

LYDNEY RECREATION TRUST

TRUST MEETING – 24 November 2014 - 26

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 24 November 2014 at 8.32 pm.

Present: Trustees A Preest (Chairman), B Berryman, D Biddle, R Bonser, J Greenwood, C Harris, V Hobman, H Ives, J Openshaw, B Pearman, A Preest, S Rudge and B Thomas

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

Trustee Preest 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 Bevan and Vaughan.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 29 September 2014 were confirmed and signed as a true record. **Proposed by Trustee Rudge, seconded by Trustee Harris.**
Unanimous.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

OCTOBER & NOVEMBER 2014

Bank Balance as 1st April 2014

LLOYDS BANK – Current	01727642	5,113.60
LLOYDS BANK - Current – Projects	36195160	2,917.46
LLOYDS BANK - General Reserve	01451914	32,623.38
	Bank Balance	40,654.44

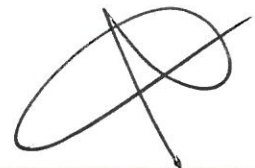
TRANSACTIONS

RECEIPTS

Receipts APRIL	1,969.47	
Receipts MAY	4,391.77	
Receipts JUNE	9,871.80	
Receipts JULY	4,512.36	
Receipts AUGUST	2,581.75	
Receipts SEPTEMBER	2,493.84	See attached
Receipts OCTOBER	7,949.15	See attached
Receipts NOVEMBER		
Receipts DECEMBER		
Receipts JANUARY		
Receipts FEBRUARY		
Receipts MARCH		
	Total Receipts YTD	33,770.14

PAYMENTS

Payments APRIL	462.32	
Payments MAY	302.84	
Payments JUNE	1,506.70	
Payments JULY	3,508.75	
Payments AUGUST	1,304.12	
Payments SEPTEMBER	5,833.32	
Payments OCTOBER	2,580.50	Detailed below
Payments NOVEMBER	2,144.32	Detailed below



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

Total Payments YTD 17,642.87
 Total **56,781.71**

Reconciled Bank Statements as at end	OCTOBER 2014		Bank statements attached
LLOYDS BANK – Current	01727642	16,527.09	
LLOYDS BANK - Current – Projects	36195160	2,917.46	
LLOYDS BANK - General Reserve	01451914	37,337.16	
Bank Balances as at:	30-Oct-14	56,781.71	0.00 check

Earmarked Reserves:

Drainage (residue from sale of Lakeside House)

£65,000.00

Currently held as part of Share Portfolio

OCTOBER PAYMENTS				Details
<u>Payments made by Direct Debit:</u>				
FoDDC Business Rates	15.9.14	172.00	DD	Car Park & Land
Forest Equipment Services	29.9.14	749.22	STO	Litter Picking (Sep)
Richard Cole Contractors	29.9.14	924.00	STO	Grass Cutting (Sep)
	Direct Debits:	Sub Total		
		1,845.22		
<u>Payments made in advance:</u>				<u>Chq. No.</u>
Nicholas S Smith		289.00	1043	Severn Trent fees
	Payments in advance of meeting:	Sub Total		
		289.00		
<u>Payments for approval in lieu of meeting:</u>				
Forest Equipment Services		239.40	1044	Litter Picking: addition school hols
Shaw & Sons Ltd		206.88	1045	Binding of Minutes
	Payments in lieu of meeting:	Sub total		
		446.28		
TOTAL PAYMENTS		OCTOBER 2014	2,580.50	

NOVEMBER PAYMENTS				Details
<u>Payments made by Direct Debit:</u>				
FoDDC Business Rates	15.10.14	172.00	DD	Car Park & Land
Forest Equipment Services	28.10.14	749.22	STO	Litter Picking (Oct)
R Cole Contractors	28.10.14	924.00	DD	Grass Cutting (Oct)
	Direct Debits:	Sub Total		
		1,845.22		
<u>Payments made in advance:</u>				<u>Chq. No.</u>
none				
	Payments in advance of meeting:	Sub Total		
		0.00		
<u>Payments for approval at the meeting on:</u>				
	24th November 2014			
Tennis Club - Skatepark Electricity		299.10	1046	Skatepark Electricity
	Payments to meeting:	Sub total		
		299.10		
TOTAL PAYMENTS		NOVEMBER 2014	2,144.32	

A list of unrepresented Cheques (For Information only)

Forest Equipment Services		239.40	1044
Shaw & Sons Ltd		206.88	1045
	Total	446.28	

Projects Account

none 0.00



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4.1 Financial Statement

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

Trustees' attention was drawn to the agenda items relating to the removal of self-set trees and work to the pump house. Trustees were informed that commitments for expenditure for both items had already been incorporated into the Trust's accounts. Members were informed that the Trust held £15,000 commitments in its accounts, resulting in only £52.00 remaining in the 2014/15 budget.

