

# **LYDNEY RECREATION TRUST**

## **MEETING OF THE TRUST – 23<sup>rd</sup> November 2020 - 06**

Meeting held via Zoom on Monday 23<sup>rd</sup> November 2020 at 8.15 pm.

**Present:** Trustees R Kemsley (Chair), J Carr, A Harley, R Holmes, S Holmes (Vice-Chair), W Leach, P Macklin, S Stockham and S Turner

**In Attendance:** Mr S Holley – Trust Secretary  
Mrs C Whittington – Finance Assistant/Minute Taker

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1. **APOLOGIES**

No apologies for absence were received.

2. **DECLARATIONS OF INTEREST**

Trustee Kemsley declared an interest in Agenda item 14.1.

3. **APPROVAL OF MINUTES**

Trustee Kemsley proposed the acceptance of the Minutes of the meeting of the Trust held on the 28<sup>th</sup> September 2020 as a correct record. Seconded by Trustee S Holmes and APPROVED with two abstentions.

4. **OTHER FINANCIAL MATTERS**

4.1 **Approval of Schedule of Payments** - Proposed by Trustee Kemsley, Seconded by Trustee S Holmes and unanimously APPROVED.

**Appendix 1**

4.2 **Trial Balance and Financial Accounts for Month 5**

Noted

4.3 **Update on the Litter-picking Contract and Grass Cutting Contract**

The Trust Secretary advised that a Specification for the Litter contact had been written and would be put to tender for interested parties to apply. An advert would be placed in the local press and on Lydney Town Councils Facebook. Proposed by R Kemsley, Seconded by Trustee W Leach and unanimously APPROVED

**Action by Trust Secretary**

5. **BOOKINGS REQUESTS AND CANCELLATIONS**

5.1 **New Requests** - There were no new requests.

5.2 **Funfair bookings during the Covid 19 Pandemic** - The Trust Secretary advised that Danter's Funfair usually came to the Hams Road carpark twice a year. Danter's had requested to come at the end of October but this request had been declined by the Trust Secretary in consultation with the Trust Chair on Covid grounds. Danter's had appealed, requesting that the matter be formally considered by the Trust but the meeting schedule did not allow this before the requested date. It was noted that Danter's had stated they adhered to the Showmans Guild Covid safety rules and had been allowed elsewhere in the country, but the Trust remained concerned for safety during the Covid pandemic. Trustee Kemsley Proposed that no permission for Funfairs be given but the policy should be reviewed at every subsequent meeting. Seconded by Trustee Leach and unanimously APPROVED.

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- 5.3 The Trust Secretary advised that the current cancellation charges had been set when the Grounds Team worked weekends and were therefore in a better position to assess the weather and ground closer to a match being scheduled. The Trust was being requested to consider amending the policy in view of an enquiry from a hirer. In the ensuing discussion, the Trust considered varying reasons for cancellation and notice periods needed to prevent the Grounds Team preparing the pitches unnecessarily. Pitches were prepared / line marked in advance of the booking date, a cost which was not covered if the match was cancelled at short notice. Trustee Kemsley Proposed that no cancellation charges be applied in the case of matches cancelled at short notice on account of extreme bad weather, by the Grounds Team, a Club Manager or Referee. Seconded by Trustee Stockham and unanimously APPROVED.
- Proposed by Trustee Kemsley, that in the event of illness or any other cancellation charges 50% charges would apply if notice received after 12 noon on the Thursday prior to the weekend match, therefore no change to the current policy, Seconded Trustee S Holmes and APPROVED with one abstention.
- It was noted that the Trust does not rent out any ad hoc pitches as the area is leased to the individual sports clubs, but in event of any rentals and for clarity the Recreation Trust would adopt the same policy as Bathurst Park Recreation Trust.

6. **SUGGESTED CHANGES TO SPORTS SIDE LYD EMBANKMENT AND CYCLE TRACK EMBANKMENT TO CRICKET CLUB**

It was reported that the Head Groundsman had suggested that a wildflower area be established along the path between the River Lyd and the new cycle path. Trustees commented this used to be a wildflower area years ago and would be good to see wildflowers reintroduced. The Trust Secretary confirmed the cost would come from the Grounds Maintenance Budget.

7. **WILDFLOWER AREA/BUG HOTELS**

The Trust was requested to consider the following Proposal by Trustee Richard Kemsley, Seconded by Trustee Walter Leach: –

“That, notwithstanding the Resolutions of the Trust in its meeting held on 25<sup>th</sup> November 2019 (recorded in Minute 5.7), the Trust now authorises the removal of the Wildflower Beds and Bug Hotels on the land between properties on Cambourne Place and Lydney Lake. As a sign of its goodwill to the householders concerned, such work shall be undertaken without regard to the Resolution requiring a legal agreement on access, which remains to be agreed (or otherwise) with the householders concerned at a later date.”

Trustee Kemsley also Proposed the removal of the benches in front of the gates and their relocation elsewhere, and possibly turning the hardstanding area into disabled parking spaces. Gravel would be a quick fix landscape issue for the short-term. This Proposal was also Seconded by Trustee Leach and both Proposals were APPROVED with two abstentions.

