

The Colonel William Llewellyn Palmer Educational Charity

Registered Charity: 1015681

Advisory Panel Meeting

Minutes of Meeting held on Monday 15 October 2012
at Bradford on Avon Town Council

Present:

Representing Wiltshire Council: Mr M Hewson (Chair)
Mrs R Brown

Representing the Town Council: Mrs V Landell-Mills
Mrs S Allen

Also in attendance: Mrs S Jeffreys (VCS Funding Co-ordinator)
Mr D Crisfield (VCS Business Relationship Manager)
Mrs T Winfield (Finance)
Mr A Cole (Technical Services Officer - Parks)
Mrs M Curran (Burial & Cemeteries Team Leader – Allotments)
Mrs J Lee (Legal Services)

Apologies

Mr L Grundy (WC)
Mrs L Mayes (WC)
Heather Kirby (WC)

1. Minutes of Last Meeting

The Minutes of the meeting held on 14 October 2011 were signed as a true and correct record.

2. Matters Arising

Malcolm Hewson delivered a card and a bottle of bottle to Michael Gamble to acknowledge his support to the Trust over the years.

The site visit to determine the positioning of the trees had not taken place but had now been arranged for Tuesday 16 October 2012.

3. Financial Report

A report by Tina Winfield had been distributed with the agenda for members of the Panel to consider. The report included the draft accounts, annual report and a draft budget for 2012/13.

Due to investment income being more, under spends against tree planting and grounds maintenance the amount in reserves had increased to £56,709. Recommended reserves are £27,000. However, as the excess is being held for new/replacement play equipment at Sladesbrook, it was within the conditions of the trust. If awards to beneficiaries are kept to £15,000 for 2012/13 then there is likely to be £37,000 by the end of the financial year (1 April 2013) available for the play equipment although there is the ability to award less to beneficiaries or to use more from the reserves.

The Advisory Board voted to accept the retrospective part of the financial report but to come back to the budget after discussions on the play equipment.

4. Play Equipment, Grounds Maintenance and Allotments

The grounds maintenance is now carried out by English Landscapes to the same specification and there have been no issues. However, the grounds maintenance contract is out to tender. English Landscapes will be carrying out maintenance until 31/5/13 after which there could be a new contractor dependent on the results of the tender process. This could therefore result in an increase in the costs for grounds maintenance and it was decided that this should be added to the risk register.

Action: Tina Winfield to add this to the Risk Register

Fruit trees had been offered by John Pearce for the site but could not be planted last year due to weather conditions. The Panel thought that these were still a good idea. It was suggested that these could be planted on the mound but it was decided that the actual positioning should be decided at the site visit.

Margaret Curran gave a report on the allotments, which have improved. There are 51 plots spread over Bancroft and Sladesbrook. Five allotments had been abandoned of which four have been re-let. There is one remaining unoccupied at Sladesbrook. It is a large plot and has been declined by two people so far. Presently it has been offered to a third. After this there will be no names on the waiting list so it was suggested that if it remains empty then it would be better to split it as has been done with some of the others plots at Bancroft. Margaret Curran then asked if she would be allowed to offer the plot to those on the waiting list for the Shoulder of Mutton allotments or to advertise on the website.

A discussion took place over allotment rents, which presently is 0.076 per square metre at Sladesbrook as compared to 25p for other Wiltshire Council allotments. However, tenants do pay a deposit of £50 and this is not required at other Wiltshire Council sites. The Panel agreed that the charges should be reviewed with a view to an increase.

Panel members also felt that some allotment tenants do not keep to the correct area when driving and how this could be resolved.

Actions:

- **Margaret Curran to inform the tenants that a rent review will be carried out.**
- **The results of the review/consultation will be discussed at a meeting in 2013 to determine the future rent for the plots and policy for increases**
- **Margaret Curran to split the remaining plot, if required and to decide the appropriate channel for letting it**
- **Vicky Landell-Mills and Andy Cole to do a site visit**

Andy Cole informed the panel that he had been informed by Neil Ashley (English Landscapes' Play Equipment Inspector) that the play equipment is still safe although it does need replacing.

The quotes to repair/replace all the equipment at Sladesbrook would total approx £77k

- **Connecting section – repair £11,900 or replacement £25k**

- Smaller special needs unit – repair £8k (replacement not required as it can be refurbished)
- All other equipment on site - £44k to replace. However, the swings are still in working order

After discussion the panel decided to form a sub-group to take this work forward and it was suggested that the sub-group should consist of Colin Brown (WC), Sheila Allen (BoA TC), Vicky Landell-Mills (BoA TC), parent and child obtained through contacting Neil Baker at Christ Church School, resident from estate, Alison Brown, Jim Lynch (BoACAP), Gillian Ellis King and Peter Dunford (Community Area Manager). Panel members are to send contact details to Andy Cole who will chair the sub-group and arrange a meeting.

