

Alice Park Trust Sub-Committee

Date: Thursday, 18th April, 2024

Time: 12.00 pm

Venue: Kaposvar Room - Guildhall, Bath

Councillor Alex Beaumont

Councillor Deborah Collins

Councillor Oli Henman

Councillor Saskia Heijltjes

Councillor Joanna Wright

Co-opted members non-voting: Mary LaTrobe-Bateman and Bryan Johnson

Chief Executive and other appropriate officers

Press and Public



Corrina Haskins

Democratic Services

Lewis House, Manvers Street, Bath, BA1 1JG

Telephone: 01225 394357

Web-site - <http://www.bathnes.gov.uk>

E-mail: Democratic_Services@bathnes.gov.uk

NOTES:

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

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

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 April, 2024

at 12.00 pm in the Kaposvar 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 25 JANUARY 2024 (Pages 7 - 12)

To confirm the minutes of the meeting of 25 January 2024 as a correct record for signing by the Chair.

8. VERBAL UPDATE FROM THE CHAIR

9. URBAN TREE MAP UPDATE

10. WARD EMPOWERMENT FUND - BENCHES AND TREES

11. ALICE PARK PUBLIC CONVENIENCES

12. DRAFT 2023/24 ALICE PARK TRUST OUTTURN POSITION (Pages 13 - 14)
13. ACCOUNTS AND DONATIONS
14. ALICE PARK PLAY AREA UPDATE
15. ALICE PARK EVENTS/CALENDAR
16. ANY OTHER BUSINESS

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

This page is intentionally left blank

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

Thursday, 25th January, 2024, 12.00 pm

Councillor Deborah Collins	- Bath and North East Somerset Council
Councillor Oli Henman	- Bath and North East Somerset Council
Councillor Saskia Heijltjes	- Bath and North East Somerset Council
Councillor Joanna Wright	- Bath and North East Somerset Council
Mary LaTrobe-Bateman	- Co-opted Member
Bryan Johnson	- Co-opted Member

47 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and members and officers introduced themselves.

48 EMERGENCY EVACUATION PROCEDURE

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

49 APOLOGIES FOR ABSENCE AND SUBSTITUTION

Apologies for absence were received from Cllr Alex Beaumont.

50 DECLARATIONS OF INTEREST

There were no declarations of interest.

51 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was no urgent business.

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

There were no items from the public.

53 MINUTES OF THE MEETING OF 24 NOVEMBER 2023

RESOLVED that the minutes of the meeting held on 24 November 2024 be confirmed as a correct record and signed by the Chair.

54 EXCLUSION OF THE PUBLIC

The Sub-Committee having been satisfied that the public interest would be better served by not disclosing relevant information, in accordance with the provisions of

Section 100(A)(4) of the Local Government Act 1972, **RESOLVED** that the public shall be excluded from the meeting for the following item of business and the reporting of the meeting be prevented under Section 100A(5A), because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, as amended.

55 **ALICE PARK PUBLIC CONVENIENCES**

It was noted that this item had been deferred from the previous meeting pending further information and specialist officers were present to answer specific questions relating to the contract which was detailed in the confidential appendix 1.

The Waste Strategy and Project Delivery Manager confirmed that the Council had alternative options outside of the contract to remove any graffiti that was offensive. She advised the Sub-Committee to advise members of the public raising concerns about the state of the toilets to alert the Council by contacting the number on the door of the toilets or via the Council Connect service.

The Sub-Committee agreed that continuing with the current contract was the only feasible option, but that the maintenance of the toilets continue to be monitored by the Sub-Committee.

RESOLVED that

- (1) the continuation of services provided as part of the wider contract the Council holds with Healthmatic until 2029 be agreed.
- (2) the ongoing maintenance of the public conveniences be monitored by the Sub-Committee.

56 **RE ADMITTANCE OF THE PUBLIC**

RESOLVED that the public be readmitted for the remaining items of business.

57 **REVIEW OF PARKS AND GREENSPACES SERVICE LEVEL AGREEMENTS FOR ALICE PARK**

The Head of Service – City and Town Centre Management introduced the report and confirmed that the Service Level Agreements had been reviewed and the appendix set out the full cost of services. She confirmed that last review had been undertaken in 2016/17. She recommended that the Sub-Committee use a single point of contact to report any issues, the Parks and Greenspaces mailbox so that the process could be managed and coordinated.

