

LYDNEY RECREATION TRUST

TRUST MEETING – 26 January 2015 - 33

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 26 January 2015 at 6.59 pm.

Present: Trustees A Preest (Chairman), R Bonser, C Harris, V Hobman, J Openshaw, B Pearman, 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 Berryman, Bevan, Biddle, Greenwood, Ives and Osborne.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 24 November 2014 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Thomas.**

Trustee Preest sought to correct a spelling error in the minutes: Agenda Item 5 should reference Mr Davies, not Mr Davis as recorded in the minutes. The minutes were then put to a vote. Unanimous.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

DECEMBER 2014 & JANUARY 2015

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
Receipts OCTOBER	7,949.15
Receipts NOVEMBER	3,690.78
Receipts DECEMBER	2,584.34
Receipts JANUARY	
Receipts FEBRUARY	
Receipts MARCH	

See attached

See attached

Total Receipts YTD 40,045.26

PAYMENTS

Payments APRIL	462.32
Payments MAY	302.84
Payments JUNE	1,506.70
Payments JULY	3,508.75

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Payments AUGUST	1,304.12	
Payments SEPTEMBER	5,833.32	
Payments OCTOBER	2,580.50	
Payments NOVEMBER	2,144.32	
Payments DECEMBER	1,888.95	Detailed below
Payment JANUARY	5,018.94	Detailed below
Payment FEBRUARY		
Payment MARCH		
Payments PRIOR TO YEAR END		
	Total Payments YTD	24,550.76
	Total	56,148.94

Reconciled Bank Statements as at end	DECEMBER 2014		Bank statements attached
LLOYDS BANK – Current	01727642	13,954.87	
LLOYDS BANK - Current – Projects	36195160	2,917.46	
LLOYDS BANK - General Reserve	01451914	39,276.61	
Bank Balances as at:	31-Dec-14	56,148.94	0.00 check

Earmarked Reserves:

Drainage (residue from sale of Lakeside House) £65,000.00 *Currently held as part of Share Portfolio*

DECEMBER PAYMENTS

Payments made by Direct Debit:				Details
FoDDC Business Rates	17.11.14	172.00	DD	Car Park & Land
Forest Equipment Services	28.11.14	749.22	STO	Litter Picking (Sep)
	Direct Debits:	Sub Total		
		921.22		

Payments made in advance:

None

Payments in advance of meeting: **Sub Total** **0.00**

Chq. No.

Payments for approval in lieu of meeting:

Lydney Town Council		47.73	1047	Postage Recharge
P. Hurcomb Carpentry		920.00	1048	Grounds Maintenance
	Payments in lieu of meeting: Sub total	967.73		

TOTAL PAYMENTS DECEMBER 2014 1,888.95

JANUARY PAYMENTS

Payments made by Direct Debit:				Details
FoDDC Business Rates	15.12.14	172.00	DD	Car Park & Land
Severn Trent Water	22.12.14	17.84	DD	Water
Forest Equipment Services	29.12.14	749.22	STO	Litter Picking (Dec)
	Direct Debits:	Sub Total		
		939.06		

Payments made in advance:

Severn Trent Water

Payments in advance of meeting: **Sub Total** **137.88**

Chq. No.

1049 Water Connection Survey

Payments for approval at the meeting on:

26th January 2015

Roy Davies Builders Ltd - investigate re pump		105.60	1050	General Maintenance
Richard Cole Contractors		3,836.40	1051	H&S / Grounds Maintenance
	Payments to meeting: Sub total	3,942.00		

TOTAL PAYMENTS JANUARY 2015 5,018.94

A list of unrepresented Cheques (For Information only)

none

Total **0.00**

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4.1 Financial Statement

Attention was drawn to the Financial Statement and Trustees noted that, barring unforeseen circumstances, the Trust should complete the current financial year within its approved budget and potentially may slightly increase its General Reserves. Trustee Preest offered his thanks to the Secretary and Lydney Town Council's Finance Assistant for providing Trustees with a clear and concise balance sheet.

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

4.2 Appointment of Independent Auditor for Year Ended 2014/15

Trustee Openshaw proposed that Griffiths Marshall would once again be appointed to the role, **seconded by Trustee Harris**. Unanimous. It was noted that Griffiths Marshall had agreed to hold their audit charges at the 2013/14 rates (i.e. £900).

Action by – the Secretary

5. BUSINESS

5.1 Electricity Supply to Pump House

The Secretary advised that Npower had committed to install an electricity meter on 30 January 2015; that once it had been installed and electrician would be engaged to connect the pump equipment and undertake a 5 year fixed wiring test of the system. Trustees noted that work to provide a floor for the pump house, secure the entrance door and repair the roof had been undertaken since the last meeting.

Trustees were informed that Western Power Distribution had now agreed not to charge for the repair of the cable which supplied electricity to the pump house and Trustees requested that a letter of thanks be sent to the organisation.

