

Banwell Recreation Ground Trust
Charity No. 304472

Minutes of the Annual Meeting of the Trustees held at 7pm on Monday, 16th March 2026
held at the Youth and Community Centre

PRESENT: Paul Harding (Chairman), Mike Bailey (Vice Chairman), Simon Arlidge, Mike Dolling, Matthew Thomson and Steve Voller.

01/26 Apologies for absence (agenda item 1)

Apologies were received from Andrew Base and Tara Wright

02/26 To receive any declarations of interest (agenda item 2)

None received.

03/26 To note the minutes of the Annual Meeting of the Trustees held on 16th of June 2025 (agenda item 3)

The Minutes were noted.

04/26 To discuss the installation of gym equipment by the Parish Council (agenda item 4).

Resolved – To agree that the Parish Council may install an outside gym on the Recreation Ground.

The resolution was correctly proposed and seconded (unanimous).

05/26 To note the Parish Councils Recreation Ground end of February's budget (agenda item 5)

The Parish Councils Recreation Ground end of February's budget was noted.

06/26 To Consider Any Other Urgent Other Issues Relating to the Recreation Ground (agenda item 6)

No other issues were raised.

07/26 Date of the next meeting (agenda item 14)

Annual General Meeting June 15th 2026 at Banwell Youth & Community Centre.

The Chairman closed the meeting at 7:12pm

.....Chair

.....Date

To discuss and agree the installation of Gym Equipment by Banwell Parish Council

Purpose of this summary

This document provides background information on the Parish Council's proposed outdoor fitness equipment project at Banwell Recreation Ground. The tender comparison is included to show the type, scale and likely appearance of the equipment being considered by the Parish Council.

For the Recreation Ground Trust, the decision is not to evaluate the tender submissions or select a contractor. The Trust is being asked whether it is content, in principle, for outdoor fitness equipment to be installed on Recreation Ground Trust land. The Parish Council would remain responsible for completing the procurement, funding, installation, inspection, maintenance and future management arrangements.

Tender criteria used

Criterion	Weighting	Summary
Quality and suitability of design	35%	Fit with the Council's vision for a calisthenics/bodyweight-led, social, inclusive and engaging activity space.
Durability and maintenance	20%	Long-term durability, low maintenance, inspection, warranties, spare parts and vandal resistance.
Value for money	20%	Whether the proposal provides a complete deliverable scheme within the available budget and offers good whole-life value.
Inclusivity and user appeal	10%	Suitability for teenagers, adults, casual users, older residents and a range of confidence/fitness levels.
Relevant experience and references	10%	Evidence of relevant delivery experience, references and capacity to complete the project.
Environmental considerations	5%	Sustainable materials, waste, local delivery, biodiversity or wider environmental commitments.

Key tender requirements

- Design, supply, installation, surfacing, foundations/groundworks, delivery, site setup/welfare, post-installation inspection, handover documents, warranty information and maintenance guidance.
- Predominantly calisthenics/bodyweight fitness approach, supported by approximately two interactive or adjustable items.
- Budget is approximately £30,000 excluding VAT.
- Inclusive mainstream facility, but not a specialist adaptive outdoor gym.
- Low-maintenance, durable, anti-vandal equipment with manageable moving parts.
- Suppliers were invited to provide details of app integration, QR-linked guidance, videos, workout suggestions or other low-maintenance digital engagement features.
- Relevant insurance, accreditation/certification evidence and compliance with relevant standards, including outdoor fitness equipment standards.

1. Summary comparison table

Overall comparison

The submissions vary significantly in how closely they respond to the Council's intended concept. The strongest submissions are those which clearly retain a calisthenics-led, social activity space while adding only a limited number of guided, adjustable or interactive elements. The weaker submissions either significantly exceed the available budget, provide a more traditional equipment-led outdoor gym, or leave important delivery/compliance points to be clarified.