In response to a question about how the sand replacement would be managed going forward, the Parks and Greenspaces Manager recommended that this be continued until the arrangements for replacing equipment were imminent as the process protected the existing play equipment.

In response to questions, it was confirmed:

1. There were no quality metrics, but this could be considered in the future.
2. This information was specific for the Alice Park Service Level Agreements, it was not required for other parks as they were Council owned.

3. There was no uplift in the charges to the Trust.
4. There was assurance from the Finance Team that the numbers were accurate and reflected the costs to the Council of undertaking the work.
5. In relation to comments raised about leaf collection and a crossover between works in Alice Parks and street cleansing works on the highway, the Parks and Greenspaces Manager undertook to look into this in more detail.
6. The percentage increase from the previous year was mainly due to the triannual sand replacement which was due in 24/25.

RESOLVED that -

- (1) the review of the Service Level Agreement set out at Appendix 1 be agreed.
- (2) the Parks and Greenspaces mailbox be agreed as a single point of contact into the Council for reporting of issues and/or works required.
- (3) a maintenance and repair scope as set out in the SLA be agreed and inflationary rises in line with other Council-owned parks and based on the annual budget setting process be noted.
- (4) requests for any major improvement works be discussed at the Sub-Committee and funding streams be identified for each stage of the process.

58 ALICE PARK TRUST ANNUAL REPORT 2022-2023

The Council's Senior Finance Officer advised the Sub-Committee of the requirement to upload the annual report to the Charity Commission website 10 months after the end of the financial year and so in the case of 2022-2023, this would need to be submitted by the end of January 2024. He confirmed that the accounts had been independently examined by One West.

RESOLVED that

- (1) the financial statements of Alice Park Trust for year ending 31 March 2023 be agreed, signed and submitted to the Charity Commission.
- (2) the annual report for Alice Park Trust year ending 31 March 2023 be agreed, signed and submitted to the Charity Commission.

59 ALICE PARK TRUST – 2023/24 FINANCIAL UPDATE – QUARTER 3

The Sub-Committee considered a report giving a financial update as at Quarter 3.

RESOLVED that the report be noted.

60 ALICE PARK TRUST - FUTURE FINANCIAL INDEPENDENCE

The Senior Finance Officer introduced the report which considered a proposal to change the current funding arrangement of the Trust with the aim of achieving the long-term ambition of being financially independent. The Sub-Committee noted that there were limited opportunities for income generation and that the current arrangement whereby Bath and North East Somerset Council funded the Trust's deficit inhibited the Sub-Committee in taking decisions as there was no budget envelope. He also stated that, in terms of accounting, it was important to consider the support of Council Officers to show a true and fair reflection of its expenditure and income and where this support exceeded a baseline, it would be appropriate for the Trust to incur a charge.

The Chair asked if consideration should also be given to the work undertaken by Members on a voluntary basis, e.g., the work on organising the consultation in relation to the play area. The Senior Finance Officer advised that, in accountancy terms there was a distinction between volunteer time and officer time and if volunteer time was also included, this would change accountancy requirements to a more complex system of accounting.

The Sub-Committee raised the following comments:

7. There was no guarantee that the Trust would receive an ongoing grant from the Council or that the level of grant would not decrease in future years.
8. "Grant" was a misleading term as the money would in effect be an allocation for the maintenance of Alice Park from the Council's budget.
9. More information was needed on the level of risk for the Trust before a decision could be taken.
10. Further detail was required on the charges for officer time before a decision could be made on whether the Trust would pay for additional time over and above the baseline.

RESOLVED that the report be noted and decisions on the issues of seeking grant funding from Bath and North East Somerset Council and chargeable officer time be deferred pending further information.

61 **REQUESTS TO USE ALICE PARK**

The Sub-Committee considered the following requests to use Alice Park. It was noted that the Trust could agree the events and take on liability or refer to the Council's events team to assess the event.

