

Alice Park Trust Sub-Committee

Date: Friday 6th June 2025

Time: 11.00 am

Venue: The Counting House Room - Guildhall, Bath

Councillor Deborah Collins

Councillor Oli Henman

Councillor Saskia Heijltjes

Councillor Samantha Kelly

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

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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>

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 - Friday 6th June 2025

at 11.00 am in the The Counting House 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 PREVIOUS MEETING (Pages 7 - 12)

To confirm the minutes of the meeting of 21 March 2025 as a correct record for signing by the Chair.

8. FINANCE UPDATE (Pages 13 - 14)

To update the Alice Park Trust Sub Committee on the draft 2024/25 financial outturn position.

9. ALICE PARK PLAY AREA PROJECT UPDATE

To receive an update on the Alice Park play area project.

10. ALICE PARK PUBLIC CONVENIENCES UPDATE

To receive the latest data relating to the public conveniences.

11. EVENTS UPDATE

To discuss recent/upcoming events.

12. FLAG POLE AND FLAGS

To receive an update on the flag pole and flags.

13. JUNIOR PARK RUN

To consider a request to hold a junior park run at Alice Park.

14. ELECTRIC VEHICLE CHARGING POINT AT ALICE PARK

To consider a request for an electric vehicle charging point in Alice Park car park.

15. BEE KEEPING REQUEST

To consider a request to keep bees at Alice Park.

16. EXCLUSION OF PRESS AND PUBLIC

The Sub-Committee is asked to consider passing the following resolution:

“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, RESOLVES that the public shall be excluded from the meeting for the following item(s) 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.”

17. TEA CHALET LEASE UPDATE

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

Friday, 21st March, 2025, 11.00 am

Councillor Alex Beaumont	- Bath and North East Somerset Council
Councillor David Harding	- 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 non-voting member
Bryan Johnson	- Co-opted non-voting member

61 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and invited introductions from members and officers.

62 EMERGENCY EVACUATION PROCEDURE

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

63 APOLOGIES FOR ABSENCE AND SUBSTITUTION

Apologies for absence were received from Cllrs Deborah Collins and Samantha Kelly and Cllrs David Harding and Alex Beaumont were in attendance as substitutes.

64 DECLARATIONS OF INTEREST

There were no declarations of interest.

65 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was no urgent business.

66 ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS OR QUESTIONS

There were no items from the public.

67 MINUTES OF THE MEETING OF 23 JANUARY 2025

RESOLVED that the minutes of the meeting of 23 January 2025 be confirmed as a correct record for signing by the Chair.

68 EVENTS UPDATE

The Sub-Committee noted the following update:

- a. "Marque in the Park" Car Show - 20 April: the event application was in progress.
- b. L&C Corporate Event – 4 July: This would no longer be going ahead in Alice Park. In 2024 the company had been asked by the Trust to fund play days organised by Bath Area Play Project and there had been a misunderstanding that the company would be expected to fund these play days in 2025, the cost of which had escalated following the withdraw of funding from the Council. It was hoped that the event would come back to Alice Park in 2026.
- c. Larkhall Festival - 3,4 & 5 May – an application had been received for the fun fair but not for the wider event. It was noted that the e-cargo bike demonstration may need to be part of the application.

2. Fees and Charges

Bryan Johnson confirmed that he had asked for this to be included on the agenda to clarify the Sub-Committee's previous decision to adopt the Council's fees and charges for the use of Alice Park.

The Director of Place Management confirmed that the Council's fees and charges for 2025-26 had been agreed as part of the budget at the full Council meeting on 25 February and there had been an increase in the event administration fee from £95 to £110 for a standard event and from £190.00 £218.00 for a major event (more than 500 people).

The Sub-Committee noted the current fees and charges.

69 DEFIBRILLATOR REQUEST

The Chair reported that there had been a request from Iconoclasts Tennis Club for a defibrillator to be installed at Alice Park and Mary LaTrobe-Bateman had been looking into the process for acquiring a defibrillator and the associated costs.

Cllr David Harding stated that he had some experience of acquiring defibrillators through his work with Parish Councils and undertook to forward some information to the Sub-Committee. The Parks & Greenspaces Team Manager also offered to provide costings and advised that as well as installation costs, there was also an ongoing maintenance cost and the need for regular checks.

70 ALICE PARK TRUST - 2024/25 FINANCIAL UPDATE

The Senior Finance Officer introduced the report as follows:

Financial performance update

- 1. It was coming to the end of the financial year and expected expenditure was £45,638. This was offset by income of £25,899 resulting in a deficit of £19,739

2. The deficit would be covered by B&NES Council as the sole trustee.
3. The £19,739 deficit was broadly in line with previous years.
4. Donations to the play park project totalled £52,668 in year to date and £1077 from previous donations and so the overall ringfenced amount was £53,745.
5. Community Infrastructure Levy funding of £75,000 had also been secured for the play area project.

In response to questions, the Senior Finance Officer advised that:

1. A decision had been taken not to replace the sand this year as part of the SLA due to the proposed works to the play area.
2. Rental income was from the cottage and the café. The rent from the café lease increased annually and the rent from the cottage was reviewed regularly against the market value.
3. There was also a small amount of investment income from money bequeathed when the Trust was originally set up. Further information would be sought as to whether this money could be used for another purpose.

