

# LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2019 - 16

**THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST** held in the Council Chamber at Claremont House on Monday 25 November 2019 at 8.53 pm.

**Present:** Trustees T Legge (Chairman), L Arnold, J Carr, A Harley, R Holmes, W Leach and P Macklin

**In Attendance:** Four members of the public  
Mr D Kent  
Mr A Maliphant – Trust Secretary

Trustee Legge 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 Z Arnold, J Greenwood and T Tremlett.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the Trust Minutes in respect of the meeting held on 30 September 2019 and the Extra Ordinary meeting on 31 October 2019 was **proposed from the chair by Trustee Legge**. Vote carried.

4. **FINANCE & SUNDRY PAYMENTS**

**FINANCIAL STATEMENT -**

**OCTOBER & NOVEMBER 2019**

**Opening Bank Balances as 1st April 2019**

LLOYDS BANK - Current account		<b>£21,481.32</b>	<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	13,133.96

<b>Receipts OCTOBER</b>	<b>3,191.67</b>
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**Shown on separate sheet**

Receipts NOVEMBER  
Receipts DECEMBER  
Receipts JANUARY  
Receipts FEBRUARY  
Receipts MARCH

**Total Receipts YTD** **39,791.63**

**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
Payments SEPTEMBER	9,451.78

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Payments OCTOBER	1,909.89	Detailed Below
Payments NOVEMBER	3,174.96	Detailed Below
Payments DECEMBER		
Payments JANUARY		
Payments FEBRUARY		
Payments MARCH		
Payments PRIOR TO YEAR END		

Total Payments YTD **92,420.39**  
**151,474.04**

Reconciled Bank Statements as at end	OCTOBER 2019	
LLOYDS BANK - Current Account 01727642		32,135.10
LLOYDS BANK - General Reserves 01451914	57,921.98	
LLOYDS BANK - G/R E/M Drainage 01451914	61,416.96	119,338.94
<b>Bank Balances as at: 31-Aug-19</b>		<b>151,474.04</b>

## OCTOBER PAYMENTS

### Payments made by Direct Debit:

FoDDC	16.09.19	56.00	Monthly DD	Water/Business Rates
FoDDC	16.09.19	213.00	Monthly DD	Water/Business Rates
Forest Equipment Services Ltd	26.09.19	1,132.15	Monthly STO	Litter picking/Dog Waste
<b>Direct Debits: Sub Total</b>		<b>1,401.15</b>		

### Payments made in advance:

South West Sports Ground		-5,712.00	Chq No 1483	Cancelled Chq
Spoilt Chq			1485	
South West Sports Ground		5,712.00	1486	Ad Hoc Reissued Chq
Chapel Tree Services Ltd		324.00	1487	Ad Hoc H & S (inc Tree Works)
N Power		136.14	1488	Quarterly Water/Electric
		<b>460.14</b>		

### Payments for approval in Lieu of meeting

Forest Equipment Services Ltd		33.90	1489	Ad Hoc Litter picking
Light Fantastic DIY Ltd		14.70	1490	Ad Hoc Grounds Maintenance
<b>Payments in Lieu of meeting: Sub total</b>		<b>48.60</b>		

**TOTAL PAYMENTS OCTOBER 1,909.89**

## NOVEMBER PAYMENTS

### Payments made by Direct Debit:

FoDDC	15.10.19	56.00	Monthly DD	Water/Business Rates
FoDDC	16.10.19	213.00	Monthly DD	Water/Business Rates
Forest Equipment Services Ltd	28.10.19	1,132.15	Monthly DD	Litter picking/Dog Waste
<b>Direct Debits: Sub total</b>		<b>1,405.15</b>		

### Payments made in advance:

Monmouthshire County Council		92.70	Chq No 1491	Annual Play Area Maintenance
J W Betty & Son Ltd		1,616.56	1492	Ad Hoc E/M Drainage
		<b>1,709.26</b>		

### Payments for approval at meeting on: 25th Nov 2019

Forest Equipment Services Ltd		64.55	1493	Monthly Litter picking
<b>Payments to meeting: Sub total</b>		<b>64.55</b>		

**TOTAL PAYMENTS NOVEMBER 3,174.96**

### A list of unrepresented Cheques (For Information only)

Forest Equipment Services Ltd		33.90	1489
Light Fantastic DIY Ltd		14.70	1490
<b>Total</b>		<b>48.60</b>	

# LYDNEY RECREATION TRUST

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4.1 **Financial Statement**

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

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

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

**Virements**

<b><u>Amount</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
£2,600.00	Health & Safety Tree Works	Grounds Maintenance

**Transfers**

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

Trustees were reminded of the need to amend the Trust's Bank Mandate. Accordingly, the following was **proposed by Trustee Legge:-**

*“That Lydney Town Council (the successor to the Lydney Parish Council) sitting as the Trustee of the Lydney Recreation Trust resolve:*

*That the following are to be removed as a signatory from the accounts held with Lloyds Bank.*

- *Norma Jayne Smailes*
- *Brian Pearman*
- *Harry Ives*
- *Carol Harris*
- *Claire Vaughan*

*That the following are to be appointed as signatory to the account at the Power category specified.*

- *Walter Charles Leach – Full Power Signatory*
- *Roger Edward Holmes – Limited Power Signatory*
- *Jane Carr – Limited Power Signatory*

*We confirm that the signing power for Theresa Tremlett is to be amended from Limited Power to Full Power.*

*We confirm that the signing instructions for the account will be amended to any two Trustees to sign and Carol Ann Wheeler”.*

The above proposal was put to a vote which was unanimously agreed.