1. Julian House Big Sleep Out. The Sub-Committee had received a request to run this event in Alice Park on the night of Friday 1 March and this had been agreed in principle via email as it was a charitable event that had taken place in the park on an annual basis over the last few years. For these reasons it was agreed that it would not need to be submitted to the Council's Events Team.
2. Alice Park Café Fun Run Fundraiser on Saturday 4 May. The Sub-Committee was supportive of the request but agreed it should be submitted to the Council's Events Team in view of the health and safety implications and it was noted there would be a £95 administrative fee for this service chargeable to the applicant.
3. Rogers Funfair. A request had been received to use the park on the weekend of Saturday 4/ Sunday 5 and Monday 6 May and to pay the daily rate of £556 for the three days. The Sub-Committee agreed it was important to be consistent and charge the daily rate for each of the days and also that it would not be appropriate to have the funfair on the Saturday due to the proposed fun run. The Chair undertook to respond accordingly.
4. Police bike marking. The Chair reported that she had agreed to a request from the police to undertake bike marking at the park during the forthcoming weekend. Following a request from the Sub-Committee she undertook to also invite the police to attend the Larkhall Festival weekend (4/5/6 May) for a further bike marking event.

5. L&C Corporate Event. The Chair updated that L&C had agreed the charge of £1k per day to hold a corporate event in June along with sponsoring some events organised by Bath Area Play and she and Cllr Deborah Collins would be meeting with the company to discuss the details.

62 **ALICE PARK PLAY AREA PROJECT UPDATE**

The Chair updated that the Sub-Committee was meeting informally on a monthly basis with a view to taking the project forward. She confirmed that the latest meeting had discussed working with a company involved in the original design work. It was agreed that Bryan Johnson and the Chair would meet with the company to discuss next steps including costs.

63 **PARKING/BLUE BADGE PARKING**

The Chair suggested that the issue of parking at Alice Park be a subject for discussion at a future meeting.

64 **ANY OTHER BUSINESS**

The Chair gave an update on progress since the previous meeting:

1. Bath Urban Treescape
The Chair and Mary LaTrobe Bateman had met with Fiona Bell with a view to taking the project forward.
2. Additional Tree Planting
The Chair had met with the Council's Trees and Woodland Manager to confirm plans for using the Lambridge Councillor Empowerment Fund to plant additional trees within Alice Park.
3. Contacting schools about participation
The Chair had been in contact with local schools about young people participating in future meetings.

65 **DATE OF NEXT MEETING**

RESOLVED that the next meeting be held on Thursday 18 April 2024 at 12 noon.

The meeting ended at 1.46 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING/DECISION MAKER:	Alice Park Trust Sub-Committee Meeting
MEETING/DECISION DATE:	18th April 2024
TITLE:	Alice Park Trust – 2023/24 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 Sub-Committee on the draft 2023/24 financial outturn position.

2 RECOMMENDATIONS

- 2.1 The Alice Park Trust Sub-Committee is asked to note the draft financial position outlined in the report. Some minor adjustments could still be outstanding as year-end processes are finalised, which would be reflected in the final independently examined accounts that will be presented to the Sub-Committee for sign off later in the year.

3 2023/24 FINANCIAL PERFORMANCE

- 3.1 Total expenditure for the financial year ending 31st March 2023 is £43,304. Total income is £25,413, resulting in an operating deficit of £17,891.

- 3.2 In previous years, Bath and North Somerset Council have funded the Trust's deficit through its Parks revenue budgets. For context, the deficits for the past four years were as follows:

- 2019/20 £29,192 (due to one-off improvement costs)
- 2020/21 £21,402
- 2021/22 £22,291
- 2022/23 £19,985

- 3.3 The financial performance for Alice Park for financial year ending 31st March 2024 is detailed in the following table:

Alice Park Trust Draft Accounts 2023/24	
Expenditure	£
Ground Maintenance SLA	12,002
Play Equipment SLA	9,098
Tree Management/Maintenance SLA	2,536
Public Conveniences	17,068
Independent Examination Fees	500
<i>Other costs -</i>	
- Memorial Bench	440
- Planting of Trees	1,660
Total other expenditure	2,100
	43,304
Income	£
Investment Income - Dividends	(20)
Investment Income - Interest	(795)
Rental Income	(20,827)
Events Income	(1,641)
<i>Other Income -</i>	
- Memorial Bench	(440)
- Community Ward Member Fund	(1,660)
- Banner	(30)
Total other Income	(2,130)
	(25,413)
Trust Operating (Surplus) / Deficit	17,891
<i>Additional income subsidy from B&NES</i>	<i>(17,891)</i>
<i>Revised Trust (Surplus) / Deficit</i>	<i>0</i>

3.4 In addition to the income outlined in the table above, £1,077 worth of donations were received in-year for the playground improvement project. This income has been ringfenced and will be held in a ring-fenced reserve until a time that the Trust starts incurring expenditure project.

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	