

Alice Park Trust Sub-Committee

Date: Friday 15th May 2026

Time: 11.00 am

Venue: Kaposvar Room - Guildhall, Bath

Councillor Joanna Wright

Councillor Oli Henman

Councillor Saskia Heijltjes

Councillor Samantha Kelly

Councillor Paul May

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 15th May 2026

at 11.00 am 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

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

7. MINUTES OF THE MEETING OF 16 JANUARY 2026 (Pages 7 - 12)

To confirm 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 2025/26 financial outturn position.

9. ALICE PARK PLAY AREA PROJECT UPDATE

1. To consider whether a gate is required in phase 1 of the play area.
2. To update on progress on phase 2 of the project.

10. ALICE PARK PUBLIC CONVENIENCES UPDATE

The Sub-Committee to consider the update report.

11. DEFIBRILLATOR UPDATE

To update on plans for a defibrillator at Alice Park.

12. TENNIS PAVILION

To discuss ideas for the future of the tennis pavilion.

13. MEMORIAL BENCH IN TENNIS COURT

To consider a request for a memorial bench to be located in the tennis courts.

14. EVENTS

1. To update on recent events
2. To consider future events:
 - a. Park Runs
 - b. Youth Festival – 5 July

15. GAZEBOS

To discuss the use of gazebos at the 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. UPDATE ON TEA CHALET LEASE (Pages 15 - 20)

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 16th January 2026, 11.00 am

Councillor Joanna Wright	- 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 Samantha Kelly	- Bath and North East Somerset Council
Mary LaTrobe-Bateman	- Co-opted non-voting member
Bryan Johnson	- Co-opted non-voting member

35 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

It was noted that Cllr Paul May had been appointed as a new member of the Sub-Committee (to replace Deborah Collins).

36 EMERGENCY EVACUATION PROCEDURE

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

37 APOLOGIES FOR ABSENCE AND SUBSTITUTION

Cllr Paul May had submitted his apologies.

38 DECLARATIONS OF INTEREST

There were no declarations of interest.

39 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was no urgent business.

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

There were no items from the public.

41 MINUTES OF THE MEETING OF 19 SEPTEMBER 2025

RESOLVED that the minutes of the meeting held on 19 September 2025 be confirmed as a correct record for signing by the Chair.

42 ACCOUNTS AND ANNUAL REPORT FOR YEAR ENDING 31 MARCH 2025

The Senior Finance officer introduced the report and drew attention to the following points:

1. Alice Park Trust was required to submit accounts and an annual report to the Charity Commission by the deadline of 31 January.
2. The papers included an independent examination by Audit West.
3. The details contained historic information relating to the year 2024-25. This was due to the timing for submission to the Charity Commission. The Sub-Committee had previously received this information earlier in the financial year.

He asked the Sub-Committee to approve the accounts and annual report for sign off by the Chair and for any suggestions to include in the section on summary of main achievements.

He confirmed that the Community Infrastructure Levy (CiL) funding was not included as this was received in the 2025-26 financial year.

RESOLVED

1. The Statement of Accounts for Alice Park Trust be agreed and signed by the Chair.
2. The Annual Report for Alice Park Trust for year ending 31st March 2025 be agreed and signed by the Chair.

43 **FINANCE UPDATE**

The Senior Finance Officer introduced the report and confirmed that there was a forecast surplus of £5012 for this year and that any surplus would be held in reserve for future use. In response to questioning, it was confirmed that this money could be spent on the play park project if the Sub-Committee agreed to do so, although it would not be part of the ringfenced funds.

RESOLVED the report be noted.

44 **ALICE PARK PLAY AREA PROJECT UPDATE**

The Sub-Committee noted the following:

1. The outcome of the Community Infrastructure Levy (CiL) bid had not yet been announced. Securing this funding was the basis for further funding.
2. Once funding was available, the project was ready to be delivered.

In considering whether the piece of damaged equipment should be replaced in the interim, it was noted that this was located outside of the phase 2 works area and that the Council would be able to meet the cost of replacing the damaged equipment. The Sub-Committee **RESOLVED** that the damaged equipment be replaced.

The Parks Manager asked the Sub-Committee for a view on whether Alice Park should be the location for some vintage steel animals which had previously been located in St Saviour's Little Park and had recently been repainted. It was **RESOLVED** that Alice Park be the location for the animals, subject to installation costs. There would be a further discussion to agree the exact location.

In response to questioning, the Parks Manager confirmed that the sand in the play area was topped up every 3 years and this was due to happen in the near future.

45 **ALICE PARK PUBLIC CONVENIENCES UPDATE**

The Operations Manager, Housing and Contract Services introduced the report.

The Sub-Committee agreed that it was useful to receive this data and would like to continue with the comparative year-on-year information.

In considering the signage reminding users to respect the facilities, it was **RESOLVED** that the following wording be used: "Believe it or not it costs £17,805 a year to keep these toilets open. Please respect them. Vandalism means less funding for other park improvements."

