

Alice Park Trust Sub-Committee

Date: Thursday, 18th August, 2022

Time: 2.30 pm

Venue: Brunswick Room - Guildhall, Bath

Councillor Rob Appleyard

Councillor Sally Davis

Councillor Joanna Wright

Vacancy

Vacancy

Co-opted members non-voting: Holly Dabbs and Vacancy

Chief Executive and other appropriate officers

Press and Public



Corrina Haskins

Democratic Services

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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, 18th August, 2022

at 2.30 pm in the Brunswick Room - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer will draw attention to the emergency evacuation procedure as set out on the agenda.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTION

To note any apologies for absence or substitutions.

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 MEETING OF 23 JUNE 2022 (Pages 7 - 12)

To confirm as a correct record for signing by the Chair.

8. CHAIR'S UPDATE (Pages 13 - 16)

- (1) Alice Park Trust - 2022/23 Budget and Forecast Update - Q1 (attached)
- (2) Tennis Court Storage Arrangements
- (3) Community Garden
- (4) Entrance to the Play Area

9. UPDATE FROM THE APPA (PLAY AREA) PROJECT STRANDS

- (1) Public Consultation and Engagement
- (2) Finance and Community Giving
- (3) Equipment Sourcing and Overall Play Area Plan

10. UPDATE ON OTHER ISSUES

- (1) Skatepark and Graffiti
- (2) Cycle Rack
- (3) Bee Bold Award

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**

Thursday, 23rd June, 2022, 2.30 pm

Councillor Rob Appleyard - Bath and North East Somerset Council
Councillor Sally Davis - Bath and North East Somerset Council
Councillor Joanna Wright - Bath and North East Somerset Council

1 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

2 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer drew attention to the Emergency Evacuation Procedure.

3 APOLOGIES FOR ABSENCE AND SUBSTITUTION

Holly Dabbs, independent member, was not present. The Democratic Services Officer reported that there had been no response to the advert for an independent member to replace Bill Shaw and it was agreed that the advert be re-circulated to Trust Members with a closing date of 22 August.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was no urgent business.

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

There were no items from the public.

7 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting held on 13 December 2021 be confirmed as a correct record and signed by the Chair.

8 CHAIR'S UPDATE**1) Friends of Alice Park update**

Cllr Rob Appleyard confirmed that there was no update since the previous

meeting and as the Trust was not able to take this forward, anyone looking to establish a Friends of Alice Park Trust would need to bring a proposition to the Trust. It was agreed that it would be useful to publicise this in the local community.

The Parks and Trees Team Leader reported that the Council worked with the charity "Your Park Bath and Bristol" which was looking at running a programme to support "Friends of" groups and so anyone interested in setting up a Friends of Alice Park could get support to take this forward.

2) Alice Park Community Garden

The Chair updated that following the previous meeting, Property Services had been approached about drawing up a formal agreement between the Trust and Community Garden project to ensure that the project was supported while maintaining a consistent approach to any commercial activity in the park.

RESOLVED that Property Services be requested to give an update in advance of the next meeting in relation to drawing up a formal agreement between the Alice Park Trust and the Community Garden project.

3) Position of entrance to the play area

The Chair reported that the last informal meeting of the Trust had agreed that the entrance to the play area should be moved to the upper end of the fenced area as its current position near the café was causing some congestion.

RESOLVED

(1) That the moving of the entrance to the play area be agreed.

(2) That the Parks Team prepare a costings and estimated timescale for carrying out the work.

4) Notice Boards

RESOLVED that the boards stored at Royal Victoria Park be transported to Alice Park by the Parks Team and stored in the café pending their installation.

5) Repair of Seating

The Parks Manager undertook to look into whether the broken seating had been repaired.

6) Skatepark and Graffiti

Members noted that the skatepark was regularly being cleaned to remove graffiti and agreed that a sign prohibiting graffiti erected. It was noted that the current surface reflected the sun, and the graffiti made the surface less bright for users and it was suggested that a graffiti artist could be commissioned to create a permanent piece of art which may also prevent further unwanted graffiti.

RESOLVED

- (1) That a sign prohibiting graffiti be erected in the skate park area and the project manager be asked if there was money in the skate park budget to pay for the sign.
- (2) Cllr Wright to seek the views of users on the skate park surface and whether a commissioned piece of graffiti art would deter unwanted graffiti as an alternative solution to the regular cleaning of the area.

7) Cycle Racks

In response to a suggestion from Cllr Wright, Members agreed that cycle racks should be installed at the park.

RESOLVED that Cllr Wright investigate options for installing cycle racks in the park.

8) Cherry Trees

Cllr Wright expressed concern that the recently planted cherry trees had been staked and their root balls may be damaged as a result.

RESOLVED the Parks and Tree Team Leader undertook to speak to the Tree Officer with a view to removing the stakes from the cherry trees.

9) Bee Bold Awards

RESOLVED that Cllr Wright research the application process for the West of England Combined Authority Bee Bold Awards.

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

(1)Public consultation and engagement

Cllr Wright reported back on the public consultation:

1. There had been 4 consultation events and 291 responses.
2. There was a good range of responses from different age groups with the exception of 17-25 year olds.
3. Most users were local and walked to the park using the facilities on a weekly to monthly basis.
4. Option Z was the most popular due to the pirate ship and zip wire but there were also elements in Option A that were popular, and it may be that a combination of the two could be considered as an alternative option. There were comments about the lack of water play but this was not being put forward as an option on cost and maintenance grounds.
5. The responses also favoured more seating in the location of the play

area.

