

Democratic Services

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Date: 11 April 2012

E-mail: Democratic_Services@bathnes.gov.uk

To: All Members of the Board of Trustees of the Recreation Ground, Bath

Councillors David Dixon (Chair); Tim Ball; and Nathan Hartley

For information: Ward Councillors (Abbey) Manda Rigby and Brian Webber

Chief Executive and other appropriate officers
Press and Public

Dear Trustee

Board of Trustees of the Recreation Ground, Bath: Thursday, 19th April, 2012

You are invited to attend a meeting of the **Board of Trustees of the Recreation Ground, Bath**, to be held on **Thursday, 19th April, 2012 at 6.30pm** in the **Council Chamber, Guildhall, Bath**.

A Pre-Meeting for the Board will be held at 5.30pm in the Cabinet Room, 2nd Floor, Guildhall.

The agenda is set out overleaf.

Yours sincerely

David Taylor
for Trust Board

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact David Taylor who is available by telephoning Bath 01225 - 394414 or by calling at the Riverside Offices Keynsham (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting David Taylor as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting David Taylor as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

Board of Trustees of the Recreation Ground, Bath - Thursday, 19th April, 2012

at 6.30pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. EMERGENCY EVACUATION PROCEDURE

The Chair will ask the Administrator to draw attention to the emergency evacuation procedure as set out under Note 6

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

To receive any declarations from Members/Officers of personal or prejudicial interests in respect of matters for consideration at this meeting. Members who have an interest to declare are asked to:

- a) State the Item Number in which they have the interest;
- b) The nature of the interest;
- c) Whether the interest is personal or personal and prejudicial.

Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

4. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

5. QUESTIONS AND STATEMENTS

To consider any submissions received and decide what action to take, if any, on the matters raised therein. As the Questions and Answers will be circulated in written form, there is no requirement for them to be read out at the meeting. The Questions and Answers will be published with the draft Minutes.

6. MINUTES: THURSDAY 1ST DECEMBER 2011 (Pages 5 - 8)

To approve as a correct record the Minutes of the previous meeting held on Thursday 1st December 2011

7. UPDATE ON GENERAL MANAGEMENT ISSUES (Pages 9 - 10)

To note the report of the Adviser to the Bath Recreation Ground Trustees relating to general management issues

8. EVENTS AND SPORTS LETTINGS UPDATE (Pages 11 - 16)

To note the report of the Parks and Estate Manager relating to events and sports lettings

9. BUDGET POSITION FOR BATH RECREATION GROUND TRUST AND STRATEGIC REVIEW TO 31 MARCH 2012 (Pages 17 - 24)

To consider the report of the Assistant Management Accountant and the recommendation to (1) note the expenditure to 31st March 2012 on (i) 2011/12 budget, and (ii) the strategic review; and (2) approve the budget for 2012/13

10. DATE OF NEXT MEETING

To consider the date of the next meeting of the Board

The Committee Administrator for this meeting is David Taylor who can be contacted on 01225 - 394414.

DRAFT MINUTES PENDING CONFIRMATION AT THE NEXT MEETING

BATH AND NORTH EAST SOMERSET

BOARD OF TRUSTEES OF THE RECREATION GROUND, BATH

Thursday, 1st December, 2011

Present: Councillor David Dixon in the Chair
Councillors Tim Ball and Nathan Hartley

Also attending: Councillor Manda Rigby (Abbey Ward)

22 EMERGENCY EVACUATION PROCEDURE

The Administrator drew attention to the emergency evacuation procedure

23 APOLOGIES FOR ABSENCE

There were no apologies for absence from Members of the Board. However, Councillor Brian Webber, one of the Ward Members, had stated that he would not be able to attend the meeting.

24 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

There were none

25 QUESTIONS AND STATEMENTS

Questions had been submitted in advance of the meeting by Steve Osgood. He was provided with a copy of the responses by the Chair of the Board which were printed in the Public Speakers document made available at the meeting (see *Appendix* to these Minutes).

26 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was none

27 MINUTES: THURSDAY 29TH SEPTEMBER 2011

The Minutes of the previous meeting were confirmed as an accurate record and signed by the Chair

28 UPDATE ON GENERAL MANAGEMENT ISSUES

The Board considered a report by the Adviser to Bath Recreation Ground Trustees which provided an update on general management issues at the Recreation Ground.

The Chair briefly commented on the update.

