

Alice Park Trust Sub-Committee

Date: Friday 19th September 2025

Time: 11.00 am

Venue: The Counting House Room - Guildhall, Bath

Councillor Oli Henman

Councillor Saskia Heijltjes

Councillor Samantha Kelly

Councillor Joanna Wright

Vacancy

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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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 19th September 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 PREVIOUS MEETING (Pages 7 - 12)

To confirm the minutes of the meeting held on Friday 6 June as a correct record for signing by the Chair.

8. FINANCE UPDATE (Pages 13 - 16)

To receive the latest finance update.

9. ALICE PARK PUBLIC CONVENIENCES UPDATE

To receive the latest data on Alice Park public conveniences.

10. ALICE PARK PLAY AREA PROJECT UPDATE

1. To note the completion of phase 1 works.
2. To note the submission of a Community Infrastructure Levy (CiL) grant application and agree a fundraising plan to secure funding for phase 2 works.

11. BARBECUES AT ALICE PARK

To note the recent fire at Alice Park caused by a disposable barbecue.

12. DOGS AT ALICE PARK

To consider if any action is required to address anti-social behaviour by dog owners.

13. TENNIS COURTS - REQUEST FOR TENNIS WALL AND SEATING

To consider a request for a tennis wall and seating in the tennis courts.

14. DEFIBRILLATOR

To consider options for purchasing a defibrillator at Alice Park to be located on the panel to the right of the two public conveniences:

Option 1 - IPAD NFK 200 defibrillator & external cabinet - suitable for both adults and children and it includes either a locked or unlocked cabinet.

£1,000 plus VAT

Option 2 - ZOLL AED Plus defibrillator & external cabinet - suitable for both adults and children and it includes either a locked or unlocked cabinet. Low maintenance with pad life of up to 5 years.

£1,166.67 plus VAT

15. JULIAN HOUSE FUNDRAISING EVENTS AT ALICE PARK

The Sub-Committee to consider the request for Julian House to hold two fundraising events at Alice Park:

Saturday 13 December: 10am-12pm – Santa Run and Elf Ice Challenge

Friday 5 March – Big Sleep Out

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 6th June 2025, 11.00 am

Councillor Deborah Collins
Councillor Oli Henman
Councillor Saskia Heijltjes
Councillor Samantha Kelly
Councillor Joanna Wright
Mary LaTrobe-Bateman
Bryan Johnson

- Bath and North East Somerset Council
- Bath and North East Somerset Council
- Bath and North East Somerset Council
- Bath and North East Somerset Council
- Bath and North East Somerset Council
- Co-opted Member
- Co-opted Member

1 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and attendees introduced themselves.

2 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer advised of the Emergency Evacuation Procedure.

3 APOLOGIES FOR ABSENCE AND SUBSTITUTION

There were no apologies for absence or substitutions.

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 STATEMENTS, PETITIONS OR QUESTIONS

There were no items from the public.

7 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting of 21 March 2025 be confirmed as a correct record for signing by the Chair.

8 FINANCE UPDATE

The Director of Place Manager introduced the report as follows in the absence of the Senior Finance Manager, Paul Webb:

1. Each year the Alice Park Trust accounts were required to be independently examined and submitted to the Charity Commission. This process would not happen until later in the calendar year and as such it was important that a draft position be submitted to the Sub-Committee in timely manner.
2. The expected 2024/25 financial position for the Trust was as follows:
 - £45,751 expenditure
 - £24,574 income
 - Resulting in an operating deficit of £21,177
3. Key items to note:
 - The deficit was larger than 2023/24 (£17,659), but in line with the previous 4 financial years.
 - There were two key reasons for the increased deficit:
 - One-off investment in bollards for health and safety reasons (£3,413)
 - Ward Empowerment Fund income not transferred to the Trust for internal reasons (£222). This would show in the 2025/26 accounts instead (essentially acting as a small 2025/26 windfall).
4. There were 3 other financial updates/requests for the Sub-Committee:
 - Note that the single member decision required to formalise the new grant funding arrangement was still to be finalised. This will be prioritised before the next Sub-Committee meeting.
 - A reminder to continue to update the google-docs spreadsheet with upcoming events to allow the Finance Team to produce a forecast events income figure for the year at the next Sub-Committee meeting. The Chair to re-send the link to Paul Webb and Chelsea Sartain and ensure editing rights so the file can be updated when payments had been received.
 - A 2025/26 financial forecast would be presented at the next Sub-Committee meeting.

The Sub-Committee recorded thanks to Paul Webb and Chelsea Sartain for the report and monitoring the financial position of the Trust throughout the year.

The Sub-Committee also recorded thanks to all those involved in the installation of the bollards which had made a positive difference to the users of Alice Park.

The Alice Park Trust Sub-Committee **RESOLVED** to note the draft financial position outlined in the report.

9 ALICE PARK PLAY AREA PROJECT UPDATE

The Chair reported that there had been a lot of work on progressing the project and works were due to start on 7 July for 5 weeks.

