

Alice Park Trust Sub-Committee

Date: Thursday, 23rd June, 2022

Time: 2.30 pm

Venue: Kaposvar Room - Guildhall, Bath

Councillor Rob Appleyard
Councillor Sally Davis
Councillor Joanna Wright
Co-opted members non-voting: Holly Dabbs

Chief Executive and other appropriate officers
Press and Public



Corrina Haskins

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NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the Guildhall - Bath.

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control. Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet www.bathnes.gov.uk/webcast. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **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 Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.

Further details of the scheme can be found at:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

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

6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Decision Making Powers of the Sub-Committee:

1. To discharge the Council's role as Corporate Trustee for the Alice Park Trust, in line with Charities Commission guidance. The objects of the Alice Park Trust are for use as a public park and children's recreation ground.
2. To agree the Trust's annual budget and business plan.
3. To approve the use of any reserves.
4. To agree the Trust's annual accounts.
5. To receive and respond to the audit findings relating to the annual accounts.
6. To receive reports on the effective day to day management and financial performance of the Trust.
7. To allow interested parties to give their view on the performance and direction of the Trust.

Alice Park Trust Sub-Committee - Thursday, 23rd June, 2022

at 2.30 pm in the Kaposvar Room - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out on the Agenda.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTION

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* **an other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared under the Access to Information provisions.

6. ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS

7. MINUTES OF THE PREVIOUS MEETING (Pages 7 - 12)

To agree the minutes of the meeting of 13 December 2021 as a correct record for signing by the Chair.

8. CHAIR'S UPDATE

An update on items raised at previous meetings:

- 1) Friends of Alice Park
- 2) Alice Park Community Garden
- 3) Position of Entrance

9. UPDATE FROM THE ALICE PARK PLAY AREA PROJECT (APPA)

To receive an update from members on the Alice Park Play Area Project workstreams:

- Public consultation and engagement - Joanna and Holly
- Finance and community giving - Rob
- Equipment sourcing and overall play area plan - Sally and Rob

10. TENNIS COURT - USE OF HUT AND ANCILLARY ISSUES

11. ALICE PARK TRUST 2021-22 OUTTURN REPORT (Pages 13 - 16)

To note and consider the quarterly budget and forecast report for the Alice Park Trust.

12. DATE OF NEXT MEETING

To agree the date of the next meeting.

The Democratic Services Officer for this meeting is Corrina Haskins who can be contacted on 01225 394357.

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ALICE PARK TRUST SUB-COMMITTEE**Minutes of the Meeting held**

Monday, 13th December, 2021, 10.30 am

Councillor Rob Appleyard (Ch) - Bath and North East Somerset Council
Councillor Sally Davis - Bath and North East Somerset Council
Councillor Joanna Wright - Bath and North East Somerset Council
Holly Dabbs - Independent Member

17 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

18 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer read out the emergency evacuation procedure.

19 APOLOGIES FOR ABSENCE AND SUBSTITUTION

Apologies for absence were received from Bill Shaw who was unwell. Members wished him a speedy recovery.

20 DECLARATIONS OF INTEREST

There were no declarations of interest.

21 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**(a) Park Benches**

The Chair informed members that, at the request of the Parks Team, some benches in Alice Park have been removed as they were in poor condition and were deteriorating. The Chair has provisionally agreed to expenditure of approximately £1,400 to provide replacement slats for the benches to bring them back into use.

RESOLVED: To approve the expenditure of £1,400 to enable the benches in Alice Park to be brought back into use.

(b) The Ward Councillors for Lambridge (Cllrs Rob Appleyard and Joanna Wright) are proposing to offer £1,500 from their community pot allocation to the Alice Park Trust to plant some cherry trees in the park. There has been a long-held ambition to create an avenue of cherry trees and the Trust would also then be able to sell commemorative space within the park. Cllr Sally Davis and Holly Dabbs both confirmed that they support this donation to the Trust.

22 **ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS**

There were no public questions or statements.

23 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 16 September 2021 were confirmed and signed as a correct record.

24 **CHAIR'S UPDATE**

The Chair gave an update on the following issues:

(a) Friends of Alice Park

There have been discussions in the past about forming a "Friends of Alice Park" group.

Holly Dabbs stated that the way that such a group is created and run is very important. The impetus should come from the local community rather than from any particular business within the park. One example of a successful group locally is the "Friends of Hedgemoor Park".

The Chair explained that a friends group would not be involved with the overall management of the park, as the governance structure is agreed by the Charitable Trust Board. A friends group would not have decision making powers in relation to the running of the park.

