

LYDNEY RECREATION TRUST

TRUST MEETING – 23 September 2013 - 09

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 23 September 2013 at 6.58 pm.

Present: Trustees D Biddle (Chairman), R Bonser, C Harris, C Matthews and B Thomas

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

Prior to the formal commencement of the meeting a presentation was received from Ms M Challenger, Ms D Foot and Mr T Davis regarding the possibility of a 2014 Skate Jam. It was noted that Ms Challenger, Ms Foot and Mr Davis comprised of the organising committee for the 2013 event and during her presentation Ms Challenger thanked the Trust for their support and then provided Trustees with an overview of this year's event, including the high points and the low points. It was noted that the event had been well received by the majority of youths and the event had proved to be positive for the Town, however, some youths has expressed their frustration that the event had not incorporated competitions for skaters; Ms Challenger welcomed discussion with skaters and explained that it would be necessary for skaters to find an adult to represent them on the organising committee before competitions for them could be included; Ms Foot felt that the event would need to be expanded to two days if events for skaters were included. It was also noted that problems were experienced with vandalism.

Ms Challenger, Ms Foot and Mr Davis outlined their desire to grow the event for 2014 by charging an entry fee; staggering the music and scooting so that they don't run side by side; provision of hay bales as seating; provision of a beer tent. Mention was also made of being provided with a more stable power source and additional security methods. Ms Challenger highlighted the organising Committee's desire to hold the 2014 event on the first Sunday of the school summer holidays in 2014.

During discussion it was suggested that the organising Committee should refrain from the use of hay bales due to the fire risk and may wish to consider approaching Lydney Town Hall Management Committee regarding the hire of plastic chairs; that an admission charge could not be levied due to the Trust Deed unless such income was paid to the Trust; that the Committee may wish to approach Lydney Town Council and Forest of Dean District Council to enquire as to the possibility of a grant for the 2014 event; that the Committee should contact Forest of Dean District Council to discuss the requirements for operating a beer tent, alternatively the Committee may wish to investigate the provision of an alcohol facility via one of the sporting clubs based on the Recreation ground. Attention was also drawn to the cost of providing a stable power supply for the event and Trustees expressed a wish for the Committee to continue to involve Lydney Youth Council.

The Secretary advised that the 2014 event would be an agenda item for the next meeting in order that the Trust may formally consider the Committee's request.

Ms Challenger, Ms Foot and Mr Davis then excused themselves from the meeting.

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1. **APOLOGIES**

Apologies for absence were received and noted from Trustees Berryman, Bevan, Cooksley, Hobman, James, W Osborne, S Osborne, B Pearman and A Preest.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

The minutes of the meeting held on 28 May 2013 were confirmed and signed as a true record (note: Trust meeting scheduled for 22 July 2013 was not quorate). **Proposed by Trustee Matthews, seconded by Trustee Bonser.** Unanimous. Actions taken under Delegated Powers were duly noted (detail having previously been circulated to Trustees with the Agenda) summarised as follows:

- Write off 2010-2011 amount of £450.75
- Increase litter collection by one further collection per week for skate park during the summer months
- Removal of Oak tree
- Obtaining additional quotations for the repair/replacement of the footbridge by Lydney Tennis Club
- Clean up of River Lyd and removal of debris

Trustee Biddle expressed his appreciation of the clearance work which had been undertaken by Richard Cole Contractors on the banks of the River Lyd from the Hams Road Car Park to the Albany Bridge.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

**JUNE & JULY 2013
AUGUST & SEPTEMBER 2013**

Bank Balance as 1st April 2013

LLOYDS BANK - Current	01727642	6,740.80	
LLOYDS BANK - Current - Projects	036195160	6,220.58	
LLOYDS BANK - General Reserve	01451914	37,503.21	
		<u>50,464.59</u>	

Bank Balance 50,464.59

TRANSACTIONS

RECEIPTS

Receipts APRIL	1,426.54	
Receipts MAY	2,370.10	
Receipts JUNE	1,845.21	
Receipts JULY	3,138.60	See attached
Receipts AUGUST	1,717.81	See attached
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	See attached
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
Total Receipts YTD	10,498.26	

PAYMENTS

Payments APRIL	1,818.55	
Payments MAY	1,830.06	
Payments JUNE	1,726.70	Detailed below
Payments JULY	832.50	Detailed below
Payments AUGUST	10,893.14	Detailed below
Payments SEPTEMBER	2,123.48	Detailed below
Payments OCTOBER	-	