	Overall fit with tender	Budget position	Key strengths	Key risks / issues	Overall summary
1	Strong fit	£30,000 with project discount.	Calisthenics-led design with two interactive/moving items, wetpour surfacing, accessible access and QR-linked exercise guidance. Good social/activity focus, low-maintenance equipment, limited moving parts, clear warranties.	Public Liability Insurance needs clarification. Spare parts availability should be checked, as tender states parts are readily available, but informal sector feedback suggests parts may be expensive and take time to be delivered.	A strong and well-aligned tender. Subject to insurance clarification and review of exclusions, this is a credible compliant option.
2	Mixed	£36,548.47	Calisthenics-led design with accessible fitness stations, rubber mulch surfacing, workout guidance board and QR-linked exercise content. Good inclusive/social activity focus, Vinci Play equipment, limited moving parts, clear warranties.	The proposal is materially above the stated budget and does not provide a clear, specific justification for why the additional cost is necessary or why a scheme approximately one fifth above budget represents better value for the Council.	A comprehensive and well-aligned tender in design terms, with strong accessibility, guidance and durability. However, it exceeds stated budget by significant margin, & the submission does not make a sufficiently clear case for why the Council should select a higher-cost option. Weakening the value-for-money position making overall fit mixed.
3	Mixed / weaker fit	£23,927	Low-maintenance approach; robust/vandal-resistant equipment; relevant company background; emphasis on durability and replacement parts.	Less clearly aligned with request for approximately two interactive or adjustable elements. QR/app guidance appears limited. Possible material inconsistency.	Cost-effective & straightforward calisthenics option but doesn't fully meet tender. Strong on price & simplicity, weaker on inclusivity, adjustable equipment & digital guidance.
4	Mixed	£30,000 with project discount.	Calisthenics-led proposal with two hydraulic/adjustable fitness items, wetpour surfacing, groundworks and installation included. Clear experience in outdoor gym projects, relevant certification information and a simple, robust layout.	QR-linked/digital exercise guidance is also unclear and may only be optional or available in principle. Scheme is relatively compact, with most activity value centred around one main unit plus two hydraulic items.	A credible and broadly compliant tender that meets the budget and the main design brief. It is a straightforward option with suitable surfacing, but clarification is needed on whether QR/digital user guidance is actually included.
5	Mixed / good design fit, but surfacing concern.	Option 1 £29,997; Option 2 £29,998	Strong calisthenics-led equipment offer; good inclusive elements; includes interactive/adjustable equipment; QR/app-linked	Both submitted options include grass mat, which is not thought to be suitable due to maintenance concerns. Surfacing is a material part	The equipment proposal is strong and otherwise aligns well with the Council's brief, but the tender is materially weakened

			exercise guidance; strong warranty & maintenance info.	of the scheme and price, so the tender cannot be fairly compared.	because it is based on grass matting.
6	Very strong fit	£30,000	Very complete written submission; calisthenics-led; includes guided/interactive strength elements; wetpour surfacing; QR guidance on every item; warranty, spares and maintenance information.	Insurance and accreditation evidence should be checked before contract. Final specifications should be clearly incorporated into the award documentation.	A strong tender that closely meets Council's brief & budget. Proposal provides a clear community-focused activity space rather than a traditional outdoor gym, with good accessibility, digital guidance and warranty support.
7	Strong fit	£29,578	Strong multi-user Big Rig / calisthenics element; includes adjustable / variable resistance equipment; accessible arm bike; rubber mulch surfacing; QR-linked video guidance; app-based workouts; free launch / training; good warranty/aftercare info.	More of an outdoor gym-style offer than a pure calisthenics/social activity space. Discount inconsistency and programme/terms should be clarified or recorded clearly before award.	Strong, budget-compliant tender with good equipment range, accessibility, user support and digital guidance. Subject to clarification of the discount wording, this is a credible and well-aligned option.
8	Very strong fit	£29,998.16	Very Strong calisthenics-led design with Combi 4 as the main multi-user item; includes two clear adjustable items: Bike and Squat; wetpour surfacing and full installation package included; QR-linked exercise guidance / app support; good inclusivity, recycled-content and whole-life information.	Quote assumptions around weather, access and reinstatement should be confirmed as part of the final fixed-price position.	One of the clearest matches to the original brief, subject to confirmation of assumptions.