The Legal Officer stated that a friends group should be properly constituted and that a proposal to form such a group should be brought to the Alice Park Trust Sub-Committee for approval.

It was confirmed that the Parks Team in the Council already works very constructively with several friends groups. There is a basic agreement for such groups (a memorandum of understanding) to ensure clarity. These groups provide support with:

- Running activities
- Fundraising
- Community representation

RESOLVED (unanimously):

- (1) To ask anyone wishing to create a friends group to bring forward a proposal for consideration by the sub-committee.
- (2) To agree that Holly Dabbs draft an email to send to any interested groups and forward this to the Democratic Services Officer for circulation.

(b) Membership of 3SG

The Chair explained that 3SG is a membership network of social enterprises, charities, trusts and community groups. The group has recently played a significant part in the community wellbeing hub in B&NES. It can provide access to training and other opportunities. The annual membership fee is in the region of £25. It was felt that it would be advantageous for the Trust to become a member of the group.

RESOLVED (unanimously): To submit an application for the Alice Park Trust to become a member of 3SG.

25 **ALICE PARK ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2020-21**

The sub-committee considered a report setting out the annual report and statement of accounts for the year ending 2020-21. The deadline for submission to the Charity Commission is 31 January 2022.

RESOLVED (unanimously):

- (1) To agree and sign the financial statements of the Alice Park Trust for the year ending 31 March 2021 and their submission to the Charity Commission.
- (2) To agree and sign the Annual Report for the Alice Park Trust for the year ending 31 March 2021 and its submission to the Charity Commission.

26 **QUARTERLY BUDGET MONITORING REPORT**

The sub-committee considered a report setting out the 2021/22 budgets and current year financial position. It was noted that due to the Covid-19 pandemic this has been a difficult year with reduced use of the park. The Trust continues to request a financial contribution from those people and organisations that use the park for commercial purposes.

RESOLVED (unanimously):

- (1) To note the budget and forecast update for 2021/22.
- (2) To continue to focus on the 10-year plan, which aims to expand income generation within the park.

27 **SKATE PARK LOCATION**

The sub-committee considered a report regarding the positioning of the skatepark and leased area in Alice Park. It was noted that the reason for the change in location of the skate park was due to the proximity of the trees following advice from the arboriculturist.

RESOLVED (unanimously): To approve the revised plan showing the location of the skatepark as set out in Appendix 1 of the report.

28 UPDATE ON THE ALICE PARK PLAY AREA PROJECT (APPA)

The sub-committee received the following updates regarding the Alice Park Play Area Project:

- Public Consultation and Engagement – consideration has been given to the Bath Area Play Project report. Three providers have been selected for further consideration who will be asked to present ideas and submit costs for the play equipment.
- Finance and Community Giving – Two key areas of funding have been identified:
 - Community Infrastructure Levy (CIL) funding. This is a tranche of money from developer contributions and applications are considered by an advisory group who then make a recommendation to the Leader of the Council.
 - Crowd Funding.

Cllr Appleyard also agreed to investigate the possibility of obtaining lottery funding and the criteria for this. It was also noted that maintenance will be an ongoing cost.

- Equipment Sourcing and Overall Play Area Plan – A masterplan will need to be developed for the play area and timings for each phase of the project will need to be considered.

The Parks Team Leader stated that maintenance costs for the play area are currently £8k per year. This could increase depending on the type of equipment provided. The sub-committee agreed to consult the parks team on any proposals for the play area to ascertain the level of maintenance costs going forward.

29 ALICE PARK COMMUNITY GARDEN PROJECT

The Chair paid tribute to the work carried out by the Community Garden project which is very valuable to the local community. However, the group does not currently have a formal agreement with the Trust. If the community garden space is formalised, then it must operate under a fair set of criteria.

One issue that has arisen recently is the process for the hire of the gazebo in the park. There is also a cost to the Trust as it maintains the areas adjacent to the community garden. It was confirmed that the gazebo has the necessary planning permission as an application was submitted by Transition Larkhall.

Cllr Wright explained that the community garden has generated some income which has been put back into the garden. There is some concern that the Trust now wishes to commodify community spirit. The barn area generates some income, and this is a community-based activity.

The Legal Advisor proposed that a discussion should take place with the Property Services Team to ascertain how the sub-committee can best support the community

garden on a more formal basis. For example, a licence or lease at a peppercorn.

Holly Dabbs stated that the community garden does not operate on the same basis as a business and that a face-to-face conversation with the group would be the best way forward.

RESOLVED (unanimously): To hold further discussions with both the Community Garden organisation and the Alice Park Café to identify the best way forward.

