

Alice Park Trust Sub-Committee

Date: Thursday, 2nd February, 2023

Time: 2.30 pm

Venue: Brunswick Room - Guildhall, Bath

Councillor Rob Appleyard
Councillor Sally Davis
Councillor Mark Roper
Councillor Joanna Wright
Co-opted members non-voting: Mary LaTrobe-Bateman

Chief Executive and other appropriate officers
Press and Public



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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, 2nd February, 2023

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

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 4.4 Appendix 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 STATEMENTS, PETITIONS OR QUESTIONS

7. MINUTES OF THE MEETING OF 8 DECEMBER 2022 (Pages 7 - 10)

To confirm the minutes of the meeting of 8 December 2022 as a correct record for signing by the Chair.

8. CHAIR'S UPDATE

9. CAFE LEASE

To consider new lease arrangements in relation to the café.

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

11. ALICE PARK TRUST - 2022/23 BUDGET AND FORECAST QUARTER 3 FINANCIAL UPDATE (Pages 11 - 14)

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

Thursday, 8th December, 2022, 2.30 pm

Councillor Rob Appleyard Chair - Bath and North East Somerset; Council
Councillor Sally Davis - Bath and North East Somerset Council
Councillor Mark Roper - Bath and North East Somerset Council
Mary La Trobe-Bateman - Independent Member

35 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

36 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer drew attention to the emergency evacuation procedure.

37 APOLOGIES FOR ABSENCE AND SUBSTITUTION

There were no apologies for absence and substitution.

38 DECLARATIONS OF INTEREST

There were no declarations of interest.

39 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**Alice Park Tennis Courts**

The Chair reported that:

1. The Council's Property Services officers were putting in place an agreement for West of England Sports Centre (Wesport) to run several tennis courts within the area, namely Alice Park, Sydney Gardens and Keynsham Memorial Park.
2. Wesport would promote the tennis facilities, ensuring they were well maintained and would also provide a sinking fund for the replacement of the courts in the years ahead.
3. There was a requirement in the Tennis Courts lease to the Council that any occupations granted to a third party should be by way of a lease.
4. Council officers were requesting the authority of the Sub-Committee to give Bath and North East Somerset Council authorisation to grant Wesport the right to manage the tennis courts up until 31st March 2026 by way of a Concession Agreement.

It was noted that Wesport were currently running the tennis courts. Marie La Trobe-Bateman provided positive feedback on the quality of the tennis court provision.

RESOLVED – that Bath and North East Somerset Council be given authorisation to grant Wesport the right to manage Alice Park tennis courts up until 31st March 2026 by way of a Concession Agreement.

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

There were no items from the public.

41 **MINUTES OF THE MEETING OF 20 OCTOBER 2022**

RESOLVED that the minutes of the meeting held on 20 October 2022 be confirmed and signed as a correct record and signed by the Chair.

42 **CHAIR'S UPDATE**

Larkhall Festival

The Chair reported that there had been a more concerted move to make Alice Park a formal part of Larkhall Festival and the café proprietor, Tony Hicks was now a member of the Festival Committee. He undertook to observe the arrangements to ensure that any commercial activity at Alice Park would result in a contribution towards the upkeep of the park.

Community Garden

The Sub-Committee was informed that following the decision at the previous meeting, the Council's Property Services and Legal officers were working towards finalising an agreement with the Community Garden. The Chair advised that officers were currently investigating whether there could be a direct agreement with the Community Garden or if it had to be via Larkhall Transition.

Noticeboard

The Chair reported that the noticeboard had now been installed by volunteers at no cost to the Trust.

43 **ALICE PARK TRUST SUB-COMMITTEE - ANNUAL REPORT APRIL 2021-MARCH 2022**

The Senior Finance Manager introduced the report and advised the Sub-Committee that the accounts and annual report would need to be submitted to the Charity Commission by the end of January 2023. The Chair undertook to draft some wording about the achievements of the Trust during 2021-2022 to circulate to members for agreement prior to the report being submitted.

The Sub-Committee **RESOLVED** to:

1. Agree and sign the financial statements of Alice Park Trust for year ending 31 March 2022 and their submission to the Charity Commission.
2. Agree and sign the annual report for Alice Park Trust year ending 31 March

44 **UPDATE FROM THE APPA (PLAY AREA) PROJECT STRANDS**

(1) Procurement

Cllr Sally Davis updated that she and Cllr Joanna Wright had been in contact with the Council’s procurement officers and were working through a list of Council providers. She reported that once the costs of the project were known, the Sub-Committee would be in a position to seek appropriate funding to move the project forward, although it may be necessary to install the play area in phases if all the money could not be secured in one go.

It was noted that the plan for the play area had been drawn up following consultation with park users and the Sub-Committee was looking at 60% adventure play and 40% traditional play with a range to suit different age groups. It was further noted that the options of water and sand play would not be pursued due to the maintenance difficulties.

The Parks Manager confirmed that he had been in contact with the Council’s Procurement and Commissioning Manager who would be emailing recommendations for procurement routes. He confirmed that the procurement framework would limit the number of companies that could be approached and that he had met with a play provider who had suggested the figure of £3-400k for the preferred scheme including the cost of groundworks, supplying, installing and servicing of equipment. In response to questioning, the Parks Manager confirmed that the Council could not take on the groundworks, this work would need to be commissioned and it was better if the company installing the equipment could do this as the works were dependent on the design.

(2) Finance

The Chair reported that he had spoken to a local resident with fundraising experience about supporting the project. He had hoped that this would be a cost neutral exercise but had been advised that this was not best practice and therefore he was looking at alternative options such as paying for a few days of initial work to kickstart the fundraising activity. It was agreed that community engagement was an important part of the process.

The meeting ended at 2.54 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:	Thursday 2nd February 2023
TITLE:	Alice Park Trust – 2022/23 Budget and Forecast Update – Q3
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.

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 £20,919, resulting in a forecast deficit position for the Trust of £21,964.
- 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 £164 more than budgeted. The small variance is due to forecasted reduction in income which is offset slightly by forecasted increased investment income.

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. For this quarter the main uncertainties are with regards to the level of income that will be generated from events for the remainder of the year, and whether the expenditure on park benches will be incurred this year (other costs).

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 (benches)	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)	(238)	(236)
Property Rental Income	(19,050)	(19,050)	(19,050)	0
Tennis Court Income	(0)	0	0	0
Events Income	(1,598)	(2,000)	(1,600)	400
Ward Councillor Empowerment Fund	(1,464)	0	0	0
	(22,150)	(21,083)	(20,919)	164
Forecast Trust (Surplus) / Deficit	22,291	21,800	21,964	164
<i>Additional income subsidy from B&NES</i>	<i>(22,291)</i>	<i>(21,800)</i>	<i>(21,964)</i>	<i>(164)</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.

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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