2. Individual tender summaries

Contractor 1

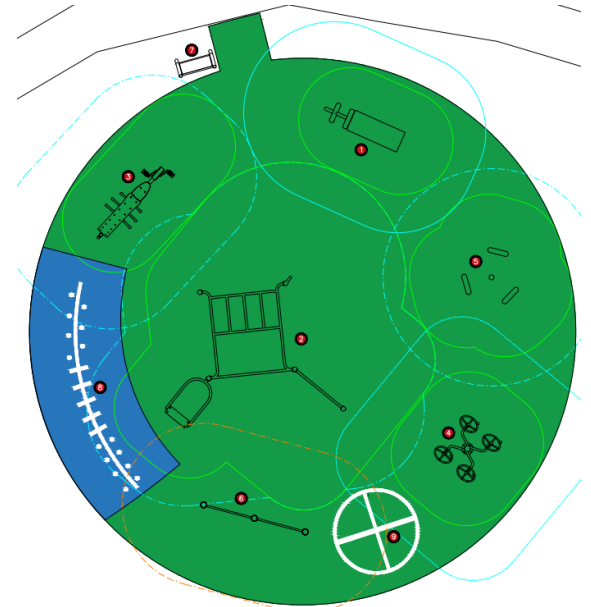
A strong, professionally presented scheme with a circular/social layout, approximately 85m² wetpour activity area, connection to the existing path, QR codes on equipment and site signage, and a design aimed at up to around 20 users without congestion.

Strengths

- Strong fit with the Council's brief for a social, multi-user outdoor activity space rather than isolated static stations.
- Includes wetpour surfacing, access connection, groundworks, installation, handover and maintenance guidance.
- States independent post-installation inspection is included.
- Strong durability position with structural steel, powder coating, spare parts availability and long warranties.
- Good environmental information, including recycled/recyclable material content and local supplier/installer approach.

Risks / issues

- Public Liability evidence.
- Final specification, colours, surfacing and any exclusions should be captured clearly in the final contract/order.
- There is a concern that the shape of the proposed layout may impact on the five-a-side pitch; this will need to be checked before award.



Summary view

Good to strong submission. It appears to respond well to the project vision and whole-life value requirements.

Contractor 2

A calisthenics-led proposal with guided/accessibility features, rubber mulch surfacing, dedicated workout instruction board, QR-linked guidance, and relevant references. The main issue is cost: the tender price provided was £36,548.47 excluding VAT, which is materially above the available £30,000 budget.

Strengths

- Good understanding of the Council's wish to avoid a traditional isolated-station outdoor gym.
- Includes multifunction calisthenics equipment, accessible/guided fitness elements, rubber mulch surfacing and QR-linked content.
- States equipment will comply with EN 16630 and provides warranty/aftercare information.
- Provides a useful references list.

Risks / issues

- The submitted price significantly exceeds the budget.
- Ongoing inspection packages are optional annual costs and not required by the Council if inspections are already covered.



Summary view

Mixed. The contractor has submitted a strong design-led proposal, but the submission does not provide a sufficiently clear or specific justification for exceeding the stated £30,000 budget by approximately one fifth. The explanation is based mainly on general quality and long-term value, rather than a clear comparison showing why the additional cost is necessary or represents better value for the Council.

Contractor 3

A more conservative, low-maintenance proposal. The submission emphasises durability, absence of moving parts and ease of maintenance, but appears less directly aligned with the brief for approximately two interactive or adjustable elements and low-maintenance QR/app guidance.

Strengths

- Low-maintenance approach may reduce long-term servicing demands.
- Relevant company background and experience in play/outdoor environments.
- Emphasis on robust construction, vandal resistance, replacement parts and warranty coverage.

Risks / issues

- Clarification is needed on whether the proposed Multi Gym Unit is aluminium or steel if documents are inconsistent.
- Clarification is needed on BS EN 16630 compliance/certification and relevant accreditations.
- The proposal appears less strong on QR-linked exercise guidance or instruction-board/digital support.



Summary view

Mixed to weaker against this particular brief. It may be durable and simple, but the design response appears less aligned with the Council's desired activity-space concept.