A timetable for sub-group was outlined as below:-

- Late Nov – initial meeting
- Nov-Jan - consultation (to include flyers on noticeboard & in publications)
- Jan/Feb – review
- March – design brief to companies (usually 5) & consultees
- April – back to consultees/school with responses/quotes from companies
- Summer 2013 – new equipment installed

A panel meeting was arranged for 20 February 2013 to discuss the results of the consultation, to look at the budget required for the work and to include any feedback from tenants on the allotment review. It was suggested that in the 2nd consultation meeting with the children they could be given a budget to determine their priorities.

As the cost to replace/refurbish all the play equipment would cost in the region of £77k and panel members still wished to allocate the £15k to beneficiaries in 2012, other possible sources of funding should be investigated e.g. Area Board, Town Council and Fitzmaurice Trust were suggested. It was suggested that there should be an agenda item at the Area Board about the refurbishment of the play equipment.

Actions:

- **Panel members to send contact details of suggested sub-group members to Andy Cole**
- **Rosemary Brown to contact Neil Baker, Headteacher of Christ Church School**
- **Malcolm Hewson to write to Area Board asking for a slot on the agenda regarding updating the play equipment**
- **Tina Winfield agreed to find a room at County Hall for the meeting on 20 February 2013**

After the above discussion the Panel members approved the suggested draft budget for 2012/13.

5. Risk Register

No amendments/updates to the Risk Register had been brought to the panel meeting. Panel members looked through the Risk Register and agreed it as correct although they wished to have added the risk in regards to the tender process for Grounds Maintenance. Also as the inspection of the play equipment is included in the £8k paid to English Landscapes for grounds maintenance the risk register should also be updated to reflect this. The panel also requested that

each risk was numbered, the pages were numbered and that a date of last review be added to the document.

Action: Tina Winfield to update Risk Register

6. Annual Awards

10 applications had been received and all of these were considered by the Panel. There had also been a late application which the Panel agreed to accept and to also consider. The budget available for beneficiaries was £15,000.

The Panel considered each application in turn and all applications were funded and the approved awards are set out in the schedule below.

Specific recommendations were suggested for the following awards:-

Splitz Support Services

The Panel wished to receive specific feedback on the difference this funding has had on Bradford on Avon individuals and they suggested that Splitz be invited to Bradford on Avon Town Council meeting.

Wiltshire Music Centre

The Panel felt that the application from the Wiltshire Music Centre was to generally support that of its regular activities and wished to receive a breakdown on exactly what the grant was spent on and that it would be good to see a future application that requested funding for a specific project rather than just a general application.

Wiltshire Scullers

After a discussion the Panel decided to support this project but would like assurances that the clearance work had been carried out and that the safety issues had been improved. It was suggested that photos be requested showing the river both before and after clearance.

7. Any Other Business

Councillor members for Bradford on Avon to explore the options for taking on the charity as Wiltshire Council is now in a position to transfer the Charity as any legalities have been resolved.

8. Date of Next Meeting

20 February 2013 at County Hall, Trowbridge

**The Colonel William Llewellyn Palmer
Educational Charity**

2012 Awards

Group and Individual Applications

App No	Applicant	Project	Requested	Awarded
01	Fabian Langley-Chappell	India Link trip	£830	£500
02	Bradford BarnStorm	Music education project – 4 performances of Noyes Fludde at Tithe Barn	£3,000	£1,000
03	Youth Advisory Group	Improvements to skatepark	£4,998	£2,850
04	Children's Centre	Messy play sessions	£576	£350
05	Characters Stage School	Support to low income families to take part in Characters Stage Company project	£1,629	£900
06	Christ Church CEVC Primary School	Playground markings & support to children attending residential trips	£1,500	£1,000
07	Fitzmaurice Primary School	School Radio Broadcasting project	£1,350	£1,000
08	Splitz Support Services	KidzPace Programme	£3,000	£1,600
09	Wiltshire Music Centre	Recreational and educational activities	£3,757	£1,800
10	Wiltshire Scullers	Removal of trees in river	£3,000	£1,500
11	St Laurence School	Support for low income families for uniforms, outdoor residential education and summer holiday programme	£4,000	£2,500
Totals			£27,640.00	£15,000.00