Bryan Johnson gave a further update that:

1. The benches and table tennis equipment could be retained during the works.
2. The site compound would be located near the boules area.
3. Although the summer holidays were not an ideal time, the park would still be in use and users would see that improvements were being carried out.
4. He would be available to observe the works.

The Sub-Committee made the following additional comments:

1. It would be useful to have an observation area, as well as a plan of the finished works.
2. Cllr Oli Henman to liaise with the Council's PR team with a view to publicising the works.
3. There needed to be signposting to advise users that the path was not accessible during the works.
4. The Sub-Committee welcomed an official opening with the appropriate Council representatives being invited.

In response to a question about the procurement process for securing future works to the play area, the Sub-Committee was advised that members could look at a proposal but not procure further works. It also noted that standing orders for procurement would be changing from 1 July so direct awards would be allowed for up to £150k but any larger amount would need to go to tender.

The Chair advised that a local resident had contacted her about fundraising for future improvements and it was agreed that JW and BJ would meet her to discuss the details and feedback to the Sub-Committee.

10 **ALICE PARK PUBLIC CONVENIENCES UPDATE**

The Operations Manager gave an update as follows:

1. There had been some repairs and maintenance issues over the last 3 months including a door not opening due to vandalism and a leak in one of the toilets. In terms of maintenance, the gutters had been cleared.
2. Usage was up and down and there was no consistent pattern.
3. Cleaning was carried out twice a day and there were random spot checks.

In response to questions, the Sub-Committee was advised:

1. Problems were identified by cleaners and usually resolved within 48 hours.
2. Any problems could be reported directly to the Operations Manager, Ian Valentine.

The Chair suggested that it would be useful to provide signage from the Alice Park Trust Sub-Committee to remind users that there was a cost to the Trust in providing the conveniences.

11 **EVENTS UPDATE**

The Chair reported that she was keeping a log of events with Google Docs and this was working well.

In relation to future events, it was noted that there would be a Youth Music Festival on 13 July and that this would coincide with works to the play area.

She questioned whether fees and charges needed to increase in line with the Council's charges and the Director of Place undertook to confirm.

12 **FLAG POLE AND FLAGS**

The Chair advised that Bryan Johnson had previously been in contact with St Mark's School PTA and that the PTA had agreed to fund the printing of flags with a view to

students taking responsibility for flying them at Alice Park. Bryan confirmed that he had not pursued this due to the play area works, but he would be in contact with St Mark's School PTA to pick this up again now that the play area works had been confirmed.

13 **JUNIOR PARK RUN**

The Chair reported that there had been a request to use Alice Park as a venue for a junior park run and following advice from the Council's Head of Community and Compliance, she had informed the requestee of the requirements for a defibrillator and a start-up fee at of £4k, which was standard for all Park Run events.

She had not received any further response, but it was noted that organisers may expect to store equipment in the park. She undertook to update the Sub-Committee if there was any follow up to the request.

14 **ELECTRIC VEHICLE CHARGING POINT AT ALICE PARK**

The Chair reported a request from a resident of one of the Alice Park cottages to supply an electric vehicle charging point in Alice Park car park.

The Director of Place advised against residents installing a charging point on land belonging to the Trust but confirmed that Alice Park was on the list of sites identified for a charging point to be installed during 2026/27 as part of the Council led programme. In view of this, it was agreed that there was no need to pursue a separate application.

15 **BEE KEEPING REQUEST**

The Chair reported that she had received a request from a local beekeeper to keep bees in Alice Park.

The Sub-Committee raised the following comments:

1. There were concerns around safety both for park users and for the bees. It would be difficult to secure an area where the bees would not be disturbed.
2. The park was originally gifted as a place that children could play and keeping bees fell outside of that objective.
3. There was support for attracting bees to the park using pollinating plants.

RESOLVED that the resident be advised that Alice Park was not a suitable location for keeping bees.

16 **ANY OTHER BUSINESS**

Additional Cycle Stands

Cllr Saskia Heijltjes asked if it was possible to provide additional cycle stands at Alice Park and the Director of Place undertook to raise this with the appropriate officer. He also undertook to look into whether the Trust could apply to a charity that

provides cycle stands.

Defibrillator

Mary LaTrobe Bateman reported back on her research into installing a defibrillator at Alice Park.

1. British Heart Foundation provided defibrillators at the cost of £2k. There were grants available to cover the costs, but there would be an extra charge of a few hundred pounds to ensure the defibrillators could be adapted for children.
2. A condition of the grant was that it would need to be available to the public at all times. The café proprietor had offered to keep the defibrillator in the café, but this would not fit the requirement.
3. She would be meeting with the nursery owner to discuss, but it was unlikely to be an option to install the defibrillator at the nursery.

The Chair advised that there was £1k left in the ward empowerment fund for the Lambridge Councillors and it was suggested that this could be used to fund the additional costs associated with the defibrillator such as pads.