30 DATE OF NEXT MEETING

The sub-committee agreed to hold a virtual “progress report” meeting in March.

The meeting ended at 11.43 am

Chair

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council	
MEETING/DECISION MAKER:	Alice Park Trust Sub-Committee Meeting
MEETING/DECISION DATE:	23 June 2022
TITLE:	Alice Park Trust – 2021/22 Financial Outturn Position
WARD:	Lambridge
AN OPEN PUBLIC ITEM	
List of attachments to this report: N/A	

1 THE ISSUE

- 1.1 The purpose of this report is to update the Alice Park Trust Board on the 2021/22 financial outturn position.
- 1.2 The report will also raise considerations for the 2022/23 budget.

2 RECOMMENDATIONS

- 2.1 The Alice Park Trust Sub-Committee is asked to note and consider the report, including recommendations laid out in Section 4.

3 2021/22 FINANCIAL PERFORMANCE

- 3.1 Total expenditure for the financial year ending 31st March 2021 is £44,441. Total income is £22,150, resulting in an operating deficit of £22,291.
- 3.2 In previous years, Bath and North Somerset Council have funded the Trust's deficit through its Parks revenue budgets. In 2018/19 the funded deficit was £22,592k and in 2019/20 the deficit increased to £29,192k due to one-off improvement costs. In 2020/21 the funded deficit reduced to £21,402k. A deficit of £22,291 in 2021/22 equates to an increase in subsidy of £889 from the previous year.
- 3.3 The estimated deficit for the Trust in 2021/22 was budgeted at £21,305, broadly in line with the 2020/21 deficit. The outturn position was £986 above this estimate, primarily due to additional investment in restoring park benches and the Bath Area Play Project.
- 3.4 However, income levels have increased over and above expectations through additional rental income for the use of outside space and increased events income.

3.5 The financial performance for Alice Park for financial year ending 31st March 2021 is detailed in the table below:

	21/22 Budget	21/22 Outturn	21/22 Variance
EXPENDITURE	£	£	£
Ground Maintenance SLA	11,535	11,535	0
Play Equipment SLA	8,745	8,745	0
Tree Management/Maintenance SLA	2,438	2,438	0
Public Conveniences	16,359	16,359	0
Independent Examination Fees	500	500	0
<i>Other costs -</i>			
- Bath Area Play Project	-	2,000	-
- Restoration of Park Benches	-	1,400	-
- Cherry Tree Planting	-	1,464	-
Total other grounds/parks expenditure	2,284	4,864	2,580
	41,861	44,441	2,580
INCOME	£	£	£
Investment Income - Dividends	(31)	(31)	0
Investment Income - Interest	(20)	(7)	13
Property Rental Income	(18,600)	(19,050)	(450)
Tennis Court Income	0	0	0
Events Income	(1,905)	(1,598)	307
Community Ward Member Fund – contribution for Cherry Tree Planting	0	(1,464)	(1,464)
	(20,556)	(22,150)	(1,594)
Trust Operating (Surplus) / Deficit	21,305	22,291	986
<i>Additional income subsidy from B&NES</i>	<i>(21,305)</i>	<i>(22,291)</i>	<i>(986)</i>
Revised Trust (Surplus) / Deficit	0	0	0

4 2022/23 BUDGET CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The long-term aim is for the Trust to become financially self-sufficient, reducing and ultimately removing the need to rely on council subsidy to balance its budget.
- 4.2 In order to facilitate this, it is recommended that the Sub-Committee continues to focus on its 10-year plan, which focuses on expanding income generation within the Park. Income generated from events held within the Park continues to increase, a good sign that the Trust is already moving to a more commercial outlook.
- 4.3 It is recommended that the Service Level Agreements (SLAs) with the council's Parks department are reviewed and formalised, which in turn will allow for a more transparent and robust financial planning process.
- 4.4 Using the outturn position for 2021/22 a budget for 2022/23 has been constructed to monitor the financial performance of the Trust.

2022/23 Alice Park Trust Budget	£
Income	
Investment Income	(35)
Events Income	(2,000)
Rental Income	(19,050)
Total Income	(21,085)
Expenditure	
Grounds Maintenance SLA	11,765
Play Equipment SLA	8,920
Tree Management SLA	2,485
Public Convenience Maintenance	16,710
Other grounds/parks expenditure	2,500
Independent Examination Fees	500
Total Expenditure	42,880
Surplus / Deficit	21,795
<i>B&NES Contribution to Alice Park</i>	<i>(21,795)</i>

Contact person	Paul Webb, Senior Finance Manager paul_webb@bathnes.gov.uk
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

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