RESOLVED to note the report

29 LETTINGS UPDATE

The Parks and Estates Manager submitted a report which provided an update on the lettings made at the Recreation Ground since the report to the last meeting.

Tim Ball queried whether bookings were reaching saturation point and whether any clashes of bookings were being avoided. The Parks and Estates Manager replied that there was still capacity in the summer months but very little in winter. There were no clashes so far that could not be overcome.

At the Chair’s discretion, Peter Downey (Real Friends of the Rec) asked whether the cricket pitch would be available next year. The Chair replied that he was in contact with Somerset County Cricket Club and was hopeful that they would be playing at the Rec in 2012.

The Chair extended his thanks to Officers in successfully managing bookings.

RESOLVED to note the report

30 BUDGET POSITION FOR BATH RECREATION GROUND TRUST AND STRATEGIC REVIEW TO 31ST OCTOBER 2011

The Board considered the report of the Assistant Management Accountant which gave details of the Recreation Ground spend to 31st October 2011 against the agreed budget for 2011/12 and details of the strategic review spend to 31st October 2011.

The Chair commented on the items as set out in paragraph 5 of the report.

Members supported the recommendations.

RESOLVED to:

- (1) approve the budget amendment for 2011/12;
- (2) note the expenditure to 31st October 2011 on the 2011/12 budget; and
- (3) note the expenditure to 31st October 2011 on the strategic review

31 DATE OF NEXT MEETING

The Chair stated that the next meeting would be held on Thursday 29th March 2012 at 6.30pm (in the Council Chamber, Bath Guildhall, if available).

He mentioned that he could always be contacted between meetings regarding any issues affecting the Recreation Ground.

The meeting ended at 6.42 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council		
MEETING:	Bath Recreation Ground Trust Board	
MEETING DATE:	Thursday 19th April 2012	<small>EXECUTIVE FORWARD PLAN REFERENCE:</small>
		E 2397
TITLE:	The Recreation Ground, Bath – Update on General Management Issues	
WARD:	Abbey	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		

THE ISSUE

This paper gives the Trustees an update on general management issues at the Recreation Ground.

RECOMMENDATION

The Trust Board is asked to:

Note the contents of this report

FINANCIAL IMPLICATIONS

Any financial implications have been noted within the content of this report.

THE REPORT

Web site– work has been completed on the development of the website and temporary resource will be used to load content as soon as possible. The site has an interactive booking facility.

Bath & North East Somerset Council has completed repairs to the retaining wall and railings at the end of Johnstone Street.

The Trustees have commissioned quotes on works to improve the grass crete parking surface to reduce rutting of the surface in wet weather.

Ground staff are considering an appropriate management regime to restore the playing surface impacted by the area of hard standing to the west of the temporary stand.

A new management process has been agreed between Bath Lacrosse and Bath Rugby to reduce potential conflicts over the use of facilities when home fixtures coincide.

The black storage shed has come to the end of its useful life and poses a potential safety hazard. Work has been commissioned to look at possible replacement facilities.

RISK MANAGEMENT

The report author and the Trust Board members have fully reviewed the risk assessment related to the issues in this report, in compliance with the Council's decision making management guidance.

RATIONALE

General Management fulfils the terms of the Trust.

OTHER OPTIONS CONSIDERED

All information is contained within the report

ADVICE SOUGHT

Open Spaces and Finance Services, Bath and North East Somerset Council

Contact person	<i>Glen Chipp – Trust Board Adviser – 01225 394567</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	

Bath & North East Somerset Council		
MEETING:	The Recreation Ground Trust	
MEETING DATE:	19th April 2012	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2398
TITLE:	Events and Sports Lettings Update	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 – Schedule of events and sports lettings at March 2012		

1 THE ISSUE

1.1 This report gives the Trustees an update on the lettings made and proposed since the last report to the Board at its December 2011 meeting.

2 RECOMMENDATION

The Bath Recreation Ground Trust agrees that:

2.1 The current position with the lettings update is noted.

3 FINANCIAL IMPLICATIONS

3.1 Lettings provide a source of part of the income of the Trust.

4 CORPORATE OBJECTIVES

- *Promoting independence and positive lives for everyone*
- *Creating neighbourhoods where people are proud to live*
- *Improving life chances of disadvantaged teenagers and young people*

5 THE REPORT

5.1 Attached as Appendix 1 is a summary of the lettings granted on the Recreation Ground since September 2011 as well as provisional bookings up to September 2012

6 RISK MANAGEMENT

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 An Equalities Impact Assessment has not been completed as the report is for information.