5. BUSINESS

5.1 Electricity Supply to Pump House

Members were given an overview of the actions which had been taken to restore the electricity supply to the drainage pump for the Recreation Ground. The Secretary advised that the three phase supply had been initially disconnected by unknown persons; the supply shorted out when reconnected; no records could be found in the Trust's records to determine where the supply originated from and it was noted that the Trust had never been invoiced for the supply; despite assistance from Mr R Davis, it was necessary to engage Western Power Distribution to trace, isolate, reconnect and restore the electrical supply at a cost of up to £1,500 plus VAT; that it had been discovered that the floor to the pump house was non-existent and that the door could not be secured as it was impossible to know who had a key to the pump house. Members were provided with photographic evidence of the condition of the facility.

During discussion it was noted that the pump was submersible and therefore required a removable floor. It was **proposed by Trustee Pearman, seconded by Trustee Harris**, that the Trust would provide an adequate floor to the building. Unanimous.

Due to the level of the Trust's General Reserves, it was suggested that Trustees may wish to reduce the number of self set trees which were to be removed, in order that up to £1,000 could be held to cover the cost of installing a floor to the pump house. Noting that ivy had covered the majority of the building (including the roof) it was **proposed by Trustee Preest** that the Secretary would seek professional advice regarding the need to remove said vegetation from the building. Noted.

Action by – the Secretary

Responding to a question which had been raised by Trustee Bonser, the Secretary confirmed that any new supply would be provided on a metered basis.

Regarding the restoration of the electrical supply for the pump, it was noted that Western Power Distribution themselves could not be sure where the supply originated from and that the Trust would need to arrange for the three phase supply to be connected to the pump, once Western Power Distribution had installed a new cable to the pump house. It was **proposed by Trustee Preest** that Delegated Powers would be bestowed on the Secretary to resolve the situation. Unanimous.

Action by – the Secretary

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5.2 Lydney Skate Park

Trustees noted that Mr E Stanton had elected not to attend the meeting.

Prior to the meeting Trustees were provided with a copy of the e-mail exchange between the Secretary and Trustee Biddle regarding the likely funding costs indicated by ASTAM. Members' attention was also drawn to the VAT implication of any such funding bid and the effect it would have on the Trust's budget.

Trustee Biddle highlighted that ASTAM had stated that the Trust would only be likely to receive 50% towards the cost of the equipment from Sport England and he suggested that the Trust may wish to consider investigating the possibility of re-allocating any funding the Trust stood to gain via S106 Agreements.

However, due to concerns raised by Trustees it was **proposed by Trustee Preest** that the matter would be placed in abeyance. Unanimous.

5.3 Lydney Angling Club

Trustees noted that the Club did not possess sufficient budgetary resource to cover the cost of utilising the Community Payback Team to undertake clearance work.

5.4 Recycling of Drinks Cans

Trustee Hobman advised that she had e-mailed Forest of Dean District Council on the matter but had yet to receive a response. Trustee Hobman gave a commitment to pursue a response.

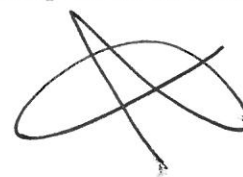
5.5 Lydney Town Junior AFC

Trustees noted that the Working Party of Trustees Preest, Pearman and Vaughan had yet to meet with Club Officials. However, Trustee Pearman reiterated the issues previously raised by the Club (e.g. the requirement for a 40mx 60m pitch). Accordingly, **Trustee Pearman proposed** that the Club be permitted to create a 40m x 60m pitch on the area of land north of the full size second pitch; that the Club would be required to mark out said pitch and maintain at their expense; that the Club would be permitted to use the pitch free of charge for the 2014/15 season, with the issue reviewed in April 2015. The Secretary advised that the Club Secretary had also indicated an interest in utilising Cambourne Meadow as pitch provision. **Trustee Berryman agreed to second** the motion at this point. Vote carried.

Action by – Trustees Preest, Pearman and Vaughan

5.6 Lydney Town AFC

Trustee Preest reported that he, together with Trustees Berryman and Pearman, had attended a meeting with Club representatives regarding their planning application for a second stand. It was noted that the application would be considered by Lydney Town Council's Planning and Highway Committee at a future meeting and that formal notice of the application had been served on the Trust, as the landowner. Trustees were also advised that the Trust would need to consider/provide its formal approval/or refusal as Landlord in due course.



