

LYDNEY RECREATION TRUST

TRUST MEETING – 23 March 2015 - 38

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 23 March 2015 at 8.01 pm.

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

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 Trustee Openshaw.
2. **DECLARATIONS OF INTEREST**
None.
3. **APPROVAL OF MINUTES**
Approval of the minutes of the meeting held on 26 January 2015 were confirmed and signed as a true record. **Proposed by Trustee Hobman, seconded by Trustee Harris.**
Vote carried.
4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

FEBRUARY & MARCH 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	2,446.81	See attached
Receipts FEBRUARY	1,460.16	See attached
Receipts MARCH		

Total Receipts YTD **43,952.23**

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

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Payments NOVEMBER	2,144.32	
Payments DECEMBER	1,888.95	
Payment JANUARY	5,018.94	
Payment FEBRUARY	1,333.91	Detailed below
Payment MARCH	5,508.77	Detailed below
Payments PRIOR TO YEAR END		
	Total Payments YTD	31,393.44
	Total	53,213.23

Reconciled Bank Statements as at end	FEBRUARY 2015		Bank statements attached
LLOYDS BANK – Current	01727642	10,407.79	
LLOYDS BANK - Current – Projects	36195160	2,917.46	
LLOYDS BANK - General Reserve	01451914	39,887.98	
Bank Balances as at:	28-Feb-15	53,213.23	0.00 check

Earmarked Reserves:

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

FEBRUARY PAYMENTS

Payments made by Direct Debit:			Details	
FoDDC Business Rates	15.01.15	172.00	DD	Car Park & Land
FoDDC Business Rates	15.01.15	290.34	DD	Car Park & Land - re 2013/14
Forest Equipment Services	28.01.15	749.22	STO	Litter Picking (Jan)
	Direct Debits:	Sub Total		
		1,211.56		
Payments made in advance:			Chq. No.	
<i>None</i>				
	Payments in advance of meeting:	Sub Total		
		0.00		
Payments for approval in lieu of meeting:				
Lydney Settled Estate		60.00	1052	Maintenance
Travis Perkins		62.35	1053	Garages
	Payments in lieu of meeting:	Sub total		
		122.35		
TOTAL PAYMENTS	FEBRUARY	1,333.91		

MARCH PAYMENTS

Payments made by Direct Debit:			Details	
<i>none</i>				
Forest Equipment Services	<i>not taken until 2.3.15</i>		STO	Litter Picking (Feb)
	Direct Debits:	Sub Total		
		0.00		
Payments made in advance:			Chq. No.	
<i>none</i>				
	Payments in advance of meeting:	Sub Total		
		0.00		
Payments for approval at the meeting on:			23rd March 2015	
L Cole Electrical		194.00	1054	Grounds Maintenance
Lydney Town Council		30.90	1055	Postage Recharge
Petty Cash		3.45	1056	Garages/General Maintenance
Zurich Insurance		5,280.42	1057	Insurance / Skatepark
	Payments to meeting:	Sub total		
		5,508.77		
TOTAL PAYMENTS	MARCH	5,508.77		

A list of unrepresented Cheques (For Information only)

Travis Perkins		62.35	1053
	Total	62.35	

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4.1 Financial Statement

Attention was drawn to the financial statement which illustrated the improved financial position of the Trust nearing the end of the financial year. Responding to a question which had been raised by Trustee Biddle, the Trust Secretary advised that the grant from Lydney Town Council was only ever classed as potential income, at its receipt could not be guaranteed.

Approval of the accounts/payments was **proposed by Trustee Berryman, seconded by Trustee Rudge**. Unanimous.

4.2 Delegated Powers – Month 13

Trustee Harris proposed that Delegated Powers would be bestowed on the Trust Secretary and two Trustees in respect of a Month 13 payment run, should one be required. **Seconded by Trustee Thomas**. Unanimous.

4.3 Virements

Trustees were provided with a list of virements which had been conducted during the 2014/2015 Financial Year. Noted.