Contractor 4

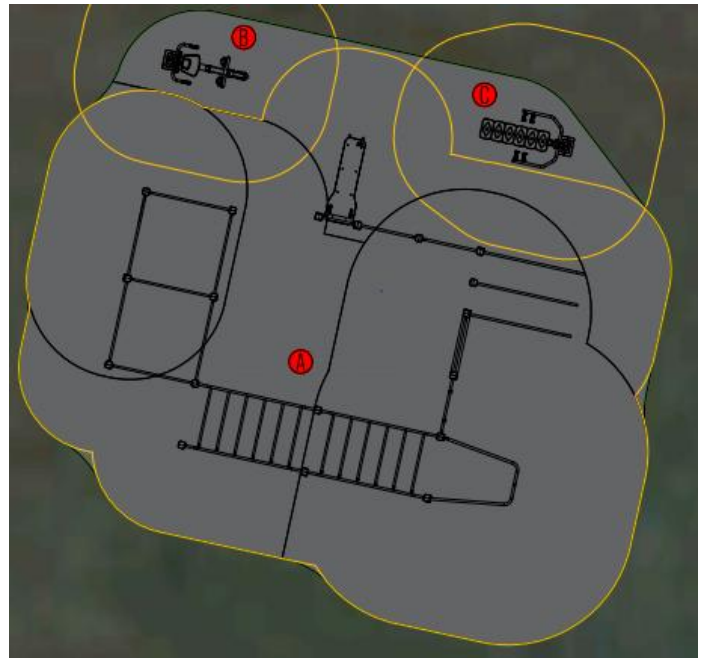
The available working notes indicate a proposal requiring clarification on QR-linked guidance, post-installation inspection, surfacing/warranty conditions and any Council obligations to maintain warranties. The tender may have useful features, but the summary position is less clear than for the strongest submissions.

Strengths

- Appears to include a developed scheme and digital engagement claims, but the detail needs to be confirmed.
- May include wetpour surfacing and warranty information.

Risks / issues

- QR-linked guidance detail needs confirming: what it provides, whether videos/workouts are included, whether an app is required and whether there are ongoing costs.
- Warranty obligations should be clarified so the Council understands what it must do to preserve cover.



Summary view

A credible and broadly compliant tender that meets the budget and the main design brief. It is a straightforward option with suitable surfacing, but clarification is being sought on whether QR/digital user guidance is actually included.

Contractor 5

A mixed submission. Two budget-compliant options were provided.

Option 1 includes recumbent bike, hand bike, bespoke welcome sign, multi-function calisthenics rig and variable-resistance squat.



Option 2 includes recumbent bike, sign, rig, variable-resistance accessible chest press and variable-resistance leg extension. Both include installation on grass matting which will lead to increased maintenance costs.

Strengths

- Both options are just under £30,000 ex VAT.
- Good digital engagement: signage includes QR codes linking to the supplier app, video tutorials, workout logging and tracking.
- Strong sustainability information.
- Option 2 appears particularly strong for accessibility due to the accessible variable-resistance chest press and leg equipment.

Risks / issues

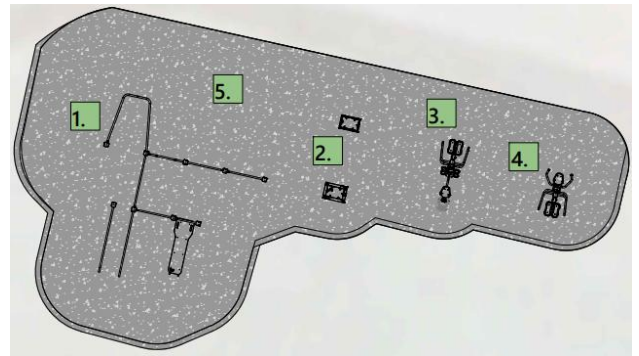
- Grass matting was not considered suitable at the site meeting due to maintenance concerns. This is a material issue because surfacing forms part of both the specification and the submitted price.

Summary view

The equipment proposal is strong and otherwise aligns well with the Council's brief, but the tender is materially weakened because it is based on grass matting.

Contractor 6

A very strong submission. The scheme is calisthenics-led and includes a multi-gym/calisthenics area, plyometric platforms, guided leg strength and upper body strength units, black wetpour surfacing, integrated QR codes on every piece of equipment, post-installation inspection and a fixed £30,000 ex VAT price.



