

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 25th September 2023

Minutes of the Meeting held at Council Chambers on
Monday 25th September at 7.00 pm.

Present: Trustees R Kemsley (Chair), S Cave, C Harris, R Holmes,
P Johns, M Jones, P Macklin, T Saunders (Vice Chairman) and
E Taylor.

In Attendance: Mr M Greenfield - Trust Secretary
Mrs L Bendall - Minute Taker

There were no members of the public present

1. Apologies for Absence

Apologies for absence were received and noted from Trustee S Holmes and W Osborne.

2. Declarations of Interest

There were no declarations of interests.

3. Minutes of Previous Meeting

Trustee Kemsley as Chair Proposed the minutes of the meeting held on the 31st July 2023 be approved as a correct record. Agreed 8. Abstained 1

4. Financial Matters

4.1 Payments

To note Receipt and Payment Reports (Cashbook) covering 31.07.2023, and 31.08.2023
Noted.

A discussion occurred regarding the accounts and the Secretary advised that an external consultant is due to review the accounts with the Secretary on Thursday 28th September 2023, to identify and resolve financial matters.

It was agreed that:

- Bank Statements would be made available within the financial paperwork.
- Payments will be authorised and approved by Chair when attending the Office.
- Budget and Financial training local workshop to be organised for Trustees.

Trustee Kemsley as Chair, proposed Invoices to be Paid be approved totalling £314.90.
Unanimously Agreed.

4.2 Income and Expenditure Reports

To note Income and Expenditure Reports for 31.07.2023 and 31.08.2023.
Noted.

4.3 Bank Reconciliation – Current and Deposit Accounts

To note the Bank Reconciliation for 31.07.2023 and 31.08.2023.
Noted.

R Kemsley
CHAIR

4.4 Earmarked Reserves

To note Earmarked Reserves for 31.07.2023 and 31.08.2023.
Noted.

4.5 Internal Audit Report from Tuesday 8th August 2023.

To receive a report on the internal financial audit held on Tuesday 8th August 2023.
Following the audit Trustee R Holmes suggested that he would like office to reintroduce the Audit stamp previously used. Office will look into purchasing a new stamp.

Draft Budget 2024/25

Trustees reviewed the draft budget for 2024/25.

Trustee Kemsley, Chair, proposed that the Memorial Garden budget be reduced to £5000.00, moving £1500.00 into a new budget called "Sensory Garden Maintenance".
Unanimously Agreed.

5. Report on Fireworks Event on 3rd November 2023 and Ticket Allocation for Event Staff

Trustees received a report on the upcoming Fireworks Event scheduled for 3rd November 2023 and asked to consider ticket allocation to Event staff.

Trustee Kemsley, Chair, proposed two free tickets be allocated to each Event staff working the event. Unanimously Agreed

6. Fireworks 3rd November 2023

6.1 To approve for council staff to be reimbursed for the Fireworks Event scheduled for Friday 3rd November, for a maximum of four hours at time and a half, and Saturday as Double Time for a maximum of three hours.

Trustee Kemsley, Chair, proposed council staff to be reimbursed for a maximum of four hours at time and a half for Friday, and Saturday as Double Time for a maximum of three hours where staff could choose to be paid or take time in lieu be approved. Unanimously Agreed.

6.2 To agree a petty cash float for the Fireworks event

Trustee Kemsley as Chair, proposed an increased Petty Cash float of £1200.00 in suitable denominations for the Fireworks Event be approved. Unanimously Agreed.

6.3 To agree Trustees attending and supporting the event on Friday 3rd November 2023

Trustee Kemsley, as Chair, proposed that all Trustees are expected to attend the event and to give an indication of the number of volunteers available to Trustee Kemsley and Trustee Saunders by the second week of October be approved. Unanimously Agreed.

7. Four Seasons Coffee Shop – For Sale

To note that the Four seasons Coffee Shop has been put up for sale

Trustees to note that the Four Seasons Coffee Shop has been put up for sale.
Noted.

8. Fundraising

8.1 To consider and approve booking a free initial consultation with Orchard Fundraising to assist with funding and bid writing for the Trust.

Trustee Harris proposed that a consultation with Orchard Fundraising be approved.
Seconded by Trustee Cave. Unanimously Agreed.

- 8.2** For two Trustees, with the Secretary, to be responsible for deciding on an appropriate agency to assist with fundraising/bid writing on behalf of the Trust

Trustee Harris proposed for Trustees Kemsley, Cave, Saunders, Macklin, Harris and R Holmes, with the Secretary, be responsible for deciding on an appropriate agency to assist with fundraising/bid writing on behalf of the Trust be Approved. Seconded by Trustee Cave. Unanimously Agreed

9. Correspondence

To consider a response to any correspondence received.
None received.

10. Trustees' Reports

To consider any URGENT reports from members of the Trust.

- 2 HW Cylinders at the Pavilion - M G Plumbing have confirmed on 24th August 2023 that they are no longer able to undertake this work and have pulled out. Office is seeking alternative providers.
- Intruder Alarm at Workshop – office is currently dealing with upgrading the intruder alarm within the workshop

11. Trust Secretary

To note the Trust Secretary Report
Noted.

12. Date of Next Meeting

Monday 27th November 2023, 7pm Council Chambers

Meeting closed 19.55pm

Signed:.....

Date:.....27/11/2023.....