4.4 Direct Debits/Standing Orders

Trustees were provided with a list of payments which would be made by electronic means (Direct Debits/Standing Orders) for the 2015/2016 financial year. Noted.

Trustees were also informed that the Trust had renewed its insurance Policy with Zurich Municipal and had taken advantage of a 5 year long term agreement which offered reductions on the Trust's insurance premium. Noted.

4.5 Outstanding Account

Trustees were informed that Mr Gaffney's outstanding rental account for his garage currently stood at £136.13; that Mr Gaffney had returned the key for his garage and had moved without leaving a forwarding address. Whilst every attempt had been made by the Finance Assistant to obtain settlement, ultimately their actions had been unsuccessful.

After a short discussion it was **proposed by Trustee Harris, seconded by Trustee Biddle**, that the Trust write off Mr Gaffney's outstanding account of £136.13. Unanimous. However, it was stressed that this action would not set a precedent for the Trust and every avenue would be pursued in order to recover any outstanding amounts from any future tenants, should the situation occur once again.

5. BUSINESS

5.1 Electricity Supply to Pump House

The Trust Secretary advised that a meter had now been installed in the pump house and reminded Trustee that henceforth the Trust would be charged for any electricity which was consumed by the pump. Noted.

Trustees were then asked to consider if they wished to recharge the electricity used by the pump to the sporting clubs which used the Trust's land. During discussion it was noted that whilst the each of the clubs would benefit from the operation of the pump to drain the land, uncertainty was expressed over how the electricity

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could be fairly proportioned and Trustees were reminded that the pump would only consume electricity when its use was activated by a float. It was **proposed by Trustee Pearman, seconded by Trustee Berryman** that the cost of the consumed electricity would be borne in mine by Trustees when next determining the hire charges for pitches. Furthermore, that the Trust would monitor on a monthly basis the meter readings for the electricity consumed by the pump and address as appropriate 2016/2017. Unanimous.

Action by – the Trust Secretary

5.2 Gloucestershire Playing Fields Association

Entrance to Multi Use Games Area

Trustees were advised that Lydney Town Council's Ground staff would utilise sub-base and shuttering to create a "hardstanding" entrance to the Multi Use Games Area. The Trust Secretary advised that the work would be undertaken by Ground staff when their workload permitted.

Signage/Environment

Trustee Bonser called for signage to be erected in the Town to highlight the location of the Recreation Ground and its facilities, ideally in the location of the Town Centre and the Bus Station. After a short discussion it was agreed that the Trust would submit a request for the erection of signage to Lydney Town Council's Amenities Committee.

Action by – the Trust Secretary

5.3 Luminous Dog Fouling Sign

Trustees noted that following a previous meeting a request for further information on the proposed luminous dog fouling sign had been submitted to Forest of Dean District Council's Streetwarden service. However, the Streetwarden Service had now advised that it no longer proposed to erect said signage.

5.4 Pothole

Trustees noted that as requested at the last meeting, Lydney Town Council Ground staff had repaired a large pothole at the rear of the ramps by the garage blocks.

5.5 Review of Charges for 2015-2016 Financial Year

Prior to the meeting Trustees were provided with a copy of the proposed charges for 2015-2016 financial year. Referring to his earlier proposal, Trustee Pearman felt that the proposed increase would allow the Trust to recover some of the cost electricity which was consumed by the drainage pump.

After a short discussion it was **proposed by Trustee Berryman, seconded by Trustee Vaughan**, that Delegated Powers would be bestowed on the Trust Secretary to negotiate a price increase with DanTERS Fair. Unanimous.

Action by – the Trust Secretary

Trustee Harris proposed that the remaining charges, as shown on the 2015-2016 proposed fee sheet, would be accepted. **Seconded by Trustee Rudge**. Vote carried with one vote against.

Action by – the Trust Secretary

DRB.

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5.6 Dog Fouling on Trust Ground

Prior to the meeting Trustees were provided with information and prices for dog waste bins which could be installed on the Recreation Ground in a bid to tackle the problems which had been experience with dog fouling.