# LYDNEY RECREATION TRUST

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## 5. BUSINESS

### 5.1 Lydney Town Council's Head Groundsman Report

There were no further issues arising from the presentation

### 5.2 Lydney Park Run

Permission for an additional run on New Year's Day was **proposed from the chair by Trustee Legge**. Vote carried.

After discussion of the proposal to site an AED unit at Lydney Lake, it was agreed that the request could not be granted due to the lack of infrastructure. Having a discussion item on the next meeting agenda to consider a better site was **proposed from the chair by Trustee Legge**. Vote carried.

**Action by – the Trust Secretary**

### 5.3 Lydney Cycleway

The Trust Secretary spoke to a concern from the Trust's solicitors about a deed that needed to be signed to allow for the proposed cycleway improvements to go forward. The map that formed part of the deed differed slightly from the map showing the area leased by the Angling Club, leaving the potential for a minor incursion into the Angling Club's area. It was **proposed by Trustee Harley, seconded by Trustee Carr**, that the Angling Club be contacted to confirm they had no objection to the proposed route of the cycleway, this information to be then shared with the solicitors so the deed could be signed. Unanimous.

**Action by – the Trust Secretary**

The Trust Secretary also reported a request from the county engineer for the moving of a gate on part of the cycleway route. After discussion it was noted that the Trust Secretary would advise the county engineer that the Environment Agency probably had the necessary information about the ownership of the gate, and that the county rights of way officer should also be contacted.

**Action by – the Trust Secretary**

### 5.4 Drainage Scheme on Recreation Ground

#### Pump House

Trustees noted the need to check whether the approved works will require planning consent or Environment Agency consent, and also noted the effect the works will have on the Trust's finances.

#### Drainage Improvements

Following the past decision agreeing the drainage contractor's proposal to reduce the contract value by the £3,000 sum the Trust had spent on damage to electric cable under the rugby pitch, the Trust Secretary reported that a revised estimate had been sent by the contractor showing £3,000 less value of work on the cricket club's area. It was **proposed from the chair by Trustee Legge** that the response to the contractor should be that the same work was expected for the lesser fee to reflect the contractor's responsibility in the matter. Vote carried.

**Action by – the Trust Secretary**



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## 5.5 Lydney Tennis Club

Trustees noted the email from the Tennis Club regarding the necessity to repair the Pavilion roof, and requesting a copy of the Trust's insurance policy.

## 5.6 Annual Tree Survey

The Trust Secretary gave a summary of the latest annual tree survey, noting the excellent level of detail it contained. He then presented the four quotations received for carrying out the tree surgery recommended by the survey, and after discussion it was **proposed from the chair by Trustee Legge** to accept the quotation from Chapel Tree Services. Vote carried.

**Action by – the Trust Secretary**

## 5.7 Wild Flower Area

Trustee Leach read out legal advice received around access by neighbouring households across the wild flower area. Representatives of those households were invited to make a statement about the issue, which in summary was that casual and free access across Trust land via garden gates had never been a problem before the wild flower area was created, and the households wished for a return to that position without any charges for such access, nor was there any intention to carry out any future development on the households' gardens.

After discussion it was **proposed from the chair by Trustee Legge** to draft an access agreement containing conditions of use for approval by all parties. Vote carried.

**Action by – the Trust Secretary**

The Trust Secretary presented cost estimates of £1,000.00 for clearing the access and larger sums for laying down a tarmac roadway. It was **proposed by Trustee Carr seconded by Trustee L Arnold** that only the clearance work would be carried out, once the access agreement was in place. Unanimous.

**Action by – the Trust Secretary**

## 5.8 2020 Annual Play Inspection

It was **proposed from the chair by Trustee Legge** to approve the appointment of Monmouthshire County Council to undertake the Annual Play Inspection at a cost of £79.18 plus VAT. Unanimous.

**Action by – the Trust Secretary**

## 5.9 Trust Budget for 2020/21

The Trust Secretary presented draft budget figures for 2020/21. After discussion it was **proposed from the chair by Trustee Legge** that subject to approval by the Environment Agency and agreement with the contractor to carry out the pump house work in two phases, with the upgrade of the pump house as a first phase, estimated cost £13,000, and the rest of the proposal as a potential second phase.

**Action by – the Trust Secretary**

It was **proposed by Trustee L Arnold, seconded by Trustee Harley** to approve the tabled 2020/21 budget of £56,021. Unanimous. It was **proposed from the chair by Trustee Legge** to ask Lydney Town Council for a grant of £20,515 accordingly. Unanimous.

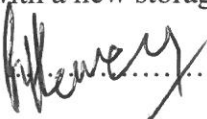
**Action by – the Trust Secretary**

# LYDNEY RECREATION TRUST

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6. **TRUSTEE REPORTS**

Trustee Macklin raised an issue around a lack of sports pitches, and Trustee Legge suggested a meeting with all the sports clubs to discuss the matter. Trustee Legge also brought to the Trustees' notice a proposal by the cricket club to replace two old containers with a new storage shed. The meeting then closed at 10 pm.

Chairman ..  .....

Date 27/1/20 .....