

LYDNEY RECREATION TRUST

MEETING OF THE TRUST – 27th July 2020 - 01

THE MINUTES OF THE MEETING OF LYDNEY RECREATION TRUST held via Zoom on Monday 27th July 2020 at 8.30 pm.

Present: Trustees R Kemsley (Chairman), J Carr, A Harley, R Holmes, S Holmes, W Leach, P Macklin, S Stockham, S Turner

In Attendance: Four Members of the Public
Mr S Holley – Trust Secretary
Mrs C Whittington – Finance Assistant/Minute Taker

1. **APOLOGIES**

Apologies for absence were received from Trustee Preest.

2. **DECLARATIONS OF INTEREST**

Trustee Macklin declared an interest in Agenda item 8.

3. **APPROVAL OF MINUTES**

Trustee Kemsley proposed the acceptance of the Minutes of the meeting of the Trust held on the 27th January 2020 as a correct record. Seconded by Trustee Leach and unanimously APPROVED.

4. **ELECTION OF VICE CHAIR**

Trustee R Holmes Proposed himself, seconded by Trustee Carr. Unanimously APPROVED.

5. **ACCOUNTS**

5.1 **Ratification of payments for February and March** - Proposed by Trustee Leach, Seconded by Trustee Kemsley and unanimously APPROVED. **Appendix 2**

5.2 **Approval of Audited Accounts** - Proposed by Trustee Kemsley, Seconded by Trustee S Holmes and unanimously APPROVED.

5.3 **Reappointment of Griffiths Marshall as the Trust's Auditor for 2020/21** - Trustee Leach proposed the re-appointment of Griffiths Marshall for the present Financial Year, during which the Trust should conduct a procurement exercise for appointing an Auditor for the Financial Year 2021/22. Seconded by Trustee Kemsley and unanimously APPROVED.

6. **OTHER FINANCIAL MATTERS**

6.1 Trustees were reminded of the need to amend the Trusts Bank Mandate. Accordingly, the following was **proposed by Trustee Leach :-**

“That Lydney Town Council (the successor to the Lydney Parish Council) sitting as the Trustee of the Lydney Recreation Trust resolves:

That the following are to be removed as a signatory from the accounts held with Lloyds Bank.

- Tom Legge
- Theresa Tremlett

LYDNEY RECREATION TRUST

MEETING OF THE TRUST – 27th July 2020 - 02

That the following are to be appointed as signatory to the account at the Power category specified: -

- *Richard Kemsley – Full Power Signatory*
- *Roger Edward Holmes – Full Power Signatory*
- *Stephen Holley – Full Power Signatory*

We confirm that the signatory power for Roger Holmes is to be amended from Limited Power to Full Power.

We confirm that the signing instructions for the account to be amended to any two Trustees to sign and either Stephen Holley or Carol Ann Wheeler”

The above Proposal was Seconded by Trustee Kemsley and, on being put to a vote, was unanimously AGREED.

- 6.2 **Essential Payments during August Recess** – Trustee Leach Proposed that the Trust Secretary be authorised to make payments during the August recess. Seconded by Trustee Kemsley and unanimously APPROVED.
- 6.3 **List of Standing Orders and Direct Debits** – Trustee Kemsley Proposed acceptance of the list of various ongoing commitments by the Trust (e.g. utilities, telephone, IT etc) paid by electronic means. Seconded by Trustee Carr and unanimously APPROVED.
- 6.4 **Approval of Payments** - There was one payment to be made this month proposed by Trustee Kemsley, Seconded by Trustee Carr and unanimously APPROVED. **Appendix 2**
- 6.5 **Quarter 1 Income and Expenditure Report** – The Month 3 (Quarter 1) figures were NOTED. The Trust Secretary advised Trustees that now the Trust had moved to the new Omega Accounting System the budget would be worked on Nett figures.
- 6.6 **Investment with Brewin Dolphin** - The Trust Secretary advised Trustees that the adviser at Brewin Dolphin had advised the Portfolio was not achieving the returns it had been formerly due to part of the portfolio being cashed in. A discussion took place with regard to moving the funds to a Fixed Term Deposit Account to maximise the returns and minimise the risk. Trustee R Holmes Proposed that the money be moved to a Lloyds Fixed Term account with ethical banking to be looked into in the future, Seconded by Trustee Kemsley and unanimously APPROVED.
- 6.7 **To consider rent rebates to the Sports Clubs as a result of the February Flooding** – Trustee Holmes proposed a working group of Trustees Kemsley, Leach, R Holmes and the Trust Secretary be set up to look into the situation fully to enable equality to each Tenant, with recommendations to be bought to the September meeting. Seconded by Trustee Leach and unanimously APPROVED.
- 6.8 **To consider rent rebates to the Sports Clubs due to Covid-19** - Trustee R Holmes Proposed that this be looked at by the same Working Group created under item 6.7 and that a recommendation made depending on each clubs’ circumstances. Seconded by Trustee Leach and unanimously APPROVED.

