019 was **proposed by Trustee Vaughan, seconded by Trustee Carr**. Vote carried.

It was noted that since the last meeting the following action had been taken under Delegated Powers:

- Acquisition of new litter bin (£55 plus weekly collection at £4.71 per week, plus VAT)
- Removal of trees leaning over football club fence (£324.00)

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

JUNE & JULY 2019

Opening Bank Balances as 1st April 2019

LLOYDS BANK - Current account		£21,481.32	<i>C/F 18/19 £7,716.29</i>
LLOYDS BANK – General Reserves	£65,015.42		
LLOYDS BANK – G/R E/M Drainage	£117,606.06		
		£182,621.48	
		Bank Balance	£204,102.80

TRANSACTIONS

RECEIPTS

Receipts APRIL	2,166.34
Receipts MAY	12,691.24
Receipts JUNE	3,063.86
Receipts JULY	2,913.08
Receipts AUGUST	2,631.48
Receipts SEPTEMBER	
Receipts OCTOBER	
Receipts NOVEMBER	
Receipts DECEMBER	

LYDNEY RECREATION TRUST

TRUST MEETING – 30 September 2019 - 10

Receipts JANUARY
Receipts FEBRUARY
Receipts MARCH

Total Receipts YTD 23,466.00

PAYMENTS

Payments APRIL 5,511.25
Payments MAY 2,842.67
Payments JUNE 3,639.60
Payments JULY 56,046.97

Payments AUGUST **9,843.27** Detailed Below

Payments SEPTEMBER **9,451.78** Detailed Below

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

Total Payments YTD 87,335.54
140,233.26

Reconciled Bank Statements as at end

AUGUST 2019

LLOYDS BANK - Current Account 01727642		10,231.55
LLOYDS BANK – General Reserves 01451914	62,872.75	
LLOYDS BANK – G/R E/M Drainage 01451914	67,128.96	130,001.71
Bank Balances as at: 31-Aug-19		<u>140,233.26</u>

AUGUST PAYMENTS

Payments made by Direct Debit:

FoDDC	15.07.19	56.00		Monthly DD	Water/Business Rates
FoDDC	15.07.19	213.00		Monthly DD	Water/Business Rates
Forest Equipment Services Ltd	26.07.19	1,132.15		Monthly STO	Litter picking/Dog Waste
Direct Debits: Sub Total		<u>1,401.15</u>			

Payments made in advance:

Griffiths Marshall		948.00	Chq No	1474	Annual	Audit
		<u>948.00</u>				

Payments for approval in Lieu of meeting

Equipment Hire Services Ltd		30.00	1475	Ad Hoc	Seating/Picnic Benches
Full Circle Leisure Ltd		4,972.20	1476	Ad Hoc	General Reserves
Light Fantastic DIY Ltd		53.54	1477	Monthly	Seating/Picnic Benches
Richard Cole Contracting		1,997.76	1478	Bi Monthly	Grass Cutting (R Cole) Grds
Travis Perkins Trading Co Ltd		224.62	1479	Ad Hoc	Maintenance/Seating/Benches
TrunkArb Tree Surgery Ltd		216.00	1480	Ad Hoc	H & S Trees
Payments in Lieu of meeting: Sub total		<u>7,494.12</u>			

TOTAL PAYMENTS AUGUST 9,843.27

SEPTEMBER PAYMENTS

Payments made by Direct Debit:

FoDDC	15.08.19	56.00		Quarterly DD	Water/Business Rates
FoDDC	15.08.19	213.00		Monthly DD	Water/Business Rates
Forest Equipment Services Ltd	27.08.19	1,132.15		Monthly DD	Litter picking
Water Plus	27.08.19	12.65		Monthly STO	Water/Business Rates
Direct Debits: Sub total		<u>1,413.80</u>			

Payments made in advance:

None		00.00	Chq No		
		<u>00.00</u>			

R

LYDNEY RECREATION TRUST

TRUST MEETING – 30 September 2019 - 11

<u>Payments for approval at meeting on:</u>	30th Sept 2019			
Forest Equipment Services Ltd	317.71	1481	Monthly	Litter picking
Richard Cole Contracting	1,997.76	1482	Ad Hoc	Grass Cutting (R Cole)
South Wales Sports Ground	5,712.00	1483	Bi Monthly	E/M Drainage
EDF Energy Customers Ltd	10.51	1484	Ad Hoc	Water/Business Rates
Payments to meeting: Sub total	8,037.98			

TOTAL PAYMENTS	SEPTEMBER	9,451.78
-----------------------	------------------	-----------------

A list of unrepresented Cheques (For Information only)

Griffiths Marshall	948.00	1474
Equipment Hire Services Ltd	30.00	1475
Full Circle Leisure Ltd	4,972.20	1476
Light Fantastic DIY Ltd	53.54	1477
Richard Cole Contracting	1,997.76	1478
Travis Perkins Trading Co Ltd	224.62	1479
TrunkArb Tree Surgery Ltd	216.00	1480
Total	8,442.12	

4.1 **Financial Statement**

Receipt of the monthly payment schedule was **proposed by Trustee Z Arnold, seconded by Trustee Harley**. Vote carried.

4.2 & **Approval of Payments/Noting of Virements**

4.3 Approval of payments from the monthly payment schedule (including any transfers/virements shown below) was **proposed by Trustee Tremlett and seconded by Trustee Kemsley**. Vote carried.

Virements

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

Transfers

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

4.4 **Lydney Rugby Club**

Trustees were advised that the Club had verbally informed the Town Council's Finance Assistant that they would not pay their monthly rental charge for their leased facilities as the Club had not been able to use the pitch due to the slitting work commissioned by the Trust. A number of Trustees stated that they had witnessed the Club using the pitch and it was **proposed by Trustee Leach**, that the Trust would insist on payment of the lease fee as Trustees had viewed the pitch being used. Unanimous.

