

LYDNEY RECREATION TRUST

Minutes of the Meeting held at Council Chambers on
Monday 25th September 2023 at 8.00pm.

Present: Trustees R Kemsley (**Chair**), S Cave, C Harris, R Holmes,
P Johns, M Jones, P Macklin (**Vice Chair**), T Saunders and E Taylor.

In Attendance: Mr M Greenfield -Trust Secretary
Mrs L Bendall - Minute Taker

There were no Members of the Public present

1. Apologies for Absence

Apologies for absence were received and noted from Trustee S Holmes and W Osborne.

2. Declarations of Interest

Trustee Kemsley declared a non-pecuniary interest in Lydney Rugby Club, Agenda Item 9.

Trustee Macklin declared a non-pecuniary interest in Lydney Football Club, Agenda Item 9.

3. Minutes of the Last Meeting

Trustee Kemsley, as Chair, Proposed the minutes of the Lydney Recreation Trust Meeting of Monday 31st July 2023 be approved as a correct record. Agreed 8
Abstention 1

4. Financial Matters/Secretary's Financial Reports

4.1 Payments

To note Receipt and Payment Reports (Cashbook) covering 31.07.23 and 31.08.23
Noted.

A discussion occurred regarding the accounts and the Secretary advised that an external consultant is due to review the accounts with the Secretary on Thursday 28th September 2023, to identify and resolve financial matters.

It was agreed that:

- Bank Statements would be made available within the financial paperwork.
- Payments will be authorised and approved by Chair when attending the Office.
- Budget and Financial training local workshop to be organised for Trustees.

Trustee Kemsley, as Chair, Proposed the Invoices be paid totalling £2054.64 but no other invoices to be paid be Approved. Unanimously Agreed.

4.2 Income and Expenditure Reports

To note the Income and Expenditure Reports for 31.07.23 and 31.08.23
Noted.

- 4.3 **Bank Reconciliation – Current and Deposit Accounts**
To note the Bank Reconciliation for current and deposit accounts for 31.07.23 and 31.08.23
Noted.
- 4.4 **Earmarked Reserves**
To note the Earmarked Reserves for 31.07.23 and 31.08.23
Noted.
- 4.5 **Internal Audit Report from Tuesday 8th August 2023**
To receive a report on the internal financial audit held on Tuesday 8th August 2023. Following the audit Trustee R Holmes suggested that he would like office to reintroduce the Audit Stamp previously used. Office will look into purchasing a new stamp.
- 4.6 **Draft Budget 2024/25**
Trustees reviewed the Draft Budget for 2024/25
Trustee Kemsley, as Chair, proposed that the Garages Budget be increased to £2000.00 and Car Parks budget be increased to £5000.00 be approved.
Unanimously agreed.
5. **Section 106**
To receive an update on Section 106 allocations
Trustee Kemsley confirmed Trust was still in discussions with Forest of Dean District Council.
The Trustees Noted the update.
6. **To receive an update on the wildlife situation at Lydney Lake**
The reports were Noted.
Trustee Kemsley, as Chair, proposed that the Trustees review the Wildlife Contract, hold any future payments, arrange a meeting with Wildlife Company and for this to be added as an Agenda Item at the next Lydney Recreation Trust Meeting.
Unanimously Agreed.
7. **Installation of Plastic Fencing by Lydney Cricket Club**
To consider temporary installation of plastic fencing by Lydney Cricket Club.
Trustee Kemsley, Chair, proposed the temporary installation of a plastic fence by Lydney Cricket Club be approved. Unanimously Agreed.
8. **Danters Funfair**
To consider and approve Danters Funfair request to rent Hams Road Carpark for period of 13th to 15th October 2023.
Trustee Kemsley, Chair, proposed Danters Funfair be approved to rent Hams Road Carpark for period of 13th to 15th October 2023. Unanimously Agreed.
9. **Rugby Club and Football Club Lease(s)**
- 9.1 To consider and approve the management of the car park facilities from Lydney Rugby Club to Lydney Recreation Trust.
Trustee Kemsley, Chair, proposed management of the car park facilities be taken from Lydney Rugby Club back to Lydney Recreation Trust be approved.
Unanimously Agreed.
- 9.2 To consider and approve revising the Rugby Club lease to include the second team pitch and update regarding Car Park maintenance.

Trustee Kemsley, Chair, proposed revising the Rugby Club lease to include the second team pitch and update to Car Park maintenance be approved. Unanimously Agreed.

9.3 To consider and approve creating a new lease for Lydney Football Club.
Trustee Kemsley, Chair, proposed creating a new lease for the Lydney Football Club for Second Team pitch be approved. Agreed 8 Abstention 1

9.4 To consider and approve installation of changing room facilities for Lydney Rugby Club with funding to be taken from S106 funds.
Trustee Kemsley, Chair, proposed that installation of changing room facilities for Lydney Rugby Club with funding to be taken from S106 funds be Approved subject to Trustees receiving a more detailed report confirming proposed location, environmental factors, confirmation of proposed costs and consultation with other tenants. Unanimously Agreed.

9.5 Approve that solicitors and associated consultancy costs for revised/new leases be taken from 330 Earmarked Special Projects.
Trustee Kemsley, Chair, proposed that solicitor and associated consultancy costs for revised/new leases be taken from 330 Earmarked Special Projects be approved. Unanimously Agreed.

10. Fundraising

10.1 To consider and approve booking a free initial consultation with Orchard Fundraising to assist with funding and bid writing for the Trust.
Trustee Kemsley, Chair, proposed that a consultation with Orchard Fundraising be approved. Unanimously Agreed.

10.2 For two Trustees, with the Secretary, to be responsible for deciding on an appropriate agency to assist with fundraising/bid writing on behalf of the Trust
Trustee Kemsley proposed for Trustees Kemsley, Cave, Saunders, Macklin, Harris and R Holmes, with the Secretary, be responsible for deciding on an appropriate agency to assist with fundraising/bid writing on behalf of the Trust be Approved. Unanimously Agreed.

11. Trustees' Reports

To consider any URGENT reports from members of the Trust.
Trustee Macklin raised concerns regarding cutting of the grass on communal areas around the pitches by contractors Countrywide. Copy of the contract to be shared to Trustees and Trustees Macklin and Kemsley to meet with Countrywide to discuss concerns.

Trustee Cave gave an update on the proposed new Skatepark, 3D visuals of the new skatepark were available. Trustee Cave, along with the reformed Skatepark Working Group, would like to schedule a public consultation event to be held at Lydney Town Hall.

12. Trust Secretary

To note the Trust Secretary's Report
Noted

13. Correspondence

To note, consider and agree a response to any correspondence received.
No correspondence Noted.

pk

14. Date of Next Meeting

Monday 27th November 2023 at the conclusion of the meeting of Bathurst Park and Recreation Trust. Venue Council Chambers.
Meeting Closed at 8.50pm

END

Signed:.....

Date:.....27/11/2023.....