LYDNEY RECREATION TRUST

MEETING OF THE TRUST – 27th July 2020 - 02

- 6.9 **To authorise the removal of a fallen tree spanning the watercourse by the bridge near the pump house** - Trustee R Holmes Proposed that the work be authorised. Seconded by Trustee Kemsley and unanimously APPROVED.
7. **TRUST SECRETARY'S REPORT**
- 7.1 The Trust NOTED that two insurance claims had been submitted in respect of the Tennis Pavilion, one being for storm damage and the other for flood damage.
- 7.2 The Trust NOTED that essential repairs had been carried out at the Pump House due to the meter having burned out. The Trust was awaiting a new meter to be installed by EDF when its COVID working rules allowed.
- 7.3 It had been reported that the geese were making a terrible mess around the Lake. A Trustee suggested that a sign be put up to advise people not to feed the geese bread because it was bad for them, but there was a common view that such signs would be ignored. As a short term measure the Ground staff were jet washing the area periodically. NOTED
8. **REQUEST FROM LYDNEY TOWN AFC JUNIORS**
The Club had asked if the Juniors could use Cambourne Meadow. The Trustees were conscious that this area was used for dog walkers as they were unable to use the Recreation Ground for dog walking and the meadow therefore provided a social value. Trustee Kemsley Proposed as Trust Chair that he assess the area and report back to the Trust with regard to its suitability for the use proposed. Seconded by Trustee Leach and unanimously APPROVED.
9. **REQUEST FROM LYDNEY AND DISTRICT ANGLING CLUB**
The Angling Club had requested to move the large gate at the entrance to the Lake its own expense, in such a manner as to still provide access to all. Proposed by Trustee Leach, Seconded by Trustee Kemsley and unanimously APPROVED. Trustee Leach offered to relay this decision to the Club.
10. **CORRESPONDENCE**
There were no items of correspondence
11. **TRUSTEES' REPORT**
Nothing to report.

The meeting closed at 9.16 p.m.

Chairman.....

Date.....

LYDNEY RECREATION TRUST

Appendix 1

LYDNEY RECREATION TRUST

FINANCIAL STATEMENT

MARCH 2020

Bank Balance as 1st April 2019

LLOYDS BANK - Current	01727642		21,481.32	C/F 18/19 £7,716.29
LLOYDS BANK - General Reserve	01451914	65,015.42		
LLOYDS BANK - G/R Earmarked Drainage		117,606.06	182,621.48	
		Bank Balance	<u>204,102.80</u>	

TRANSACTIONS

RECEIPTS

Receipts APRIL		2,166.34		
Receipts MAY		12,691.24		
Receipts JUNE		3,063.86		
Receipts JULY		2,913.08		
Receipts AUGUST		2,631.48		
Receipts SEPTEMBER		13,133.96		
Receipts OCTOBER		3,191.67		
Receipts NOVEMBER		13,507.56		
Receipts DECEMBER		1,855.62		
Receipts JANUARY		3,614.13		
Receipts FEBRUARY		2,599.77		Shown on separate Sheet
Receipts MARCH				
		Total Receipts YTD	61,368.71	

PAYMENTS

Payments APRIL		5,511.25		
Payments MAY		2,842.67		
Payments JUNE		3,639.60		
Payments JULY		56,046.97		
Payments AUGUST		9,843.27		
Payments SEPTEMBER		9,451.78		
Payments OCTOBER		1,909.89		
Payments NOVEMBER		3,174.96		
Payments DECEMBER		3,157.70		
Payments JANUARY		1,564.56		
Payments FEBRUARY		11,198.68		
Payments MARCH		1,263.61		Detailed Below
Payments PRIOR TO YEAR END				
		Total Payments YTD	109,604.94	
		Total	<u>155,866.57</u>	

Reconciled Bank Statements as at end

FEBRUARY 2020

Bank Statements attached

LLOYDS BANK - Current	01727642		38,850.41	
LLOYDS BANK - General Reserve	01451914	58,706.76		
LLOYDS BANK - G/R E/M Drainage	01451914	58,309.40	117,016.16	
	Bank Balances as at:	29-Feb-20	<u>155,866.57</u>	0.00 check

FEBRUARY PAYMENTS

Payments made by Direct Debit:

FoDDC	15.01.20	213.00	DD	Monthly	Water/Business
Forest Equipment Services Ltd	27.01.20	1,132.15	STO	Monthly	Litterpicking/Dog Waste
Bathurst Park Recreation Trust	28.01.20	15.00	BACS	Ad Hoc	Misc
	Direct Debits: Sub Total	<u>1,360.15</u>			

Payments made in advance:

EDF Energy		468.12	Chq No		
			1501	Monthly	Water
	Payments in advance of meeting: Sub total	<u>468.12</u>			

Payments for approval in lieu of meeting:

