

# **LYDNEY RECREATION TRUST**

## **MEETING OF THE TRUST – 22<sup>nd</sup> March 2021 - 11**

**MINUTES OF THE LYDNEY RECREATION TRUST** Meeting held via Zoom on Monday 22<sup>nd</sup> March 2021 at 7.01pm.

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

**In Attendance:** Mr A Wight and Mr R Thomas – FUSE Forest Urban Sports Experience  
Mr S Holley – Trust Secretary  
Miss C Wheeler – Lydney Town Council’s Assistant Clerk/Minute Taker

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One minutes silence was observed in respect of the death of Mrs Val Hobman, a former Mayor of Lydney Town Council and Trustee.

1. **APOLOGIES**

None. Trustees Greenwood and Preest were absent.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Trustee Kemsley Proposed the acceptance of the Minutes of the meeting of the Trust held on the 25<sup>th</sup> January 2021 as a correct record. Seconded by Trustee S Holmes and unanimously APPROVED.

4. **OTHER FINANCIAL MATTERS**

4.1 **Approval of Schedule of Payments** - Proposed by Trustee S Holmes, Seconded by Trustee Carr and unanimously APPROVED. **Appendix 1**

4.2 **Trial Balance and Financial Accounts for Month 11**

Acceptance Proposed by Trustee Kemsley, Seconded by Trustee Harley and unanimously APPROVED.

5. **FUTURE OF THE TRUST**

Following a training session conducted on Charitable Trusts by Lydney Town Council’s Solicitor in December 2020, the Trust had been asked to consider if they wished to commence investigations into merging Lydney Recreation Trust with the Bathurst Park and Recreation Trust. It was noted that the assets of each Trust would need to remain in charity and that such a merger would enable efficiencies to be made.

During discussion it was suggested that user groups could be invited to appoint representatives to provide their views/form a user forum. It was also suggested that such a merger would enable the Trust to separate itself from Lydney Town Council through the use of different meeting venues/redesigned letterheads, use of sub-committees, etc.

It was Proposed by Trustee Kemsley that the Trust Secretary commence discussions with the Trust’s Legal Representative to obtain advice on how such a merger could be structured/matters which would need to be considered before any formal decision was to be taken. Unanimously AGREED.

**Action by – Trust Secretary**

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### **6. PROPOSED MARKET ON HAMS ROAD CAR PARK**

It was noted that Lidl had obtained planning consent to build a food store on a site which included an area presently used to provide a market area for the Town. The Trust was asked to consider if it wished to offer the Hams Road Car Park as a possible new site for the market.

During discussion it was felt that the market had been offered an alternative venue which had not been suitable. It was also noted that another Town Council had applied for a Street Trading Consent (STC) to operate a market anywhere in their Town and was investigating an agreement with an operator who organised markets in Chepstow; the operator would also collect pitch fees. Furthermore, that the licencing process required a formal consultation process was to take place prior to granting the STC and an annual fee of £850 was charged. Trustee Harley advised that if a market was operated on unlicensed land it would be the landowner, not individual traders, who would be liable for prosecution.

Attention was then focused on the area to be used and the likely number of traders who would attend. The Trust Secretary expressed concern that the Trust may not receive sufficient income to cover the £850 annual charge for the STC and highlighted that the Trust would need to make arrangements for a member of the Town Council Staff to collect pitch fees on a Saturday.

After a further short discussion it was Proposed by Trustee Kemsley that the Trust support the principle of relocating the market to the Hams Road Car Park in the future; that the Trust Secretary be requested to investigate obtain Street Trading Consent for the market to be operated out of the Hams Road Car Park; that investigations be conducted to ascertain if the pitch fees currently charged by the owner of the existing market location would cover the annual £850 licence fee; and that the Chairman and the Trust Secretary be authorised to decide the best way forward once the aforementioned information had been received. Unanimously AGREED.

**Action by – the Trust Secretary**

### **7. PROPOSAL FOR PUMP TRACK**

The Chairman welcomed Mr Wight and Mr Thomas from FUSE Forest Urban Sports Experience to the meeting.

Mr Wight and Mr Thomas provided the Trust with a presentation on their desire to open a Pump Track on the Trust's land south of the Bypass. During the presentation it was noted that FUSE were currently seeking funding for a skate park in Cinderford; that if the Trust consented to the use of its land FUSE would obtain funding for the project and would incorporate it into their mission. A scheme would typically cost between £50,000 and £250,000, depending on specification.

Trustees sought clarification as to whether FUSE was seeking to lease the site from the Trust and run it as a commercial venture. Mr Wight spoke on FUSE's desire to give something back to the community as they had no commercial interest in the project. Accordingly, they expressed a wish to either lease the land free of charge or for the land to be gifted for the purpose of the contract with members of the public able to use the facility free of charge. Mr Wight advised that the project would require 2/3rds of the proposed site and suggested the unused portion could be used for wildflowers/play equipment.

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Mr Wight advised that the equipment had an extensive lifespan and its annual upkeep costs would be minimal. The Trust would be required to insure the equipment and arrange for inspections to be undertaken.

Mr Wight and Mr Thomas were thanked for their presentation and left the meeting.

8. **FLOOD DAMAGE TO TRUST PROPERTY**

Lydney Town Council's Assistant Clerk advised that the Trust's Insurer had authorised the second insurance claim due to flood damage. It was noted that the Trust had, on the advice of its Insurer, engaged a Surveyor to produce a schedule of works, operate a tender process and oversee the refurbishments works; the Surveyor's cost would be covered by the Trust's policy. It was anticipated that the successful contractor would be appointed shortly.