8. **BUDGET FOR 2021/22**

The Trust was requested to consider a Draft Budget for the next Financial Year. The Trust Secretary advised that since it had been circulated more accurate maximum figures for the Litter Picking contract and the Grass Cutting contract had been calculated. Also, the Draft Budget was now for presented with net figures rather than gross. The overall Draft Budget was now £53,900. The Trust was advised that there was a shortfall between Expenditure and Income which, this year, could be taken from budget underspend due to the turmoil last year and less spend this year due to COVID. A

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donation of £20,515 would be requested from Lydney Town Council. The Trust Secretary expressed concern that in future such shortfalls may not so readily be covered by unspent funds. Trustee Kemsley Proposed that the shortfall be covered by unspent funds. This was Seconded by Trustee Leach and unanimously APPROVED.

The Trust Secretary suggested that the Budget be approved subject to confirmation of the figures for the Litter picking and Grass Cutting contracts and that the Trust authorise him to award those contracts in consultation with the Trust Chair, providing they were within the figure budgeted for. Trustee Kemsley Proposed that the Budget be accepted accordingly. Seconded by Trustee Leach and unanimously APPROVED

**Action by Trust Secretary**

9. **PLAY EQUIPMENT REPORT (MULTI USE GAMES AREA AND SKATEPARK)**

No action taken. NOTED.

10. **TRUST SECRETARY'S REPORT**

The Trust Secretary reminded all Trustees of the training event to be held on the 7<sup>th</sup> December via Zoom at 7.00pm.

11. **CORRESPONDENCE**

There was no public Correspondence.

12. **Trustees Reports**

(i) Trustee Macklin requested that he be provided with a map of the Recreation Trust Land. The Trust Secretary would arrange for this to be done.

(ii) Trustee Stockham commented on a number of mature trees recently been cut down alongside the footpath of the Lyd. The Trust Secretary advised that this area was a 'no mans land' in that, attempts to establish the ownership through the Land Registry had not been successful. It was understood that the trees had been felled by some neighbouring householders, one of whom had approached the District Council and been advised that the trees were not protected. Therefore, there was nothing to prevent the work being done. The Trust Secretary stated that the Gloucestershire Association of Parish and Town Councils had suggested that he ask the Council for the Preservation of Rural England (CPRE) for advice.

(iii) Trustee Leach asked if there had been any feedback from the letters sent out granting Sports Club leaseholders 50% rebate for the first 3 months of 2020/21. The Trust Secretary confirmed they had all been sent and thanks had come in from most of the leaseholders.

(iv) Trustee Kemsley advised that he was meeting with the operators of the proposed Doughnut Van. Once a site had been established, they would start trading part-time.

### **CLOSED SESSION**

13. **RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

The Trust RESOLVED to continue in 'Closed Session' as the following business to be conducted was considered to be of a confidential nature.

14. **CORRESPONDENCE**

(i) A letter had been received from Lydney Rugby Club asking for some discretion paying their most recent invoice and asking as to the possibility of fencing in part of the land leased from the Trust.

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The Trust was aware that it had awarded a 100% rebate/discount in rent for all of its tenants for Quarter 1 and it was felt the Trust could not fairly offer another reduction specific to one Club. However, the Trust Chair and the Trust Secretary would meet with a member of the club to offer a flexible payment schedule.

The Trust then discussed the suggestion to fence in the carpark, which the club felt would improve their chances of obtaining planning permission on their land. The Trustees requested that the Trust Secretary check the requirements of the lease, as it was thought the fence was specifically covered by its terms and conditions.

(ii) A request had been received from Lydney Town AFC Youth Team requesting use of additional land to train on. Trustees felt the land proposed by the club was too boggy and not suitable for regular use. It was AGREED to suggest to the club that it come back to the Trustees in Spring if further playing area was still required.

The meeting closed at 9.20 pm.

Chair.....

Date.....

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## APPENDIX 1

23/11/2020		Bathurst Park and Recreation Trust						Page 16			
10:41		PRELIMINARY PURCHASE DAYBOOK						User: CEHW			
Creditors for Month No 8				Order by Invoices Entered				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/11/2020	3175	BPRT 40 41	FREEMAN HEATING	FRE001	715.00	0.00	715.00	4440	300	55.00	Call out Boiler
								4440	300	290.00	Pump Replacement
								4440	300	255.00	Pavilion Boiler/Heater Service
								4095	150	115.00	Wkdhop Boiler Service
13/11/2020	0856 AHC613	BPRT/38	TRAVIS PERKINS	TRA001	118.93	23.79	142.72	4245	200	118.93	Play Bark
13/11/2020	0856 AHC614	BPRT/38	TRAVIS PERKINS	TRA001	118.93	23.79	142.72	4245	200	118.93	Play Bark
13/11/2020	0856 AHC615	BPRT/38	TRAVIS PERKINS	TRA001	118.93	23.79	142.72	4245	200	118.93	Play Bark
30/11/2020	0856 AHC645	BPRT/44	TRAVIS PERKINS	TRA001	78.46	15.69	94.15	4230	200	78.46	Landscape Bark
<b>TOTAL INVOICES</b>					<b>1,150.25</b>	<b>87.06</b>	<b>1,237.31</b>			<b>1,150.25</b>	
VAT ANALYSISCODE OTS @ 0.00%					715.00	0.00	715.00				
VAT ANALYSISCODE S @ 20.00%					435.25	87.06	522.31				
<b>TOTALS</b>					<b>1,150.25</b>	<b>87.06</b>	<b>1,237.31</b>				