8 RATIONALE

8.1 Lettings contribute to the objects of the Trust and provide income to contribute towards its running costs.

9 OTHER OPTIONS CONSIDERED

9.1 "None", as the report is for information only.

10 CONSULTATION

10.1 Sport & Active Lifestyles, Tourism Leisure & Culture and Environmental Services have been consulted

10.2 Further consultation will be carried out through the public meeting of the Board of Trustees

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations

12 ADVICE SOUGHT

12.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Graham Evans – Parks & Estate Manager
Sponsoring Cabinet Member	Councillor David Dixon
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

BATH RECREATION GROUND 12 MONTH EVENT PROGRAMME TO SEPT 2012

September 2011

Annual Bath Lacrosse Tournament – 3

Bath Rugby 10, 17

Bath Rugby Beer Marquee – 10, 17

Bath Rugby Produce Marquee – 10

Bath Rugby Family Festival - 10

Jaguar Hospitality Marquee – 10

Bath Lacrosse – 17

Bath Mini Rugby – 4, 11, 18, 25

October

Bath Rugby – 1, 22

Bath Rugby Beer Marquee – 1, 22

Bath Rugby Sponsors Marquee – 1

Bath Rugby Community Team (children's coaching) - 22

Bath Mini Rugby – 2, 9, 23

Bath Lacrosse – 15, 22

November

Bath Rotary Club Annual Fireworks Display – 5

Bath Rugby 5, 20

Bath Rugby Beer Marquee – 5, 26

Bath Rugby Community Team (childrens coaching) - 5

Bath Mini Rugby – 6, 27

Bath Lacrosse – 12, 19, 26

December

Bath Rugby 3, 11

Bath Mini Rugby – 4, 11

Bath Rugby Community team (Tag rugby) – 16

Bath Lacrosse – 3, 10

January 2012

Bath Rugby – 1, 21, 28

Bath Mini Rugby – 8, 15, 22, 29

Bath Lacrosse – 14, 21, 28

February 2012

Bath Rugby – 11, 18

Bath Mini Rugby – 19, 26

Bath Lacrosse – 26 (2 matches)

March 2012

Bath Rugby – 3, 9, 31

Bath Rugby Varsity match – 24

Bath Half Marathon - 11

Bath Mini Rugby – 18

Bath Lacrosse – 3, 17

Bath Lacrosse Ladies – 4

Widcombe Junior School Sport Relief Mile - 23

April 2012

Bath Rugby 21

Bath Rugby v Royal Navy – 3

Bath Rugby Combination Plate & Cup -23

Bath Mini Rugby – 15, 22, 29

May 2012

Bath Fringe Spiegeltent – 26 to 31

June 2012

Bath Fringe Spiegeltent - 1 -12

Chew Valley Cycling Event (PROV) – 17

Bike Bath (PROV) – 22 to 24

Widcombe Junior School Sports Day (PROV) - 29

Bath Rugby Community Foundation Family Fun Day - 30

July 2012

Widcombe Junior School Reserve Sports Day (PROV) -12

Marquee based Art Fair (PROV) – 18 to 22

Somerset County Cricket Club – 22

Real Friends of the Rec Schools Cricket Festival (PROV) 23

Whitefield Volleyball Tournament 28, 29

August 2012

Bath Rugby 7's Tournament - 3

Paralympics Festival - 25

September 2012

Bath Lacrosse Annual Tournament - 1

28th March 2012

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Bath & North East Somerset Council		
MEETING:	Bath Recreation Ground Trust	
MEETING DATE:	19th April 2012	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2399
TITLE:	Budget position and Strategic Review	
WARD:	Abbey	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report: Appendix 1 – 2011/12 Budget Spend Appendix 2 – Strategic Review</p>		

1 THE ISSUE

1.1 This report gives details of the Recreation Ground spend to 31st March 2012, against the agreed budget for 2011/12 and details of the strategic review spend to 31st March 2012.

2 RECOMMENDATION

The Bath Recreation Ground Trust is asked to agree to:

- 2.1 Note the expenditure to 31st March 2012 on the 2011/12 budget.
- 2.2 Note the expenditure to 31st March 2012 on the strategic review.
- 2.3 Approve the budget for 2012/13.