4.5 **Annual Report and Financial Statements sent to The Charity Commission**

Trustees were provided with a copy of the report and Financial statement which had been submitted to The Charity Commission, the contents of which were duly noted.

4.6 **Share Portfolio**

Trustees were provided with a copy of the Trust's recent share portfolio report, the contents of which were noted.

LYDNEY RECREATION TRUST

TRUST MEETING – 30 September 2019 - 12

4.7 Share Portfolio Sub-committee

Trustees were reminded that the Trust had confirmed that the Trust's Portfolio Investment Committee would comprise of the Trust Chairman, Lydney Town Council's (LTC's) Finance Chairman, LTC's Mayor and the Trust Secretary. The holders of the above positions were asked to provide the Trust Secretary with their requested information to allow the Trust's appointed provider could undertake the necessary financial checks before a meeting of the Portfolio Investment Committee could be arranged.

Action by - Trust Chairman, Lydney Town Council's (LTC's) Finance Chairman, LTC's Mayor and the Trust Secretary

5. BUSINESS

5.1 2020/2021 Draft Budget

Members were provided with a copy of the draft budget which had been produced for 2020/2021 for their information. The Trust Secretary advised that formal budget discussions would take place at the November meeting and stressed the critical effect the Town Council's donation had on the Trust's budget.

Trustee Leach expressed concern over the cost for litter collection on the Trust's land; Trustee Harley suggested that the Trust should formulate a 5-10 year plan for the skatepark

Tree Works

The Trust Secretary advised Trustees that as a result of the Annual Tree Survey undertaken by TrunkArb, it would be necessary to obtain quotations for work to a number of trees on the Trust's land. It was noted that the Town Council did not currently operate a "Tenders" page on its website and the Trust Secretary suggested that it may wish to do so.

Trustees noted that the Trust Secretary would endeavour to obtain three quotations for the specified work.

5.2 Lydney Cycleway Improvement Works

Trustees were provided with copies of the correspondence which had been received, the contents of which were noted.

5.3 Drainage (Sports Pitches)

Drainage Scheme

The Trust Secretary advised that the sand slitting work commissioned by the Trust had worked well in some areas, however, other areas had yet to fully recover.

Pumphouse

Trustees were advised that a meeting had taken place between Trust Representatives and the sports clubs to outline the work which would be undertaken to improve the Pumphouse. It was noted that Lydney Town AFC had requested that any work be undertaken once their season had ended in order that their youth teams could honour their match commitments, as the scheme would involve disruption to their additional pitch area, which would result in an

LYDNEY RECREATION TRUST

TRUST MEETING – 30 September 2019 – 13

additional cost to the Trust.

5.4 Lydney Training Band/Band Hut

Trustees noted that ground clearance assistance, as a “one-off” had been offered to Lydney Training Band to help in facilitating the erection of a new perimeter fence.

5.5 Forest Pulse

Trustees noted that Forest Pulse had requested consent to walk a charity sponsored walk on land owned by the Trust.

5.6 Lydney Cricket Club

The Trust Secretary advised of a verbal approach which had been made on behalf of Lydney Cricket Club to replace their existing container with a shed. It was noted that the Club had been informed of the need to submit their request in writing to the Trust.

6. CORRESPONDENCE

Due to an enquiry which had been received, Members were asked to consider if they wished to permit swimming in the lake on the designated “public use” days. After a short discussion it was **proposed by Trustee L Arnold, seconded by Trustee Z Arnold**, that the Trust would not permit swimming in the lake due to health and safety reasons, as no tests had been conducted on the water’s suitability for such activities. Unanimous.

*At 9.53 pm it was **proposed by Trustee Tremlett, seconded by Trustee Leach**, that the meeting would be extended to 10.30 pm. Unanimous.*

7. TRUSTEE REPORTS

Trustee Vaughan reported that she had been informed by Members of the Lydney & District Angling Club that fish were dying in the lake. It was suggested that the Trust Chairman may wish to contact the Club to discuss their concerns.

Trustee Leach advised that he had previously voiced concern over the appearance of the bug hotels by the lake and that Trustees had been advised not to speak to residents whose properties abut the area as the Trust was currently in litigation with same. Trustee Leach advised that he had spoken to the residents and then provided Trustees with an overview of the situation; highlighted that the Trust annually sowed floral seeds on the wildlife area and used pesticides to control weeds; that the area used to be used for parking which was appreciated by visitors to the lake. Trustee Leach advised that he had requested Lydney Town Council’s Head Groundsman to provide costings to remove the bug hotels and wild flower area. Furthermore, that historically some residents had been provided with personal agreements which allowed them to use their rear access onto the Trust’s land six times per year and Trustee Leach spoke in favour of restoring a similar system to allow limited use by the residents. Trustee Leach felt that it would not incur a significant cost to the Trust to level the land. Trustee Vaughan reminded her fellow Trustees that the matter was in the hands of the Trust’s solicitor; Trustee Carr felt that legal advice should be obtained prior to proceeding further with any agreement; Trustee L Arnold stressed that the Trust would need to ensure that residents did not have a permanent right to access the Trust’s land.

LYDNEY RECREATION TRUST

TRUST MEETING – 30 September 2019 - 14

After further discussion Trustees asked for costings to be obtained on removing the bug hotels/wildlife area and resurfacing the area using a variety of methods (e.g. tarmac, gravel, plastic matting). Trustee Leach offered to investigate the legal implications should the Trust wish to grant access.

Action by – the Trust Secretary and Trustee Leach

The meeting closed at 10.10 pm.

Chairman 

Date 25.11.19