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Payments NOVEMBER	-
Payments DECEMBER	-
Payment JANUARY	-
Payment FEBRUARY	-
Payment MARCH	-
Payments PRIOR TO YEAR END	-
Total Payments YTD	19,224.43
Total	41,738.42

Reconciled Bank Statements as at end		AUGUST 2013	
LLOYDS BANK - Current	00171608	1,050.40	
LLOYDS BANK - Current - Projects	36195160	2,917.46	
LLOYDS BANK - General Reserve	29897960	37,770.56	
Bank Balances as at	30-Aug-13	41,738.42	£0.00 check

Earmarked Reserves:

<i>Drainage (residue from sale of Lakeside House)</i>	£65,000.00	Currently held as part of Share Portfolio
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JUNE PAYMENTS

Details

Payments made by Direct Debit:

none

Direct Debits:	Sub Total	0.00
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Payments made in advance:

Lydney Scoot 'n' Jam	500.00	Ad hoc	978	Donation
P Hurcomb	500.00	Ad hoc	979	Grounds Maintenance
Payments in advance:	Sub total			1,000.00

Payments for approval in lieu of meeting:

Forest Equipment Services Ltd	726.70	Monthly	980	Litter Picking: May
Payments in lieu of meeting:	Sub total			726.70

TOTAL PAYMENTS	JUNE 2013	1,726.70
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JULY PAYMENTS

Details

Payments made by Direct Debit:

none

Direct Debits:	Sub Total	0.00
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Payments made in advance of the meeting:

none

Payments in advance of meeting:	Sub total	0.00
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Payments for approval at the meeting held on:

22nd July 2013

Forest Equipment Services Ltd	726.70	Monthly	981	Litter Picking: June
Gloucestershire Playing Fields Association	5.00	Annual	982	Grounds Maintenance
Monmouthshire CC	90.00	Annual	983	Annual Inspection: Skatepark & MUGA
Petty Cash	10.80	Ad hoc	984	Removal of fly tipping
Payments to meeting:	Sub total			832.50

TOTAL PAYMENTS	JULY 2013	832.50
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AUGUST PAYMENTS

Details

Payments made by Direct Debit:

Severn Trent Water	17.46	DD	Standtap 11.12.12 - 19.6.13
Direct Debits:	Sub Total		17.46

12/08/13

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<u>Payments made in advance:</u>					<u>Chq. No.</u>	
	<i>none</i>			Monthly	706	Pavilion Cleaning: August
Payments in advance of meeting:	Sub total		<u>0.00</u>			
 <u>Payments for approval in lieu of meeting:</u>						
Forest Equipment Services Ltd		726.70		Monthly	985	Litter Picking: July
Richard Cole		5,342.40		Bi-annual	986	Clear Scrub / Grass Cutting
Lydney Town Council		1,503.46		Ad hoc	987	Contribution to River Lyd clearance
 <u>Projects Account</u>						
<i>Evolution Skateparks</i>		<i>3,303.12</i>		<i>Ad hoc</i>	<i>Prj 001</i>	<i>Skatepark Repairs</i>
Payments in lieu of meeting:	Sub total		<u>10,875.68</u>			
TOTAL PAYMENTS	AUGUST 2013		<u>10,893.14</u>			

SEPTEMBER PAYMENTS

[Details](#)

Payments made by Direct Debit:

none

Direct Debits: Sub Total 0.00

Payments made in advance of the meeting:

Petty Cash		41.49			<u>Chq. No.</u>	
					988	Petty Cash / Float
Payments in advance of meeting:	Sub total		<u>41.49</u>			

Payments for approval at meeting on:

23rd September 2013

Forest Equipment Services Ltd		726.70		Monthly	989	Litter Picking: August
Griffiths Marshall		900.00		Annual	990	Audit
Light Fantastic DIY Ltd		33.32		Monthly	991	Skatepark / General Maintenance
Shaw & Sons Ltd		407.76		Ad hoc	992	Binding of Minutes
Travis Perkins		14.21			993	General Maintenance
Payments to meeting:	Sub total		<u>2,081.99</u>			

TOTAL PAYMENTS

SEPTEMBER 2013

2,123.48

A list of unpresented Cheques (For Information only)

Forest Equipment Services Ltd		726.70			985
Richard Cole		5,342.40			986
Total		<u>6,069.10</u>			

Projects Account

Evolution Skateparks *3,303.12* *Prj 001*

4.1 Financial Statement

Approval of the accounts/payments was proposed by Trustee Bonser, seconded by Trustee Matthews. Unanimous.