6. Kensington Meadows was listed as an example of a good local play area and Sydney Gardens as one that didn't work.

It was agreed that an informal meeting be arranged to discuss the next stage.

(2) Finance and community giving

The Chair reported that he was looking into organising a future event at the park in the first weekend of September with external sponsorship to raise awareness of fundraising for the play project.

Cllr Wright advised that the Trust could consider applying to the Co-op community fund scheme.

(3) Equipment sourcing and overall play area plan

It was agreed that it would be useful for Jane Robson, Parks Manager to attend a future meeting to discuss the equipment sourcing and play area plan and also to receive further details about the equipment used at Kensington Meadows.

RESOLVED that an informal meeting be arranged to discuss next steps in relation to the Alice Park Play Area Project.

10 TENNIS COURT - USE OF HUT AND ANCILLARY ISSUES

The Chair reported that the tennis courts were leased to Wesport via the Council and one of the clubs using the facilities had asked if they could use the hut for storage, but as that was outside of the lease the issue had been referred to the Trust. He suggested that there could be a licence agreement to cover liabilities, or the Trust could hire out the hut at a cost. Cllr Davis undertook to look into what arrangements had been made at a similar facility.

RESOLVED that Cllr Appleyard speak to Wesport to discuss options for how clubs could use the tennis court hut for storage such as a licence or rental agreement.

11 ALICE PARK TRUST 2021-22 OUTTURN REPORT

Cllr Wright asked if it would be possible to have a breakdown of the income from commercial activities and the Chair undertook to share this information.

RESOLVED

- (1) That the budget for 2022/23 be noted;
- (2) That the long-term aim for the Trust to become financially self-sufficient, to be achieved by a 10-year plan to focus on expanding income generation, be noted;
- (3) That the Service Level Agreements (SLAs) with the council's Parks department be reviewed and formalised to allow for a more transparent and

robust financial planning process.

12 **DATE OF NEXT MEETING**

RESOLVED that the next meeting be held on Thursday 18 August 2022 at 2.30pm.

The meeting ended at 3.54 pm

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:	18th August 2022
TITLE:	Alice Park Trust – 2022/23 Budget and Forecast Update – Q1
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 2022/23 budgets and current year financial position.
- 1.2 The report will also raise considerations for the 2023/24 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 2022/23 FINANCIAL PERFORMANCE

- 3.1 Forecast spend for the financial year ending 31st March 2023 is £42,883. Forecast income is £21,162, resulting in a forecast deficit position for the Trust of £21,721.
- 3.2 In previous years, Bath and North Somerset Council have funded the Trust's deficit through its Parks revenue budgets. In 2019/20 the deficit was £30k due to one-off improvement costs followed by the funded deficit in 2020/21 dropping down to £21k. In 2021/22 the deficit was £22k.
- 3.3 The estimated deficit for the Trust in 2022/23 is budgeted at £21,800. This is in line with the deficit for 2021/22, with budgeted increases in maintenance costs being offset by increased events income.
- 3.4 Using the latest information available, the current forecast deficit is £79 less than budgeted. The small variance is due to forecasted additional investment income resulting from increases in interest rates.

3.5 It should be noted that whilst most budget lines are straight forward to forecast against, additional parks expenditure outside of the service level agreement and events income are harder to estimate, as they are often reactive and subject to demand levels.

3.6 Forecast financial performance for Alice Park for financial year ending 31st March 2023 is detailed in the table below:

	21/22 Outturn	22/23 Budget	22/23 Forecast	22/23 Variance
EXPENDITURE	£	£	£	£
Ground Maintenance SLA	11,535	11,766	11,766	0
Play Equipment SLA	8,745	8,921	8,921	0
Tree Management/Maintenance SLA	2,438	2,486	2,486	0
Public Conveniences	16,359	16,710	16,710	0
Independent Examination Fees	500	500	500	0
<i>Other costs -</i>				
- other grounds/parks expenditure	4,864	2,500	2,500	0
	44,441	42,883	42,883	0
INCOME	£	£	£	£
Investment Income - Dividends	(31)	(31)	(31)	0
Investment Income - Interest	(7)	(2)	(81)	(79)
Property Rental Income	(19,050)	(19,050)	(19,050)	0
Tennis Court Income	(0)	0	0	0
Events Income	(1,598)	(2,000)	(2,000)	0
Ward Councillor Empowerment Fund	(1,464)	0	0	0
	(22,150)	(21,083)	(21,162)	(79)
Forecast Trust (Surplus) / Deficit	22,291	21,800	21,721	(79)
<i>Additional income subsidy from B&NES</i>	<i>(22,291)</i>	<i>(21,800)</i>	<i>(21,721)</i>	<i>(79)</i>
Revised Forecast Trust (Surplus) / Deficit	0	0	0	0

4 2023/24 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 The Service Level Agreements (SLAs) with the council's Parks department are still to be reviewed and formalised, which in turn will allow for a more transparent and robust financial planning process. Assessment of these will be communicated to the Trust in due course.
- 4.4 It is also recommended that income and expenditure expectations for 2023/24 are considered so that the Quarter 3 Financial Update to the Sub-Committee can also propose a Trust budget for 2023/24.

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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