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5.7 Allowance of Dogs on Trust Ground

Following the request which was made at the last meeting, Trustees were asked to consider if they wished to continue to permit dogs on Trust land which is used for sporting enjoyment. Members were reminded that the Trust had previously banned dogs from its ground, it could not enforce the ban and had subsequently allowed dogs on its ground. Accordingly, Trustees were requested that they give consideration as to how such a ban could be enforced. Trustee Berryman felt that action needed to be taken to ensure that dog owners cleared up after their animals and he suggested that additional notices advising of the fine which would be levied be posted around the Trust's land.

5.8 Japanese Knotweed

Trustee Preest advised that he, together with Trustee Pearman and Mr D Street, had met with Mr D Hooper, J D Norman, in order to discuss the stands of Japanese Knotweed which were originating from the Trust's land and extending along the watercourse.

Prior to the meeting Members were provided with a copy of an estimate amounting to £1,050.00 which had been provided by J D Norman in order to remove a quantity of Japanese Knotweed from J D Norman's site as it was felt that it had originated from the Trust's land. However, Trustee Pearman advised that during the site meeting J D Norman had offered to cover the cost of the estimate provided that the Trust took action to control (and eventually eradicate) the Japanese Knotweed on its land.

The Secretary advised that in the near future Lydney Town Council Staff intended to produce a map and formal recording system to record when the areas were treated with pesticide by Lydney Town Council's Ground Staff, with the intention of treating areas on a monthly basis from Spring. Whilst it was noted that the Trust had not budgeted for the work, it was **proposed by Trustee Preest** that any necessary funding would be taken from the "Match Fund Project" budget, including the engagement of Richard Cole Contractors to initially remove the dead canes for the sum of up to £1,000.00. Unanimous.

Action by – the Secretary

5.9 Bank Clearance

Prior to the meeting Trustees were provided with a copy of the quotation which had been obtained in line with prior minuted instruction, for the removal of self set trees from the banks of the River Lyd which flowed over the Trust's land. Members were reminded of the discussion which had taken place earlier in the meeting that the Trust would now undertake a reduced level of work in order to cover the cost of undertaking repairs to the Pump House. Noted.

5.10 Electrical Charging Unit

Prior to the meeting Trustees were provided with a copy of the enquiry which had been received from Gloucestershire County Council regarding the installation of an electrical charging unit for vehicles on the Trust's land. It was proposed by Trustee Preest that the enquiry be deferred to Lydney Town Council's Amenities Committee. Unanimous.

Action by – the Secretary

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5.11 **Bench Request**

Prior to the meeting Trustees were provided with a copy of a request to erect a memorial bench at Lydney Lake which had been received from Mrs C Woodward.

It was **proposed by Trustee Bonser, seconded by Trustee Hobman**, that the Trust would consent to the placement of a bench, subject to its standard terms and conditions.

5.12 **Lydney Rugby Club**

Trustees noted that no further contact had been received from the Club, furthermore, it was unknown if the Club had submitted a funding bid to Sport England in respect of improvements to the existing drainage system on the Trust's land.

Members of the Working Party were requested to make contact with Mr Cutis.

Action by – Trustees Harris, Rudge, Pearman and Berryman

5.13 **Byelaws**

It was noted that Lydney Town Council's Amenities Committee were forming a Working Party to review the Byelaws covering Bathurst Park, Primrose Hill Meend and the Recreation Ground. It was noted that Trustee Preest would represent the Trust on the Working Party.

5.14 **Play Equipment**

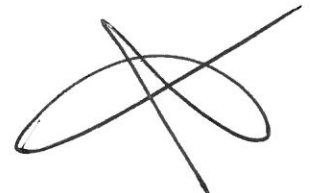
Prior to the meeting Trustees were provided with information on concrete table tennis and football tables and were asked to consider the possibility of providing same on the Trust's land. It was unanimously agreed that the matter would be placed in abeyance.

5.15 **Water Supply for Lydney Tennis Club**

Trustees were reminded of their previous resolution to provide a separate water supply to Lydney Tennis Club. Accordingly, now that the sporting season for the Cricket Club had now finished Trustees noted that the matter would now be progressed.

Trustees were reminded that whilst no financial provision had been included in the Trust's budget for the expenditure, the Trust would need to obtain a further quotation from Severn Trent Water (for the connection) and also obtain a quotation for moleling the new water pipe. After a short discussion it was proposed by Trustee Preest that Delegated Powers would be bestowed on himself, Trustee Biddle and the Secretary in order to progress the matter and determine how the necessary expenditure would be accounted for. Unanimous.

Action by – the Secretary and Trustees Preest and Biddle



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6. **MEMBERS REPORTS**

Trustee Bonser reported that drug dealing was taking place at Lydney skate park which was deterring genuine skaters from using the facility. Trustee Bonser requested that investigations take place with the Police to determine what action was being taken to resolve the situation.

Action by – the Secretary

The meeting closed at 9.17 pm.

Chairman

Date 26 Jan 15