46 **DEFIBRILLATOR UPDATE**

Mary LaTrobe Bateman updated the Sub-Committee on progress in securing a defibrillator at Alice Park:

1. British Heart Foundation (BHF) had been very helpful and advised that as the Trust had applied for a grant, it was entitled to a reduction and could secure the defibrillator for £1,001 plus VAT.
2. There was a 7-week delay in delivery.
3. The café proprietor had agreed to take responsibility and had one trained member of staff.
4. BHF offered training for other staff and there was also an app that could be downloaded.
5. Once installed the defibrillator could be registered with the WebNos governance scheme.
6. The defibrillator was suitable for both children and adults.

The Sub-Committee noted that:

1. Healthmatic supported the installation of the defibrillator, and the cost of electricity was negligible.
2. The Trust would not need to pay VAT.
3. There was £1,000 available in the Lambridge ward councillor empowerment fund and Cllrs Heijltjes and Wright agreed that this money should be used for the purchase of a defibrillator.
4. Mary would send details to the Parks Manager with a view to facilitating the ordering of the defibrillator.

RESOLVED that a defibrillator be purchased for Alice Park with the cost being met by the Lambridge ward councillor empowerment fund (surplus costs to be met from Alice Park Trust).

47 **TENNIS HUT AT ALICE PARK**

The Chair reported that she had obtained keys to the tennis chalet and found that there were a number of items being stored by the tennis club and boules club. It was **RESOLVED** that any storage arrangements should be regularised and the Chair undertook to write to the two clubs to ask for an inventory of items being stored.

She also advised that a local resident had contacted her to advise that the chalet was of architectural interest as it was designed by architect Geoffrey Jellicoe and could be considered for listing. It was **RESOLVED** that the heritage potential of the chalet be investigated and the Chair and Mary LaTrobe Bateman would meet with the local resident.

48 **SHEFFIELD CYCLE STANDS**

The Director of Place Management confirmed that the cost of additional cycle stands would be met by the Council's cycle budget and could be implemented without cost to the Alice Park Trust. Cllrs Wright and Heijltjes undertook to identify appropriate locations and advise officers and the Sub-Committee accordingly.

49 **BAT SURVEY**

Following a consultation via email, it was formally **RESOLVED** that the Sub-Committee approve the request from Avon Bat Group to carry out an advanced Bat Survey in Alice Park in April 2026.

50 **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 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.

51 **FUN FAIR AT ALICE PARK**

The Sub-Committee considered a request to reduce fees for future fun fair events and noted that the Trust had already applied discretion, and the current charge was below the current rate for the Council's fees and charges for park events.

The Sub-Committee **RESOLVED** not to reduce the fee.

52 **UPDATE ON TEA CHALET LEASE**

The Senior Estates Surveyor updated the Sub-Committee on issues relating to the lease on the tea chalet.

The Sub-Committee **RESOLVED** that a course of action be agreed and communicated to the proprietor.

The meeting ended at 12.42 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:	15th May 2026
TITLE:	Alice Park Trust – 2025/26 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 2025/26 financial outturn position.

2 RECOMMENDATIONS

- 2.1 The Alice Park Trust Sub-Committee is asked to note the draft 2025/26 year-end financial position outlined in the report.
- 2.2 The accounts require independent examination and uploading to the Charity Commission website before 31st January 2027. A final copy will be presented to the Sub-Committee for sign off later in the year.

3 2025/26 FINANCIAL PERFORMANCE

- 3.1 Total expenditure for the financial year ending 31st March 2026 was £169,460. Total income was £174,404, resulting in an operating surplus of £4,944.
- 3.2 The operating surplus of £4,944 will be transferred to the Trust's reinvestment reserve. The reserve had £0 balance at the start of the year, so this year's surplus represents the value of funding available for future years.
- 3.3 Included within the accounts are expenditure and income associated with the Trust's Play Project. This is detailed separately from operating income and expenditure for clarity. Project expenditure totalled £126,339 in 2025/26 and was matched/funded by Community Infrastructure Levy and public donation income.
- 3.4 £578 worth of donations were received in-year for the project. Donations are ringfenced and are held in a separate reserve until a time that the Trust incurs further project expenditure. Project donations held in the reserve totals £3,008 as at 31st March 2026.
- 3.5 The detailed financial performance for Alice Park Trust for financial year ending 31st March 2026 is detailed in the following table:

Alice Park Trust Draft Accounts 2025/26	
Expenditure	£
<u>Operating Expenditure</u>	
Ground Maintenance SLA	18,957
Play Equipment SLA	2,674
Tree Management/Maintenance SLA	2,548
Public Conveniences	17,805
Independent Examination Fees	500
Event Costs	637
Total Operating Costs	43,121
<u>Play Project Costs</u>	
Play Equipment	125,840
Play Area Inspection	499
Total Play Project Expenditure	126,339
Total Trust Expenditure	169,460
Income	£
<u>Operating Income</u>	
Investment Income - Dividends	(24)
Investment Income - Interest	(667)
Rental Income	(20,483)
Events Income	(2,262)
B&NES Contribution	(24,179)
Tennis Court Income	(228)
Cllr Ward Empowerment Fund	(222)
Total Operating Income	(48,065)
<u>Play Project Funding</u>	
Community Infrastructure Levy	(75,000)
Donations Received 2025/26	(578)
Drawdown of Prior Year Donations	(50,761)
Total Play Project Funding	(126,339)
Total Trust Income	(174,404)
Trust Operating (Surplus) / Deficit	(4,944)

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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