9. **CRICKET CLUB – REQUEST TO CONSTRUCT EQUIPMENT AND MACHINERY STORE**

It was noted that the Trust had previously agreed that formal comment on any planning application concerning the proposal would be submitted by Lydney Town Council's Planning and Highway Committee.

10. **FUNFAIRS**

The Trust was asked to consider allowing funfairs to resume on Trust land, in line with the Governments relaxation of Covid restrictions.

It was Proposed by Trustee Kemsley, that funfairs would be permitted to resume on Trust land after 21<sup>st</sup> June 2021 provided the Government's restrictions permitted such facilities to operate. Vote CARRIED.

11. **DOG WASTE BAGS FOR DISPENSERS**

The Trust was requested to consider the content of correspondence between Lydney Town Council's Assistant Clerk and a member of public regarding dog fouling around the lake and the lack of dog waste bags in the dispensers above the dog waste bins.

It was noted that the Assistant Clerk had raised the issue of owners failing to collect their dog's waste with Forest of Dean District Council's Street Warden service, which had visited and sprayed some dog waste to highlight the issue. The Chairman gave a commitment to contact Forest of Dean District Council to ascertain why their officers had sprayed the dog fouling rather than pick it up.

**Action by – Trustee Kemsley**

During discussion the Assistant Clerk advised that historically the Trust has provided dog waste bags in its dispensers. However, this had been abused so the Trust ceased this practice. Furthermore, the Trust had last purchased 34 boxes of dog waste bags in 2016 at a cost of £665.50 plus VAT.

After further brief discussion, it was felt that the Trust should not purchase a supply of dog waste bags as there would always be irresponsible owners irrespective of whether bags were provided or not.

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12. **SKATEPARK – INSPECTION REPORT**

The Annual Inspection Report from the Trust’s Insurer was duly noted.

13. **TRUST SECRETARY’S REPORT**

The Trust Secretary informed the Trust of the work which had been undertaken by Lydney Town Council’s Head Groundsman.

14. **CORRESPONDENCE**

None.

15. **TRUSTEES’ REPORTS**

None.

*Note: The following Minutes are made available to the Public for openness and transparency. The Trust approves Confidential Minutes with substantially the same content, but with the inclusion of names of individuals or other parties when appropriate. Other Confidential business (such as legal matters and employment issues) may appear in the Public Minutes in summary, or as an Agenda /Minute heading only.*

16. **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.

17. **GARAGE RENT ARREARS**

The Trust was advised that one of its garage tenants had fallen into arrears with their account. Efforts had been made to contact the tenant numerous times by letter; a visit to their address had also been undertaken as no response had been forthcoming.

The Trust was advised of the circumstances surrounding the outstanding account. Trustee Kemsley Proposed that the Trust write off the outstanding debt of £750 and that efforts be made to recover the key to the garage by visiting the tenant again. Vote CARRIED.

**Action by – the Trust Secretary**

The meeting closed at 8.51 pm.

Chair.....

Date.....

# LYDNEY RECREATION TRUST

## Appendix 1

AGENDA ITEM  
4.1

Ratification of Payments made Last Month

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PURCHASE LEDGER INVOICE LISTING											User: CEHW
Creditors for Month No 11											Order by Supplier A/c
											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
07/02/2021	8570		FOREST EQUIPMENT	FES001	963.89	192.78	1,156.67	4235	200	820.86	Litter Picking
								4255	200	143.03	Dog Waste Collections
07/02/2021	8573		FOREST EQUIPMENT	FES001	79.00	15.60	94.60	4230	200	79.00	Replacement Litter Bins
01/02/2021	34013059 F		FODDC	FOD001	256.00	0.00	256.00	4240	200	256.00	CarPark & Premises
02/02/2021	11357		LYD SETTLED ESTATE	LYD002	83.33	16.67	100.00	4230	200	83.33	Wood for Bench Repairs
18/02/2021	0896 AHF258		TRAVIS	TRA001	90.18	18.04	108.22	4200	200	90.18	Ballast Bulk Bag - Pot Holes
09/02/2021	0896 AHF279		TRAVIS	TRA001	25.52	5.10	30.62	4200	200	25.52	Postcrete- Pot Holes
<b>TOTAL INVOICES</b>					<b>1,497.92</b>	<b>248.39</b>	<b>1,746.31</b>			<b>1,497.92</b>	

Approval of Payments for March

Lydney Recreation Trust											Page 22
PRELIMINARY PURCHASE DAYBOOK											User: CEHW
Creditors for Month No 12											Order by Supplier A/c
											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
04/03/2021	32056		ARKELL AND HURCOMBE	ARK001	84.50	16.90	101.40	4265	200	84.50	Plaque - Jones
12/03/2021	8576		FOREST EQUIPMENT	FES001	419.52	83.90	503.42	4235	200	419.52	School Holiday Litter Pick
<b>TOTAL INVOICES</b>					<b>504.02</b>	<b>100.80</b>	<b>604.82</b>			<b>504.02</b>	
VAT ANALYSISCODE S @ 20.00%					504.02	100.80	604.82				
<b>TOTALS</b>					<b>504.02</b>	<b>100.80</b>	<b>604.82</b>				