4.2 Accounts for Year Ended 31 March 2013

Members noted that the accounts for Year Ended 31 March 2013 have since been submitted online to the Charity Commission (Trustees had been previously issued with a copy of the accounts in readiness for the Trust meeting in July). **Approved by Trustee Thomas, seconded by Trustee Bonser.**

4.3 Outstanding Account for 2010-2011

Trustees noted that the outstanding account for 2010-2011 of £450.75 had been written off.

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4.4 2014-2015 Budget

Prior to the meeting Members were provided with a copy of the suggested budget for 2014-2015 and noted the suggested (donation) which would need to be sanctioned by Lydney Town Council.

During discussion it was stressed that the Trust's budget could not be considered in isolation as if a decision was taken to request a donation from Lydney Town Council there would surely be an impact on the Town Council's budget/Precept demand. The Secretary advised that both Lydney Recreation Trust's and the Bathurst Park and Recreation Trust's budget now clearly reflected future commitments and allowed Trustees to compare their expenditure alongside that of recent years. Trustees were advised of the expenditure required to cover the running costs of Bathurst Park and noted that a £2,500 increase in budget for the Bathurst Park and Recreation Trust had been recommended which, when included with the donation request by Lydney Recreation Trust, would result in an increase of the precept. Voicing agreement with comments made by Trustee Biddle, Trustee Bonser felt that the Trust had no option but to request a grant of £10,000 from Lydney Town Council for the 2014-2015 financial year. Accordingly, Trustee Harris reminded all Trustees that this would increase the precept figure which Trustees should note when later considering the Town Council's budget.

The Secretary advised of the need to transfer £10,000 from General Reserves into the Trust's Current Account. **Proposed by Trustee Biddle. Unanimous.**

5. BUSINESS

5.1 Water Supply

Severn Trent Water Charges

Trustees were informed that further investigations had taken place over the charges levied on the Trust in recent years from which it appeared that the Trust may be eligible for a refund. It was noted that Severn Trent were conducting further investigations regarding the water supply for Lakeside House and Lydney Angling Club, the results of which were awaited.

Separate Water Supply for Lydney Tennis Club

Trustees were advised that it was not possible to progress the separate supply for the Club until such time as the query on the Trust's charges had been resolved. However, from recent investigations it would appear that the simplest option would be to mole a new supply to Lydney Cricket Club, leaving the majority of the existing supply pipework in place which could then be used by Lydney Tennis Club, as it was believed that the supply ran under the cricket pitch.

5.2 Grant Funding

Trustee Biddle advised that no action had been taken recently. Regarding improvements to the skate park, Trustee Biddle stated that a number of the users had requested the provision of a jump box, but they did not wish to lose the grind rail. Accordingly, it would be necessary to discuss the matter with Evolution to understand how the request could be accommodated. Furthermore, Trustee Biddle advised that suggestions had been received that a separate half pipe for younger users be provided as they felt intimidated.

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Trustee Harris suggested that Trustee Biddle may wish to approach local businesses to ascertain if they would be willing to sponsor improvements to the skate park and it was noted that Trustee Biddle had already approached established grant providers (e.g. Sport England).

5.3 Lydney Skate Park

Prior to the meeting Trustees were provided with a copy of the quotation which had been obtained for the repair of the top platform on one of the ramps. The Secretary advised that a temporary repair had been conducted by Town Council Ground Staff which it was hoped would last until the end of the financial year. However, it was **proposed by Trustee Harris, seconded by Trustee Thomas**, that Delegated Powers would be bestowed on Trustee Biddle to address the matter if the temporary repair was not successful. Vote carried.

Action by – Trustee Biddle

5.4 Litter Impacting on Trust Land

Prior to the meeting Trustees were provided with details of the actions which had been taken by Forest of Dean District Council's Street Wardens in a bid to address the litter problem from an adjacent premises. The actions were duly noted.

5.5 Use of Land South of Bypass

Prior to the meeting Trustees were provided with a copy of documentation which had been provided by Trustee Biddle regarding the possible use of the land south of the Bypass as a solar orchard.

During discussion Trustee Biddle advised that from preliminary discussions with Bee Green Energy concern had been expressed over the vegetation on site, together with the disturbance to nature. It was agreed that the documentation would be formally noted.