3 FINANCIAL IMPLICATIONS

3.1 Included in this report.

4 CORPORATE OBJECTIVES

4.1 None.

5 THE REPORT

5.1 Grant income of £10,000 is being held separately until a decision has been made on how to spend it.

5.2 Total net surplus on Bath Recreation Ground Trust to 31st March 2012 is £43,261 as shown on Appendix 1.

- 5.3 Total spend on the strategic review to the 31st March 2011 is £213,511. A further £5,247 has been spent to 31st March 2012 as shown on Appendix 2.
- 5.4 As at 31st March 2011 the loan outstanding to the Council was £292,737. The trust has made a provision of £82,300 for repayment of the loan.
- 5.5 The proposed budget for 2012/13 will show a surplus of £59,325 as shown on Appendix 3.

6 RISK MANAGEMENT

- 6.1 The report author and Lead Board member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 RATIONALE

- 7.1 The budget spend to 31st March 2012 and the strategic review spend is for information only, the budget for 2012/13 for approval.

8 OTHER OPTIONS CONSIDERED

- 8.1 None.

9 CONSULTATION

- 9.1 Section 151 Finance Officer.
- 9.2 Consultation was directly made with the Section 151 Finance Officer.

10 ISSUES TO CONSIDER IN REACHING THE DECISION

- 10.1 Other Legal Considerations.

11 ADVICE SOUGHT

- 11.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Stephen Brain (01225) 396377
Sponsoring Cabinet Member	Councillor David Dixon
Background papers	
Please contact the report author if you need to access this report in an alternative format	

APPENDIX 1

Budget 2011/12

	2010/11 Actual	Budget 2011/12 £	Actual to 31st Mar £	Forecast 2011/12
Income :				
Bath Rugby Club	140,454	140,000	135,202	140,000
Other leases	4,013	6,500	4,905	6,500
Other Income	22,188	25,000	21,862	25,000
Car Parking Income	41,448	20,000	9,570	20,000
Total Income	208,103	191,500	171,539	191,500
Expenditure :				
Grounds Maintenance	53,075	53,075	53,076	53,075
Security of Premises		1,150	2,300	2,300
Management & Administration - Grounds	9,378	10,000	9,774	10,000
Management & Administration - Property	17,384	16,000	1,175	16,000
Management & Administration - Legal	7,945	10,000	5,016	10,000
Management & Administration - Finance	2,606	2,500	-	2,500
Audit Fees and Valuation Advice		950	11,075	950
Servicing Trust meetings	3,214	3,300	4,501	3,300
Web Hosting		3,000	3,249	3,000
Business Rates	15,856	16,000	17,374	16,000
Repairs & Maintenance	3,337	6,000	2,950	6,000
Pitch Renovation	6,531	5,000	6,591	5,000
Cricket outfield renovation	8,250			
Electricity	353	400	180	400
Public Liability Insurance	5,989	6,000	9,320	6,000
Water/sewerage Charges	1,578	1,600	1,697	1,600
Total Expenditure	135,496	134,975	128,278	136,125
Net Surplus/(deficit)	72,607	56,525	43,261	55,375

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APPENDIX 2

Spend on Review

	£
Spend to 31st March 2010	196,329
Spend during 2010/11	
Independent adviser	4,720
Francesca Quint QC	6,942
Valuation advice	3,520
Legal advice	2,000
	<hr/>
	17,182
Total spend at 31 March 2011	213,511
Spend to 31st March 2011	
Charity Commission submission documentation	270
Independent adviser	2,714
Francesca Quint QC	2,263
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	5,247

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APPENDIX 3

BATH RECREATION GROUND TRUST

BUDGET PROPOSAL 2012/13

	£
	2012/13
	Budget
Income :	
Bath Rugby Club	140,000
Other leases	6,500
Other Income	25,000
Car Parking Income	20,000
Total Income	191,500
Expenditure :	
Grounds Maintenance	53,075
Management & Administration - Grounds	10,000
Management & Administration - Property	16,000
Management & Administration - Legal	10,000
Management & Administration - Finance	2,500
Servicing Trust meetings	3,300
Business Rates	16,000
Repairs & Maintenance	5,000
Security of Premises	1,150
Electricity	400
Site Improvements	6,000
Fees	950
Property Insurance	6,000
Marketing - Web Hosting	200
Water/sewerage Charges	1,600
Total Expenditure	132,175
Net Surplus	59,325

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