

LYDNEY RECREATION TRUST

TRUST MEETING – 28 May 2013 - 01

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 28 May 2013 at 8.30 pm.

Present: Trustees R Bonser (Chairman), B Berryman, C Harris, V Hobman, J James, C Matthews, B Pearman and B Thomas

In Attendance: Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Due to the absence of Trustee Biddle, it was **proposed by Trustee Matthews, seconded by Trustee Harris**, that Trustee Bonser would be appointed as Chairman for the duration of the meeting.

1. **APOLOGIES**

Apoloiges for absence were received and noted from Trustees Edwards and Preest.

2. **DECLARATIONS OF INTEREST**

Trustee James – Agenda Item 5.1 – Lydney Tennis Club

3. **APPROVAL OF MINUTES**

The minutes of the meeting held on 8 April 2013 were confirmed and signed as a true record. **Proposed by Trustee Matthews, seconded by Trustee Hobman.** Vote carried.

The minutes of the extra ordinary meeting held on 2 May 2013 were confirmed and signed as a true record. **Proposed by Trustee Pearman, seconded by Trustee Hobman.** Vote carried.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT	APRIL & MAY 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
	Bank Balance	50,464.59

TRANSACTIONS

RECEIPTS

Receipts APRIL	1,426.54	See attached
Receipts MAY	-	
Receipts JUNE	-	
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	See attached
Receipts FEBRUARY	-	
Receipts MARCH	-	
	Total Receipts YTD	1,426.54

PAYMENTS

Payments APRIL	1,818.55	Detailed below
Payments MAY	1,830.06	Detailed below
Payments JUNE	-	
Payments JULY	-	
Payments AUGUST	-	
Payments SEPTEMBER	-	

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Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
	<u>Total Payments YTD</u>	<u>3,648.61</u>
	Total	48,242.52

Reconciled Bank Statements as at end		APRIL 2013		
LLOYDS BANK - Current	00171608	3,949.71		<i>Add: Transfer £2,484.20 from Reserves</i>
LLOYDS BANK - Current - Projects	36195160	6,220.58		
LLOYDS BANK - General Reserve	29897960	38,072.23		<i>Less: Transfer £2,484.20 to current a/c</i>
	Bank Balances as at	30-Apr-13	48,242.52	0.00
Earmarked Reserves:				
	<i>Drainage (residue from sale of Lakeside House)</i>		<i>£65,000.00</i>	<i>Currently held as part of Share Portfolio</i>

APRIL PAYMENTS				Details
<u>Payments made by Direct Debit:</u>				
	<i>none</i>			
	Direct Debits:	Sub Total	<u>0.00</u>	
<u>Payments made in advance:</u>				
Severn Trent Water			<u>1,818.55</u>	Chq. No.
	Payments in advance:	Sub total	<u>1,818.55</u>	974 Water Rates: 1.4.13 to 31.3.14
<u>Payments for approval in lieu of meeting:</u>				
	<i>none</i>			
	Payments in lieu of meeting:	Sub total	<u>0.00</u>	
TOTAL PAYMENTS	APRIL 2013		<u><u>1,818.55</u></u>	

MAY PAYMENTS				Details
<u>Payments made by Direct Debit:</u>				
	<i>none</i>			
	Direct Debits:	Sub Total	<u>0.00</u>	
<u>Payments made in advance of the meeting:</u>				
	<i>none</i>			
	Payments in advance of meeting:	Sub total	<u>0.00</u>	Chq. No.
<u>Payments for approval at the meeting held on:</u>				
		28th May 2013		
Forest Equipment Services Ltd		1,305.06	975	Litter Picking: Mar & Apr / Remove fly tipping
P Hurcomb Carpentry & Building		350.00	976	Garage flashings
Abbey Tree & Hedge Services		175.00	977	H&S: Tree Removal
	Payments to meeting:	Sub total	<u>1,830.06</u>	
TOTAL PAYMENTS	MAY 2013		<u><u>1,830.06</u></u>	

A list of unresented Cheques (For Information only)			
	<i>none</i>		
	Total	<u><u>0.00</u></u>	

JRH

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4.1 Financial Statement

Trustees were advised that it would be necessary to transfer £2,000 from General Reserves in order to meet budgetary commitments. Noted. Attention was also drawn to a donation which had been received from Dean Forest Railway for the sum of £338.50 with regard to tree works. The Secretary advised Trustees that the cost of repairing the skate park (discussed later in the meeting) nor the provision of a separate water supply for Lydney Tennis Club had been included in the Trust's budget.

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

4.2 Independent Auditor for 2012/13

Members noted that the Trust's Independent Auditor for 2012/13 (as appointed) was Griffiths Marshall; that the Trusts accounts for the specified financial year were currently with said Independent Auditor whose report was awaited.

5. BUSINESS

5.1 Leases

Lydney Town AFC (Deferred from March meeting)

Trustees were provided with a copy of the letter which had been received from the Club, the contents of which were duly noted.

Lydney Tennis Club

Prior to the meeting Trustees were provided with details of the charges Severn Trent Water would levy for providing a new connection for the Club's water supply from either the Beaufort Drive main or Swan Lane main.