Trustee Preest reminded Trustee of the campaign which he had waged in the local media in an attempt to address the problem and he was pleased to report a slight decrease in the issue. During discussion it was suggested that the Trust purchase 4 x dog fouling bins and bag dispensers, in order that they may be installed at each of the entrances to the Trust's sporting area. Whilst some concern was voiced over the potential theft of dog waste bags from the dispensers, it was felt that the problem would resolve itself over time. Trustees were reminded that should they resolve to purchase a quantity of dog waste bins they would also need to include the emptying of same into their existing waste collection contract, at a charge of £4.79 per bin.

It was **proposed by Trustee Pearman** that the Trust would purchase 4 x 60ltr dog waste bins (with dispensers) which would be emptied on a weekly basis, with discretion to increase the emptying frequency during summer months, by the Trust's waste collection contractor. Furthermore, that said bins would be installed on the "sports" side of the Trust's land and that signage advertising the penalty for dog fouling would be erected. Unanimous.

Action by – the Trust Secretary

5.7 Lydney Rugby Club Mini and Junior Section

Prior to the meeting Trustees were provided with a copy of the letter which had been received from the Club requesting permission to hold a Children's Rugby Festival on the Recreation Ground on Sunday 27 September 2015. Trustee Biddle requested that clarification be obtained on the date, as he was under the impression that the Festival had been re-scheduled.

It was **proposed by Trustee Harris, seconded by Trustee Berryman**, that the Club would be permitted to use the Recreation Ground for a Children's Rugby Festival, subject to confirmation of the event date.

Action by – the Trust Secretary

5.8 Land South of Lydney Lake

The Trust Secretary requested approval to obtain a quotation to remove the shrubbery which had grown up opposite the Lake in order that the area could be transformed in the future into a picnic area. Trustee Bonser requested that the May trees on site be retained and Trustee Pearman requested that the removal of any trees/shrubs be sympathetic to the area. Responding to a question raised by Trustee Berryman, the Trust Secretary advised that it would not be possible for the work to be undertaken by Lydney Town Council's Ground Staff due to the need for specialist equipment. It was **proposed by Trustee Preest** that the Trust Secretary be permitted to obtain a quotation. Unanimous.

Action by – the Trust Secretary

DRB,

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6. **MEMBERS REPORTS**

Trustee Bonser advised that she had received numerous complaints regarding the wooden fence which had been erected by Lydney Town AFC around their pitch; that the fence was not how she had envisaged; expressed concern over debris/stones which had been left on the surface as a result of the fence's installation. Trustee Berryman reminded all Trustees that the matter had been a "Custodial" agenda item at a previous meeting of Lydney Town Council and that the Council's Planning Committee had previously considered the matter. Trustee Preest invited Trustee Bonser to attend a meeting with representatives from the Club and issued an open invitation to all Trustees to also attend a meeting.

Trustee Berryman advised that an approach had been received from Mr D Lucas to organise a "Park Run" on the Trust's land. Whilst the approach had been too late to appear as an agenda item for the March meeting, it was **proposed by Trustee Preest** that Delegated Powers would be bestowed on the Trust Secretary and Trustees Preest, Berryman and Pearman to attend an exploratory meeting with Mr Lucas, during which need to ensure that adequate marshals were provided would be emphasised, with the matter being an agenda item for the next meeting. Unanimous.

Action by – the Trust Secretary and Trustees Preest, Berryman and Pearman

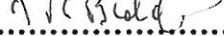
Trustee Harris advised that she had received complaints regarding the amount of litter/materials which had been deposited in the River Lyd between the Tennis Club and the Town Centre. It was agreed that Lydney Town Council's Ground Staff would be requested to investigate the possibility of removing said material when workload permitted.

Action by – the Trust Secretary

Trustee Biddle advised that the future improvement of the skate park was still being investigated.

Trustee Vaughan requested that efforts be made to remove the shoes which had been thrown over a floodlight at the skate park when suitable assistance was available.

The meeting closed at 8.52 pm.

Chairman 

Date 26.05.2015