Strengths

- Strong alignment with the Council's brief for a calisthenics-led, social, inclusive activity space.
- Includes two guided/interactive strength units, which respond well to the approximate two interactive/adjustable items requested.
- QR guidance is detailed, per-equipment, low-maintenance and stated not to require Council software or subscription.
- Strong durability and warranty position, including Vinci Play warranties and spare parts availability.

Risks / issues

- Insurance/accreditation evidence should be checked and updated before any contract is finalised.
- The front-page validity date and later validity wording differed, although this has been considered manageable in previous review.



Summary view

A strong written submission which appears to meet many elements of the brief. However, before any award could be recommended, the Council should be satisfied through reference checks, due diligence, insurance/accreditation evidence and previous project performance.

Contractor 7

A strong budget-compliant outdoor gym specialist submission at £29,578 ex VAT. It includes a 26-user site, Big Rig, resistance/cardio equipment, accessible arm bike, Tai Chi spinners, air skier, rubber mulch and groundworks, QR codes, app/video guidance and a free two-hour launch/training session.

Strengths

- Strong outdoor gym experience with a substantial number of installations and specialist focus.
- Good user support offer: QR codes on each item, app, videos, suggested repetitions and launch/training session.
- Budget-compliant and includes surfacing, waste disposal, site security and post-installation RPI inspection.
- Good capacity/user offer, with varied equipment for different fitness levels.

Risks / issues

- The proposal is more recognisably an outdoor gym than some of the more calisthenics/activity-space-led submissions, though it does include the Big Rig and adjustable/resistance items.
- Discount inconsistency to be clarified, as the executive summary and pricing table refer to different discount percentages.
- Final installation programme and contract terms should be confirmed before award.



Summary view

A strong submission, particularly on experience, user support and community activation, although councillors should consider whether its style best matches the Council's desired non-traditional activity-space feel.

Contractor 8

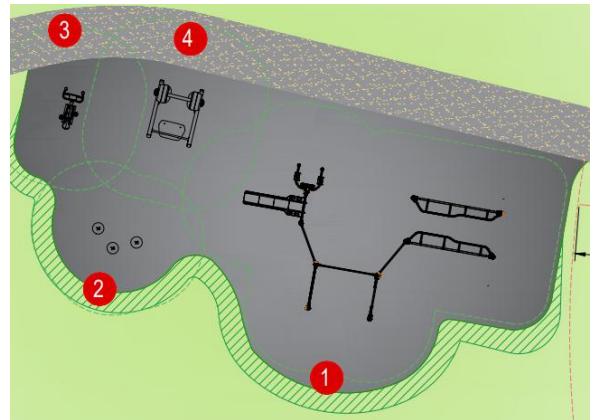
A very strong structured response against the tender criteria. The proposal includes Combi 4, Bike, Squat and Stepping Pods, black wetpour, installation, signage, concrete/slab works, excavation, sub-base, site setup, post-installation RPII inspection and freight for £29,998.16 ex VAT.

Strengths

- Excellent fit with the calisthenics-led brief while adding two clear adjustable elements: Bike and Squat.
- Strong durability and maintenance explanation, including enclosed mechanisms, hot dip galvanising, long warranty/spares position and first-year inspection support.
- Good inclusivity and user appeal: bike offers approachable seated cardio; squat provides adjustable resistance; Combi 4 offers multi-user bodyweight activity.
- QR-linked information signs and supplier app provide exercise guidance and videos without heavy on-site technology.
- Clear, criterion-based submission and strong whole-life value argument.

Risks / issues

- The quote includes assumptions around good weather installation, no reinstatement required and good vehicular access; these should be clarified as fixed-price assumptions.
- Quote expiry/validity should be confirmed in line with the Council's decision timetable.
- As with all tenders, insurance/accreditations and final specification should be checked before award.



Summary view

A very strong submission. It is one of the clearest matches to the original brief and the weighted criteria, subject to written clarification of assumptions.

3. Decision frame for councillors

Trustees may wish to consider the following when reaching a decision:

- Whether they are content, in principle, for outdoor fitness equipment to be installed on Recreation Ground Trust land.
- Whether the proposed facility is consistent with the use of the Recreation Ground and would provide a community benefit.