Arkel & Hurcombe Ltd		96.60	1502	Ad Hoc	Seating/Picnic Benches
Chapel Tree Services Ltd		3,300.00	1503	Ad Hoc	Grounds Maintenance
Forest Equipment Services Ltd		22.60	1504	Monthly	Litterpicking
Light Fantastic DIY Ltd		35.33	1505	Monthly	Seating/Picnic Benches
Travis Perkins		65.13	1506	Ad Hoc	Seating/Picnic Benches
Zurich Insurance		5,850.75	1507	Annual	Insurance/Skatepark Repairs
	Payments in lieu of meeting: Sub total	<u>9,370.41</u>			

TOTAL PAYMENTS FEBRUARY 11,198.68

MARCH PAYMENTS

Payments made by Direct Debit:

Forest Equipment Services Ltd	26.02.20	1,132.15		Mthly STO	Litterpicking
	Direct Debits: Sub Total	<u>1,132.15</u>			

Payments for approval at meeting on:

23rd March 2020

Forest Equipment Services Ltd		128.80	1508	Monthly	Litter Picking
Light Fantastic DIY Ltd		2.66	1509	Monthly	General Maintenance
	Payments to meeting: Sub total	<u>131.46</u>			

TOTAL PAYMENTS MARCH 1,263.61

A list of unrepresented Cheques (For information only)

Forest Equipment Services Ltd		22.60	1504	
Light Fantastic DIY Ltd		35.33	1505	
	Total	<u>57.93</u>		

Authorised:

23-Mar-20

LYDNEY RECREATION TRUST

Appendix 1 cont

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FINANCIAL STATEMENT

MARCH YEAR END 2020

Bank Balance as 1st April 2019

LLOYDS BANK - Current	01727642		21,481.32	
LLOYDS BANK - General Reserve	01451914	65,015.42		C/F 18/19 £7,716.29
LLOYDS BANK - G/R Earmarked Drainage		117,606.06	182,621.48	
		Bank Balance	204,102.80	

TRANSACTIONS

RECEIPTS

Receipts APRIL	2,166.34		
Receipts MAY	12,691.24		
Receipts JUNE	3,063.86		
Receipts JULY	2,913.08		
Receipts AUGUST	2,631.48		
Receipts SEPTEMBER	13,133.96		
Receipts OCTOBER	3,191.67		
Receipts NOVEMBER	13,507.56		
Receipts DECEMBER	1,855.62		
Receipts JANUARY	3,614.13		
Receipts FEBRUARY	2,599.77		
Receipts MARCH	3,010.08		Shown on separate Sheet
	Total Receipts YTD	64,378.79	

PAYMENTS

Payments APRIL	5,511.25		
Payments MAY	2,842.67		
Payments JUNE	3,639.60		
Payments JULY	56,046.97		
Payments AUGUST	9,843.27		
Payments SEPTEMBER	9,451.78		
Payments OCTOBER	1,909.89		
Payments NOVEMBER	3,174.96		
Payments DECEMBER	3,157.70		
Payments JANUARY	1,564.56		
Payments FEBRUARY	11,198.68		
Payments MARCH	1,263.61		
Payments PRIOR TO YEAR END	13,209.27		Detailed Below
	Total Payments YTD	122,814.21	
	Total	145,667.38	

Reconciled Bank Statements as at end

MARCH 2020

Bank Statements attached

LLOYDS BANK - Current	01727642		28,644.17	
LLOYDS BANK - General Reserve	01451914	58,713.81		
LLOYDS BANK - G/R E/M Drainage	01451914	58,309.40	117,023.21	
	Bank Balances as at: 31-Mar-20		145,667.38	0.00 check

MARCH PAYMENTS

Payments made by Direct Debit:

Forest Equipment Services Ltd	26.03.20	1,132.15	STO	Monthly	Litterpicking/Dog Waste
Water Plus	25.03.20	17.20	DD	Quarterly	Water/Business Rates/Electricity Litterpicking,
	Direct Debits: Sub Total	1,149.35			

BACS PAYMENT MADE FOR YEAR END:

BPR	17.03.20	9,882.78	BACS		To be repaid to LRT
Richard Cole Contracting	23.03.20	1,997.76	BACS	1/2 Mthly	Grass Cutting
EDF Energy	23.03.20	179.38	BACS	Monthly	Water /Business Rates/Electricity

Payments in lieu of meeting: Sub total **12,059.92**

TOTAL PAYMENTS MARCH YEAR END 13,209.27

A list of unpresented Cheques (For information only)

None

Total **-**

Authorised:

31-Mar-20

LYDNEY RECREATION TRUST

Appendix 2

04/08/2020		Lydney Recreation Trust				Page 6					
09.31		PURCHASE DAYBOOK				User: CEHW					
Creditors for Month No 4				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/08/2020	02822		RICHARD COLE	RIC001	4,203.60	840.72	5,044.32	4245	200	4,203.60	Grass Cutting May to July
TOTAL INVOICES					4,203.60	840.72	5,044.32			4,203.60	
VAT ANALYSISCODE S @ 20.00%					4,203.60	840.72	5,044.32				
TOTALS					4,203.60	840.72	5,044.32				