The Secretary advised that a site meeting had taken place with a contractor (Mike Jones) in order to ascertain the cost of laying pipe work from either of the aforementioned mains, approximately £2,608.00 plus plumbing cost. The Secretary appraised Trustees of a site meeting which had taken place with representatives of Lydney Tennis Club, Lydney Cricket Club and Lydney Town AFC in attempt to establish to which Club the existing water meters could be attributed/how a water supply was provided to the Tennis Club. During the site meeting it was established that the water pipe for the Tennis Club ran through the Cricket Club and then beneath the Cricket Pitch. It was felt that a water leak may exist on the original pipe work beneath the pitch and it was not known at this stage as to whether the pipework was plastic or galvanised. Furthermore, it was felt that the water supply for the Cricket Club/Tennis Club had been provided via a spur from a water meter in the access road, which could then be turned off from inside the Cricket Club's toilets.

During discussion it was agreed that the Trust would need to ascertain the type of pipe used to provide the water supply to the Tennis Club and it was agreed that the Trust would commission Mr Jones to undertake investigative work up to the sum of £120.00, with the results considered at the next Trust meeting. Trust Secretary to also investigate cost of water bill levied on Trust by Severn Trent.

Action by – the Secretary

2/13

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5.2 Severn Trent

Trustees noted that its representative had secured a £1,000 compensatory payment in respect of time expended by Lydney Town Council Officers and Trustee Biddle at site meetings/discussions/etc. Furthermore, that Severn Trent would be responsible for reinstating Cambourne Meadow.

5.3 Grant Funding

Trustee Matthews advised that she, Trustee Biddle and Trustee Berryman were shortly to attend a meeting to discuss Lottery Funding.

Trustees noted that the Trust's funding application to Gloucestershire Community Foundation in respect of a contribution towards the cost of purchasing a Jump Box for the skate park had been unsuccessful.

5.4 Lydney Skate Park

Prior to the meeting Trustees were provided with copies of an e-mail exchange between a group who wished to organise a Skate Jam at Lydney Skate Park; a costing for the enclosure of the rear of the low box unit; details on the weekly inspection of the equipment and a quotation for the repair of a number of surface ramps. The following comments were received:

Repair of surface ramps

Trustees were reminded that following the insurance inspection last year they had been provided with quotations for "urgent" and "non-urgent" work to the surfaces of the skate ramps, and that accordingly Trustees had resolved to undertake the "urgent" work. In view of the request to hold a Skate Jam at the skate park, Trustee Matthews felt that the work would need to be undertaken prior to the event. The Secretary advised that the Trust had not budgeted for the work (amounting to £3,312.00), however, **Trustee Matthews proposed** that the repairs should be undertaken, with the required funding transferred from the Trust's "Projects" Account. **Seconded by Trustee Pearman. Unanimous.**

Skate Jam

Trustees were advised that the Secretary had been liaising with three individuals who were interested in forming a committee to organise a Skate Jam. Trustees noted that the individuals had confirmed that they would be the "lead" for the event and would be responsible for all health and safety/risk assessment. The Secretary advised that the Trust would not be responsible for the event and that Trustees were purely to consider a) if the Trust wished to allow the use of its ground for said event and b) if it wished to provide a donation.

Trustee James advised that representatives from Lydney Youth Council would assist at the event and had also completed a grant funding application in order to obtain external funding.

It was **proposed by Trustee Matthews, seconded by Trustee Pearman**, that the Trust would allow its ground to be used free of charge for a Skate Jam. Unanimous.

DRB

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Electricity Supply

Trustees noted that the organising group wished to use a PA facility for the Skate Jam and it was **proposed by Trustee Pearman, seconded by Trustee Matthews**, that the Trust would permit the group to utilise the existing electricity supply at the skate park (said group would need to ensure that the patch would need to be made by a suitably qualified and insured contractor). Furthermore that the Trust would cover up to £500 in respect of electrical supply consumption. Unanimous.

The Secretary sought confirmation that the “lead” persons for the Skate Jam would comprise of Trevor Davis, Debbie Foot and Melissa Challenger and as such, they would be responsible for health and safety, risk assessment and insurance for the event. **Proposed by Trustee Hobman, seconded by Trustee Matthews.** Unanimous.

Enclosure of rear of Low Box Unit

It was unanimously agreed that the Trust would enclose the rear of the unit with marine ply, up to the value of £500.00.

Action by – the Secretary

In the absence of Trustee Biddle, Members agreed to defer discussion on the future improvement of the skate park.

Weekly Inspections

It was noted that the Town Council’s staff would shortly receive training on risk assessment and it was felt that this would negate the need for Monmouthshire County Council to undertake monthly inspections, as Town Council Ground staff would inspect the area on a weekly basis. Noted.

5.5 P0190/13/FUL – Lakeside House, Cambourne Place, Lydney

Trustees noted that a response was not submitted on the above planning application as the March Trust meeting had to be cancelled due to lack of attendance by Trustees.

5.6 Solar Panels

Deferred due to the absence of Trustee Biddle.