Action by – the Secretary

Responding to a question which had been raised by Trustee Bonser, the Town Council's Executive Officer advised that Npower had agreed to act as the Trust's electricity supplier and would invoice the Trust for any supply used. It was agreed that the possible recharge to Lydney Town AFC of the electrical supply used by the pump would be an agenda item for the next meeting.

Action by – the Secretary

5.2 Recycling of Drinks Cans

As Trustee Hobman was not able to provide an update, it was unanimously agreed that the item would be removed, with consideration given to possibly including the item following the May Town Council elections.

5.3 Lydney Town Junior AFC

Trustee Pearman advised that following discussions with the Club Chairman, the Club had not felt it prudent to undertake the required work to bring the area up to the required standard half way through the season. Accordingly, Trustee Pearman suggested that the Trust invite representatives from the Club to attend the first Trust meeting after the May Town Council elections in order that their requirements for the forthcoming season may be discussed. No objection to the suggestion was voiced by Trustees.

Action by – the Secretary

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5.4 **Lydney Town AFC**

Trustees noted that the Trust's response to the Club's planning application for a further stand was considered during Lydney Town Council's Full Council meeting on 12 January 2015.

5.5 **Lydney Rugby Club**

Trustee Preest advised that he had spoken to Mr T Curtis who had advised that no progress had been made as the Club had yet to undertake work with the RFU, however, Mr Curtis welcomed a meeting with members of the Working Party in due course to discuss progress.

5.6 **Gloucestershire Playing Field Association**

Prior to the meeting Trustees were provided with a copy of the Assessment Report which had been undertaken on the Trust's facilities by Gloucestershire Playing Field Association (GPFA), as per the Trust's previous instruction.

Trustees noted that GPFA had highlighted that waterlogging occurred around the wooden benches by the skate park and that access to the Multi Use Games Area (MUGA) across muddy ground was not desirable. Responding to a question which had been raised by Trustee Harris, the Secretary advised that during Spring 2015 Lydney Town Council's Head Groundsman would attempt to alleviate the waterlogging which occurred around the wooden benches. Trustees then turned their attention to what work could be done to resolve the problem of the muddy access to the MUGA. Several suggestions were made by Trustees as to how the problem may be overcome (e.g. application of bark/gravel). After a short discussion it was **proposed by Trustee Harris, seconded by Trustee Bonser**, that Delegated Powers would be bestowed on the Secretary in order that a maximum of £150 would be expended to provide a short term solution to the problem. Trustee Pearman called for Lydney Town Council's Head Groundsman to provide the Secretary with suggestions as to the solutions which could be utilised.

Action by – the Secretary

Noting that "Environment" and "Signage" had scored poorly on the Assessment Report, Trustee Bonser requested that the matter be an agenda item for the next meeting in order that Trustees may be provided with an opportunity to consider the matter.

Action by – the Secretary

6. **MEMBERS REPORTS**

Trustee Openshaw advised that Mr D Lucas had expressed an interest in organising a 5km run around the Trust's ground and anticipated that 100-200 people may be interested in attending. Trustee Openshaw was requested to provide Mr Lucas's contact details to the Secretary in order that he may be invited to attend the next meeting.

Action by – the Secretary

Trustee Harris advised that she had learnt that an incident had occurred at Lydney Skate Park which had required the presence of both Ambulance Service and Police Officers. Recalling that Trustees had previously requested that the Police inform each respective Trust when incidents occurred on their land, Trustee Bonser called

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for the Secretary to once again remind the Police of the Trust's request.

The Secretary reported that Forest of Dean District Council had offered to install a luminous dog fouling penalty notice sign on the Trust's ground and had given a commitment to enforce same. Trustee Preest requested that the Trust be provided with an example of the sign prior to its installation, and details of its proposed location.

Action by – the Secretary

The Secretary advised that Danter's Fair would be visiting the Trust's ground in March and had requested that the Trust levy the same charge as that levied for their October 2014 visit. The Secretary suggested that the Trust should levy the same charge as it had levied for the October 2014 visit and then consider if it wished to apply a 10% increase when it reviewed its annual charges. No objection to the Secretary's suggestion was voiced.

Action by – the Secretary

Trustee Bonser requested that Lydney Town Council's Head Groundsman be requested to assess if he would be capable of repairing a large pot hole which had occurred at the rear of the ramp by the garage block.

Action by – the Secretary

Trustee Preest commended the Secretary on the positive working relationship which had been forged with Dean Forest Railway Limited and highlighted the excellent tree clearance work which had been undertaken by the organisation on its land south of the by Bypass. The Secretary advised that as a result of the clearance work which the organisation had undertaken on the Trust's land a stand of Japanese Knotweed had been discovered which would be treated by Lydney Town Council's Head Groundsman in the Spring, the cost which would be shared between the Trust and Dean Forest Railway Limited.

The meeting closed at 7:33 pm.

Chairman

Date

23 May 15 -