The Sub-Committee noted that it was an option for the defibrillator to be installed near the public conveniences as there was an electricity supply.

The Director of Place undertook to check if there was a Council strategy relating to the provision of defibrillators, and if not, Mary LaTrobe Bateman would pursue obtaining a defibrillator from the British Heart Foundation to be located close to the public conveniences.

Skatepark

The Chair reported feedback from skaters that there was an issue with the skatepark, and the Director of Place undertook to look into whether this was being actioned.

Sycamore Gap Seedling

The Chair reported that:

1. Following an application process, a seedling had been awarded by the National Trust to Alice Park to celebrate children in care.
2. Children in care had voted to name the seedling “Tree of Care”
3. The tree would be planted on 21 February to coincide with National Care Day. Sponsorship was being sought to pay for an event to provide food/drink and activities for the children attending and she was looking for suggestions for an appropriate person to plant the tree.
4. A suitable location had been identified for the tree.

Broken Fence

In response to a complaint about a broken fence which allowed a dog to escape, the Director of Place asked for details so he could direct to the appropriate officer.

17 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.

18 **TEA CHALET LEASE UPDATE**

RESOLVED that the update be noted.

The meeting ended at 12.30 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council	
MEETING/DECISION MAKER:	Alice Park Trust Sub-Committee Meeting
MEETING/DECISION DATE:	Friday 19th September 2025
TITLE:	Alice Park Trust – 2025/26 Financial Update – September 2025
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 2025/26 financial position.

2 RECOMMENDATIONS

2.1 The Alice Park Trust Sub-Committee is asked to note and consider the report.

3 2025/26 FINANCIAL PERFORMANCE

3.1 Forecast financial performance for Alice Park for financial year ending 31st March 2026 is detailed in the table below. At present the Trust is forecast to end the year with a £4,548 surplus. Any surplus at year-end would be taken to a reserve for future years' use.

3.2 Expenditure summary:

- Service level agreements with B&NES for grounds maintenance, play equipment and tree management/maintenance are expected to increase in line with the Council's pay award of 3.2%. These will be charged to the Trust later in the year.
- The public conveniences contract is expected to increase by approximately 2%.
- Independent examination fees are expected to remain fixed at £500.
- No other costs have been incurred by the Trust to date.

3.3 Income summary:

- Rental income continues to be forecast in line with agreed market rents.
- Events income has been forecast at achieving approximately double the figure already received to date.
- A delay in Ward Empowerment Fund income as a contribution to a bench purchase in 2024/25 has been received this financial year.

- Tennis court income is received in arrears, with the £228 representing the profit share achieved for 2024/25.
- Investment income is expected to be down slightly on last year's returns as a result of lower interest rates.
- The largest change to income this year is the expected change in funding arrangements between the Trust and the Council. A grant contribution from B&NES is anticipated to be fixed in line with the three service level agreements with the council, directly covering the cost.

3.4 The Trust also continues to receive donations for its Play Project. Donations will be ringfenced and held separately to the operating costs for Alice Park. £485 has been received to date this year. This brings the total amount of donations received to date to £54,254.

3.5 £50,965 of donations are committed against phase 1 of the project, leaving a balance of £3,289.

3.6 The detailed forecast financial performance for financial year ending 31st March 2026 is outlined at the bottom of this report in Appendix A.

3.7 Spend and income will continue to be monitored by Bath and North East Somerset's Finance Team, while forecasts will continue to be updated in line with estimates on income and expenditure provided by the Sub-Committee.

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	

Appendix A: Alice Park Trust Financial Position Summary – September 2025

	24/25 Outturn	25/26 Actuals to Date	25/26 Forecast Outturn
EXPENDITURE	£	£	£
Ground Maintenance SLA	18,369	0	18,957
Play Equipment SLA	2,591	0	2,674
Tree Management/Maintenance SLA	2,469	0	2,548
Public Conveniences	17,433	0	17,805
Independent Examination Fees	500	0	500
<i>Other Costs -</i>			
- bench	786	0	0
- bollards	3,413	0	0
- events admin fees	190	0	0
Transfer of Donations to Reserves	52,692	0	800
	98,443	0	43,284
INCOME	£	£	£
Investment Income - Dividends	(23)	0	(23)
Investment Income - Interest	(810)	(296)	(660)
Rental Income	(20,180)	(5,055)	(20,220)
Tennis Court Income	0	(228)	(228)
Events Income	(2,996)	(706)	(1,500)
Ward Councillor Empowerment Fund	0	(222)	(222)
B&NES Grant / Contribution	0	0	(24,179)
<i>Other Income -</i>			
- private contributions to bench	(565)	0	0
Donations	(52,692)	(485)	(800)
	(77,266)	(6,992)	(47,832)
<i>Additional income subsidy from B&NES</i>	<i>(21,177)</i>		
Trust (Surplus) / Deficit 2024/25	0		
Forecast Trust (Surplus) / Deficit 2025/26			(4,548)

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