5.7 Report on Walkround conducted by Trustees

Trustee Bonser reported that only herself and Trustee Biddle had reported at the agreed date/time. However, Trustee Bonser highlighted a number of tree roots which were starting to break through the surface of the footpath managed by Gloucestershire County Council and also the uneven surface on the top section of the lake which was under the Trust’s management. Trustee Bonser requested that her fellow Trustees take the time to walk around the lake in order to view the tree roots and advised that a local resident had suggested that the Trust may wish to consider removing one of the footbridges across the River Lyd as they felt it obstructed the water flow during times of flood.

Action by – all Trustees

Trustee Pearman requested that his fellow Trustees liaise with the Secretary regarding the watercourse over the Trust’s land, as it would be considered as part of the next Multi Agency Meeting.

N R H

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5.8 Charges 2013-2014

Prior to the meeting Trustees were provided with a copy of the proposed charges for 2013-2014.

Trustees' attention was drawn to the low level of the Trust's account; Members were advised of the need to maximum the Trust's income streams and were made aware that the Trust may need to apply to Lydney Town Council for a grant in the 2014-2015 Financial Year. Trustees noted that a number of the sporting clubs now held formal leases which stipulated their rental charges. It was **proposed by Trustee Berryman** that a 5% increase would be applied to the fee charged to Lydney Rugby Club; a 10% increase would be applied to all other charges (excluding single use charge) and that a 15% increase would be levied against the garage rental charge. **Seconded by Trustee Matthews.** Unanimous.

Trustee James proposed that the fee charge for a single use game would mirror that charged by Bathurst Park and Recreation Trust. **Seconded by Trustee Matthews.** Unanimous.

5.9 Removal of Fly Tipping

Trustees noted that fly tipping had occurred in the Hams Road Car Park which had necessitated the Trust incurring a charge of £63.00 plus VAT for its removal.

Trustees also noted that a small quantity of asbestos sheeting had been dumped on the land the Trust leased from Lydney Park Estate and that it had been necessary to remove the asbestos prior to returning the land to the Estate. Accordingly, the Trust had incurred expenditure of £500.00.

The Secretary advised Trustees that whilst the above expenditure had not been budgeted for, it was hoped that overspend would be absorbed within the budget at Year End.

5.10 Litter impacting on Trust Land

Prior to the meeting Trustees were provided with a copies of the e-mail exchange between the Trust's litter contractor, the Assistant Secretary and the Forest of Dean District Council's Senior Streetwarden regarding litter which was blowing onto the Trust's land from the adjacent Tuffins Store. Trustees noted that the Streetwardens' were currently addressing the matter.

5.11 Return of land to Lydney Park Estate

The Secretary reported that she had recently met on site with the Estate's Agent to inspect the land which the Trust wished to return to the Estate. Trustees noted that as a result of the Trust's vegetation clearance the Estate had agreed to take back the land, provided that the Trust also arranged for the removal of the asbestos which had been flytipped.

Responding to a question which had been raised by Trustee Bonser, the Secretary advised that Lydney Cricket Club had been instructed to refrain from lighting bonfires on the aforementioned area and that the Estate had been made aware of the instruction which had been issued to the Club.

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5.12 **Placement of Boulders – Mr & Mrs T Sheppard**

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Mr & Mrs Sheppard, in which they requested the Trust's permission to place boulders on the grass verge which bordered the front of their property, in order to discourage inconsiderate parking.

Following a discussion it was unanimously agreed by Trustees that Mr & Mrs Sheppard should be instructed to contact Lydney Angling Club directly to resolve the issues which had been highlighted with their membership. Furthermore, Trustees felt that Mr & Mrs Sheppard should contact the Police via the non-emergency telephone number (101) should they experience further problems with noise disturbance.

Action by – the Secretary

5.13 **Gloucestershire Playing Field Association**

Prior to the meeting Trustees were provided with details of this year's Playing Field and Playground of the Year Competition, together with details of the Volunteer of the Year Competition. Trustee Matthews called for Trustees Biddle (in respect of Lydney Skate Park) and Trustee Berryman (in respect of Bathurst Pool) to be nominated for the Volunteer of the Year Competition.

Action by – the Secretary

It was unanimously agreed that the Trust would enter both the Multi Use Games Area and the Lydney Skate Park into this year's Playground of the Year Competition and Trustees noted the required £5.00 entrance fee.

Action by – the Secretary

5.14 **Request for a Memorial Bench**

Prior to the meeting Trustees were provided with a copy of the letter from Mrs Yiend, in which she requested permission to place a memorial bench around Lydney Lake. After receiving confirmation that Mrs Yiend had been made aware of the cost of the memorial benches, it was **proposed by Trustee Thomas, seconded by Trustee Pearman** that Delegated Power would be granted to the Secretary to resolve.


Action by – the Secretary

6. **MEMBERS REPORTS**

Trustee Pearman questioned if it would be possible to arrange for the trainers which had been thrown over the floodlights at Lydney Skate Park to be removed. It was noted that the Secretary would ascertain if Lydney Fire Brigade would be willing to remove said trainers.

Action by – the Secretary

The meeting closed at 9.23 pm.

Chairman 

Date 23/9/13