5.6 Bridge by Tennis Club

Prior to the meeting Trustees had been provided with copies of the three quotations which had been obtained concerning the replacement/repair of the footbridge by Lydney Tennis Club.

The Secretary advised that, given health and safety concerns dating back to June, the condition of the bridge was being monitored at present by the Head Groundsman, however, it was felt that the bridge would become unsafe before long and would need to be decommissioned. Attention was drawn to the fact that Lydney Tennis Club wished to include disabled members and that the Club had ideally expressed a preference for a replacement bridge that was wheelchair accessible. The Secretary had suggested that the Club may wish to pursue a funding bid, with costs matched by the Trust and advised that she had informed the Club Chairman of the need to submit funding bids on an urgent basis.

Trustee Bonser was interested to note that Mabey Bridge operated its own charitable fund which may be willing to offer a contribution towards the cost of the bridge, however, she felt that may not be possible to defer the matter until the next meeting. Whilst the Secretary highlighted the significant costs for the replacement of the bridge, she advised that it may become necessary for the bridge to be

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decommissioned and Heras fencing erected. Having considered the matter Trustee Bonser felt that the Trust should wait until it was known as to whether a contribution would be forthcoming from Mabey Bridge Charitable Trust prior to considering the purchase of a replacement bridge. Trustee Biddle questioned if Trustees would be willing to undertake a joint funding bid with Lydney Tennis Club and Trustee Matthews highlighted that the bridge was used by other members of the public.

During discussion it was noted that contact had yet to be made with the Environment Agency regarding the possibility of lowering the height of the bridge to facilitate disabled access. Trustee Biddle advised that a funding application would be submitted to SITA through Lydney Area in Partnership via their Entrust registration. In view of the above the Secretary suggested that consideration be given to Lydney Tennis Club and Lydney Area in Partnership covering 50% of the cost, with Lydney Recreation Trust then covering the remaining 50%.

After a short further discussion, it was **proposed by Trustee Bonser, seconded by Trustee Harris**, that further consideration of the quotes would be deferred until the next meeting and that Trustee Biddle would liaise with Lydney Tennis Club.

Action by – Trustee Biddle

The Secretary highlighted to Trustees that the bridge would be decommissioned if deemed necessary on health and safety grounds.

5.7 **Removal of Oak Tree on Recreation Ground**

Trustees noted that it had been necessary to remove a damaged oak tree at a cost of £550.00.

5.8 **Removal of Fly Tipping**

Trustees noted that it had been necessary to remove a quantity of fly tipped types from the Hams Road Car Park at a cost of £10.80. Furthermore, that a quantity of building rubble had been fly tipped at Lydney Lake, however, this matter had since been resolved.

5.9 **River Lyd Clean Up**

Trustees noted that work had been undertaken to remove vegetation on the banks of the River Lyd from the Hams Road Car Park to Albany Bridge, with the cost of the work being divided between Forest of Dean District Council (50%), Lydney Town Council (25%) and Lydney Recreation Trust (25%). The virement which had been conducted in respect of the cost of the work was also noted. Trustees were asked to consider if they wished members of the Town Council's Ground Staff to routinely spray the vegetation on the banks in order to prevent its growth. The Secretary advised that this would require the purchase of additional weedkiller at a cost of approximately £150.00 plus VAT. **Trustee Biddle proposed** that the action be undertaken and requested that the Trust's contractor annually remove trees which had self-set on the river banks. Unanimous.

Action by – the Secretary

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Trustees were asked to consider the purchase of a set of extending litter pliers to enable Ground Staff to remove pieces of litter from the watercourse, at a cost of £151.20.

Proposed by Trustee Biddle. Unanimous.

Attention was then focused on the possibility of clearing the watercourse which flowed over the Trust's land south of the By-pass. It was noted that Riparian Ownership was shared between the Trust and Dean Forest Railway and it was unanimously agreed that the Secretary would obtain quotations for the cost of the work.

Action by – the Secretary

5.10 Collection of Litter

Trustees noted that an additional litter collection of the skate park and Multi Use Games area was arranged for the school holidays and that a virement had been conducted in respect of the work.

Trustees were then asked to consider if they wished to arrange for their contractor to collect dog waste as part of their contract in the 2014-2015 financial year, at an additional charge. The Secretary advised that the expenditure had already been incorporated into the draft budget for 2014-2015 which had been considered earlier in the meeting. It was therefore **proposed by Trustee Bonser, seconded by Trustee Harris**, that the work would be undertaken.