Source note

This summary has been prepared using the original tender documentation, the tender submissions received, and clarification points identified during the Clerk and Chair's review. AI assistance has been used to help structure and draft the comparison summary. The content should be read alongside the original tender submissions, which are available via the link provided in the accompanying email.

STANDING ORDERS FOR BANWELL RECREATION GROUND TRUSTEES Charity No. 304472

General

No decision shall be taken by the Trustees except at a properly convened and constituted meeting in accordance with these standing orders.

All Trustees shall be governed by Banwell Parish Council's code of conduct in their role as Trustees.

The Trustees act collectively as the managing body of the Banwell Recreation Ground Trust, a registered charity (No. 304472), with Banwell Parish Council as its sole corporate trustee. In this capacity, the Trustees are responsible for ensuring the charity is managed in accordance with its charitable objectives and applicable legislation.

Procedure for calling meetings

Except for the annual general meeting, meetings shall be held as and when required.

All meetings shall be called by the issuing of a formal agenda including details of the date, time and venue of the meeting, and listing the items to be considered, which will be sent by the Clerk to all Trustees. The agenda shall be issued at least three clear days before the date of the meeting and shall be posted on the Parish Council website.

Agendas and supporting documents shall be delivered electronically, such as by email, provided that all Trustees have consented to receive communications in this manner. No decisions shall be taken by the Trustees unless proper notice of the item has been given on the agenda.

In addition to ordinary meetings, an annual general meeting of the Trustees shall be held in May, June or July to appoint a Chairman and Vice-Chairman for the coming year and to approve the accounts for the previous financial year.

Quorum

The quorum for meetings of the Trustees shall be one third of the total membership (i.e. four). If a quorum is not present at the start of the meeting or at any time during the course of the meeting, the meeting shall be adjourned.

Clerk and Treasurer to the Trustees

The Clerk to Banwell Parish Council shall act as Clerk and Treasurer to the Trustees.

Chairman

The Chairman shall preside at all meetings at which he or she is present. In the absence of the Chairman the Vice-Chairman shall preside. In the absence of both, the Trustees present shall appoint a trustee to chair that meeting.

The Chairman may adjourn the meeting:

- if the meeting becomes inquorate.
- if the meeting becomes so unruly either as to make the situation dangerous to those attending or so that to continue the business of the meeting becomes impossible.
- if the meeting resolves to adjourn.

Conflicts of interest

At the start of every meeting, Trustees must declare any private interest which he or she has in an item to be discussed. Any declarations of interest shall be recorded in the minutes of the meeting.

Trustees shall be guided by the Code of Conduct applying to membership of the Parish Council and shall remove themselves from a meeting in appropriate circumstances.

Minutes

The Clerk shall prepare formal minutes of every meeting which will be submitted to the next meeting for approval.

Voting at Meetings

All proposals for action or expenditure put to a meeting must be formally moved and seconded.

All decisions taken shall be by a show of hands and on the basis of a simple majority.

In the case of a tied vote, the Chairman has a second casting vote.

Press and Public

While the Trustees aim to operate transparently, they may exclude the press and public from any part of a meeting where confidential or sensitive matters are to be discussed, in accordance with good governance practices for charities. This shall be by means of the following resolution which shall be put to the meeting:

“That in view of the confidential nature of the business about to be transacted, namely (reason to be stated), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.”

BANWELL RECREATION GROUND TRUST
(Charity No. 304472)

Bank balance as of 1st April 2025	£11,665.65
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Expenditure 2025/26

Total expenditure	£00.00
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Income 2025/26

Total income	£00.00
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Bank balance as of 31st March 2026	£11, 665.65
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Please note that there was expenditure by the Parish Council of net £7103.25 with an income of £0.

Banwell Parish Council
Net Position by Cost Centre and Code - Cost Centre Group - Rec Trust

Cost Centre Name

Recreation Ground		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
601	Rec Grass Cutting				2,300.00	562.50	1,737.50
602	Rec Maintenance				16,000.00		16,000.00
603	Rec Tree & Fence Work				300.00		300.00
604	Rec Inspections				530.00	85.00	445.00
605	Rec Play Equipment & Be				14,000.00		14,000.00
					33,130.00	£647.50	32,482.50
NET TOTAL					33,130.00	£647.50	32,482.50