Future Funding Arrangement

1. The current informal arrangement for the Council to fund the operating deficit of Alice Park Trust made it difficult for any financial planning.
2. Following discussions with the cabinet member for Neighbourhoods (Parks), a proposal had been put forward to create an annual grant to Alice Park Trust, linked to the cost of running the park.
3. This would provide a foundation to discuss future increases or decreases in funding to the Trust via the Council's annual budget setting process.
4. Although this required a council decision, the support of the Sub-Committee was sought in taking this forward.

The Sub-Committee was unanimous in its support for the proposed arrangements for future funding.

RESOLVED

- (1) that section 3 of the report on the 2024/25 financial performance of the Trust be noted.
- (2) that section 4 of the report, which details a revised funding arrangement from 2025/26 between the Trust and Bath and North East Somerset Council in its role as Sole Corporate Trustee for the Trust, be supported.

71 ALICE PARK PUBLIC CONVENIENCES UPDATE - STANDING ITEM

The Sub-Committee was advised that the management of the Healthmatic contract had now changed within the Council with Corporate Estates taking over from the

Waste Management Team.

The Senior Estates Surveyor gave the following update:

1. Since the previous meeting there had been 4 responsive repairs.
2. A replacement contactless payment system had been installed.
3. Based on payments, the usage for January was 932 and 751 in February.
4. The facilities were cleaned twice a day and there were also spot checks.
5. Following a request for information about the costs of additional presence for an event, this would cost £61 per hour and require a 4 week notice period.

The following points were raised:

1. It was useful to have data about usage and to continue to have this going forward to make year on year comparisons.
2. It would also be useful to have retrospective data if this was available.
3. In terms of drainage, there was a common drain and internal drains serving the individual unit.
4. An alternative operator could be brought in to provide additional facilities during events, but the contract would not allow for alternative cleaners of the existing facilities.
5. The Trust had options to retain the current contract; buy out of the contract or close the facilities.
6. The Sub-Committee had previously agreed to carry on with the current contract and review in 2029 when there was a break in the contract. The contract was due to end in 2034.
7. The provision of public toilets was discretionary, the Council continued to provide provision in limited locations and the offer had dropped over the years due to budgetary pressures.
8. The Trust should be proud of providing public conveniences at Alice Park and this should be promoted as part of PR opportunities.

72 ALICE PARK PLAY AREA PROJECT UPDATE

Bryan Johnson confirmed that he had circulated detailed information to the Sub-Committee in advance of the meeting following his investigations into finding a play provider to take forward the children's play area project. He summarised as follows:

1. He had approached approved providers from Bath and North East Somerset Council's procurement list.
2. Providers were given a brief in line with what had been previously agreed with a cap of £125k for phase 1 of the work.
3. Phase 1 of the work would be for younger children. The older children's play equipment would be retained until funding could be secured for the next phase. The table tennis table and picnic benches would be re-sited.
4. There had been 4 responses and 3 were within budget.

5. There were 2 preferred providers based on price; both were equipment manufacturers which limited the risk.
6. Based on the detailed information he was recommending Wicksteed as the preferred provider.
7. It was hoped that works could be carried out in the early summer before the start of the school holidays.

The Director of Place Management advised that although this project had been prioritised by the Council, the timelines involved in the procurement process may mean that the works would not be completed before the school holidays.

The Sub-Committee agreed that it was not necessary to avoid works during the school holidays as it was better for the project to be completed at the earliest opportunity.

The Sub-Committee thanked Bryan Johnson for his work in securing options for taking the project forward.

It was proposed by Cllr Alex Beaumont that Wicksteed be agreed as the provider for the Alice Park Play Area Project (phase 1). This was seconded by Cllr Oli Henman and on being put to the vote the motion was CARRIED (unanimously).

RESOLVED that Wicksteed be agreed as the provider for the Alice Park Play Area Project (phase 1).

73 **EXCLUSION OF PRESS AND 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 be excluded from the meeting for the following item(s) 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.

74 **ALICE PARK - TEA CHALET & PUBLIC CONVENIENCE LEASE AND OCCUPATION**

RESOLVED that the update be noted.

The meeting ended at 12.25 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:	6th June 2026
TITLE:	Alice Park Trust – 2024/25 Draft 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 2024/25 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 2024/25 FINANCIAL PERFORMANCE

- 3.1 Total expenditure for the financial year ending 31st March 2025 is £45,751. Total income is £24,574, resulting in an operating deficit of £21,177.

- 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
- 2023/24 £17,659

- 3.3 The financial performance for Alice Park for financial year ending 31st March 2025 is detailed in the following table:

Alice Park Trust Draft Accounts 2024/25	
Expenditure	£
Ground Maintenance SLA	18,369
Play Equipment SLA	2,591
Tree Management/Maintenance SLA	2,469
Public Conveniences	17,433
Independent Examination Fees	500
<i>Other costs -</i>	
- Bench	786
- Bollards	3,413
Total other expenditure	4,199
Events Admin Fees	190
	45,751
Income	£
Investment Income - Dividends	(23)
Investment Income - Interest	(810)
Rental Income	(20,180)
Events Income	(2,996)
<i>Other Income -</i>	
- Bench	(565)
Total other Income	(565)
	(24,574)
Trust Operating (Surplus) / Deficit	21,177
<i>Additional income subsidy from B&NES</i>	<i>(21,177)</i>
Revised Trust (Surplus) / Deficit	0

3.4 In addition to the income outlined in the table above, £52,692 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. Total ringfenced income to date is £53,769.

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	