Action by – the Secretary

The Secretary highlighted the large number of actions for which Trustees were required to note; she advised that whilst the last Trust meeting had taken place in May 2013 (other scheduled meetings unable to attain a Quorum), the work of the Trust continued between meetings.

5.11 Annual Inspection Report

Prior to the meeting Trustees were provided with copies of the Annual Inspection report for the Multi Use Games Area and the Skate Park which had been undertaken by Monmouthshire County Council, the contents of which were duly noted.

5.12 Lakeside House

Trustees were made aware that concern over traffic speeding to Lakeside House had been expressed by a local resident. During discussion it was **proposed by Trustee Bonser, seconded by Trustee Matthews**, that the Trust would purchase and erect a "pedestrians in road ahead" sign, to the value of £100.00. Unanimous.

Action by – the Secretary

5.13 Charity Matters Newsletter

Prior to the meeting Trustees received a copy of a newsletter which had been provided by Trustee Biddle, the contents of which were duly noted.

5.14 Repair of Angling Club Garage Roof

Prior to the meeting Trustees were provided with a copy of the quotation which had been received in respect of the repair.

The Secretary advised that only one quotation had been received, despite several organisations being asked to quote.

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During discussion Trustees noted that the lead flashing had been stripped from the garage roof by persons unknown and that it had been proposed to replace the flashing with galvanised metal. Trustees were also advised that the Club had previously expressed concern over taking on a garage which utilised lead flashing and such an exclusion had been incorporated into the Club's lease. Accordingly, it was **proposed by Trustee Bonser, seconded by Trustee Matthews**, that the quotation would be accepted. It was also noted that the cost of the work would be taken from the £10,000 which earlier in the meeting the Trust had agreed to transfer from their General Reserve account to their Current Account.

Action by – the Secretary

5.15 Lydney Town AFC

Prior to the meeting Trustees were provided with a copy of the letter which had been received from the Club in which they requested the Trust allow use of the second pitch on the Recreation Ground. Trustees were made aware of the need to ensure that the second pitch was available for use by members of the public in order to safeguard the S106 contributions from Robert Hitchins Ltd in respect of drainage on the Recreation Ground. After a short discussion it was **proposed by Trustee Bonser** that the Club would be permitted to use the second pitch, the maintenance for which would be borne by the Club, however the pitch would remain available for use by members of the public/other clubs. Furthermore, that the use of the pitch should be booked via the Trust office and the pitch allocated on a first come, first served basis. Unanimous.

Action by – the Secretary

Attention was then turned to the Club's request to attend the next meeting to discuss the development work the Club wished to undertake at their facilities. Trustee Bonser voiced concern that the Club would reiterate its previously mooted improvements and whilst she did not object to dialogue with the Club, she felt that they needed to appreciate that they would not be able to undertake all of their desired improvements. It was therefore **proposed by Trustee Matthews, seconded by Trustee Harris**, that the Club would be requested to instruct its legal representative to submit details of the desired improvements to the Trust's legal representative for consideration by the Trust. Unanimous.

Action by - the Secretary

6. MEMBERS REPORTS

Trustee Matthews informed Trustees of a potential source of income which could be gained through the collection and crushing of drinks cans. It was noted that the crushing would need to be undertaken by the community and it was agreed that the matter would be an agenda item for the next meeting; that Trustee Matthews would provide the Secretary with information on the scheme in order that it may be considered by Trustees; that the Secretary would obtain prices for a bin to facilitate recycling.

Action by – Trustee Matthews and the Secretary

DJH

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Trustee Bonser advised that a “scrap store bus” from Gloucester was seeking a venue in which to park their bus once a month. Trustee Bonser suggested that a suitable location may be Hams Road Car Park, for which a donation may be forthcoming. It was agreed that the matter would be an agenda item for the next meeting.

Action by – the Secretary

Trustee Harris reported that a quantity of rubbish had been deposited on top of the metal grill by Lloyds Pharmacy. Trustee Biddle agreed to make enquiries.

Action by – Trustee Biddle

Trustee Biddle queried the tenancy rate for the Trust’s garages, following the improvements which had been conducted. Trustees were pleased to note that only one garage remained vacant.

The meeting closed at 8.31 pm.

Chairman 

Date