

# BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST –25<sup>th</sup> July 2022 - 41

Minutes of the Meeting held at Watney Hall on  
Monday 25<sup>th</sup> July 2022 at 7.04 pm.

**Present:** Trustees R Kemsley (Chair), S Cave, C Harris, R Holmes, S Holmes, W Leach, L Penny, T Saunders (Vice-Chair) S Stockham, E Taylor and C Vaughan.

**In Attendance:** Mr S Holley – Trust Secretary  
Mrs C Whittington - Minute Taker  
One member of Public

---

1. **APOLOGIES**

Apologies for absence had been received from Trustees Harley and Macklin. Trustee Greenwood was absent.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Trustee Kemsley Proposed from the Chair that the Minutes of the meeting of the Trust held on 25<sup>th</sup> July be approved as a correct record. AGREED with the following Record of Voting: For – 7: Against – 0: Abstentions – 4: Absent/Apologies – 3: Vacancy – 1.

4. **FINANCIAL MATTERS**

4.1 **Draft Accounts for the year ended 31<sup>st</sup> March**

The Trust Secretary talked through the year end accounts and Trustee Leach Proposed they be accepted, Seconded Trustee Harris. Unanimously APPROVED

4.2 **Movement of Year End surplus to Special Projects Earmarked Reserve**

The Trust Secretary explained the Trust had unspent budget funds from 2021/22 and suggested that these funds be put into the Special Projects Earmarked Reserve. Trustee Harris Proposed, Seconded by Trustee Cave and unanimously APPROVED.

4.3 **Schedule of Payments**

Trustee Kemsley Proposed from the Chair that the circulated schedule of Payments be accepted. Unanimously APPROVED.

**Appendix 1**

4.4 **Trial Balance, Balance Sheet, Income and Expenditure Report and Bank Reconciliation for Month 1 (i.e. to 30<sup>th</sup> April 2022)**

NOTED.

5. **TRUST SECRETARY'S REPORT**

The Trust Secretary advised Lydney Training Band had played in the park as part of a programme of events with other bands, which had been well received. The Trustees felt it would be good to have different bands playing each week with Charitable Groups being able to take collections whilst they were playing. The Bands could then be financed from their collections.

6. There was no Agenda Item 6.

# **BATHURST PARK AND RECREATION TRUST**

## **MEETING OF THE TRUST – 25<sup>th</sup> July 2022 - 42**

### **7. EVENTS IN THE PARK**

- 7.1 Queen's Platinum Jubilee Weekend (2<sup>nd</sup> – 5<sup>th</sup> June) – The event held in the Park had been a very successful and enjoyable event. Trustees thanked Councillors/Trustees Saunders and S Holmes for their hard work and all the other volunteers who had put a lot of time and effort into making the event successful. Councillor / Trustee Saunders stressed that a lot of 'behind the scenes' work had contributed to the success.
- 7.2 Budgets for Community Event and Fireworks Display – Trustee Saunders advised everything was booked and the deadline for stall applications was Friday. All the bands playing would be local.
- 7.3 Update on Event Plan and Budget for Annual Firework Display  
Trustee Saunders advised there were no additions to the plan. Caterers to be fully confirmed with each vendor selling different foods. Trustees requested everyone be provided with money belts on the day and other methods of payment be looked into for future events.

### **8. SENSORY PLAY AREA AND PROVISION OF PLAY EQUIPMENT**

- 8.1 The Trust Secretary advised the Head Groundsman had looked at the illustrative plan from Kompan and felt it could be improved by incorporating more plants with a good smell and safe and strong enough to touch. The illustrative plans had been submitted and approved in principle by FoDDC. Time frame for completion for the grant was the end of March 2023. The Trust should look where other funding could be obtained to complete the sensory garden.
- 8.2 The Trust NOTED the recent visit from Kompan to all sites owned by the Council and its two Trusts. A report would be circulated in due course. Mr John Harris from the County Council had advised there was money available from GCC for play areas.

### **9. OTHER IMPROVEMENTS TO THE PARK**

(i) Trustee Saunders advised that some of the existing lighting issues had been sorted with the help of S Hambrey at GCC. Funding was possibly available under Safety and Protection. Trustees Saunders to chase Mr Hambrey for a full plan before proceeding.

**Action – Trustee Saunders**

(ii) The Bowling Club had advised that members of the public were asking to use their toilets due to the limited hours the Pavilion Toilets were open. The Trust Secretary would obtain quotes with regard to reopening the unused toilet and proceed as long as quotes did not exceed £2,000 net.

**Action – Trust Secretary**

### **10. REQUEST FROM THE BOWLING CLUB**

Trustees discussed the Club's request to allow two sponsorship / advertising boards to be placed inside the hedge and opposite the Café with a maximum size of 6ft long and 3ft high. Proposed by Trustee Vaughan, Seconded by Trustee Saunders and unanimously APPROVED.

### **11. TRIAL PERIOD OF ALLOWING DOGS OUTSIDE THE PAVILION CAFE**

The Trust considered extending the trial period to the end of the summer season to obtain a better overview of public opinion, with the findings brought back to the next meeting. Proposed by Trustee Harris, Seconded by Trustee S Holmes and unanimously APPROVED.

### **12. CORRESPONDENCE**

The Trust Secretary advised Trustees of an ongoing Insurance claim for £4,500 plus legal fees (which were an unknown figure). The Trust Secretary advised that the

# **BATHURST PARK AND RECREATION TRUST**

## **MEETING OF THE TRUST – 25<sup>th</sup> July 2022 – 43**

advice received from the Trust's insurance company had been to settle the claim. It was unsure at this stage if the payment would be met by the Trusts insurance company. Trustees requested confirmation as to whether the payment would be covered by the Trust's policy. If not, this could lead to a change of Insurers as well as needing to find the money from the Trusts reserves to settle the claim.

**Action – Trust Secretary**

### **13. TRUSTEE REPORTS**

(i) Trustee Kemsley advised he had looked at the heater in the Pavilion that required repair and contacted Luke Cole to provide a quote for the repair.

(ii) The lease had not been completed for the Café because it required approval from Fields in Trust, which had not met until recently. The matter was now between the two Solicitors to finalise the lease agreement.

### **13. DATE OF NEXT MEETING**

Monday 26<sup>th</sup> September 2022

The meeting closed at 8.11 pm.

Chair.....

Date.....

# BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 25<sup>th</sup> July 2022 – 44

## Appendix 1

AGENDA ITEM 4.3

Page 80  
User: CEHW

Bathurst Park and Recreation Trust Current Year  
PRELIMINARY PURCHASE DAYBOOK

21/07/2022  
11:54

Creditors for Month No 4

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis	Analys Description
								A/C	Amount
21/07/2022	62064	99	ABBY LOGS	ABB001	415.00	83.00	498.00	4350	415.00
04/07/2022	29156	106	ASTOR BANNERMAN	AST001	174.00	34.80	208.80	4440	174.00
05/07/2022	730486		CHARLES SAUNDERS	CHA001	56.32	11.26	67.58	4095	56.32
05/07/2022	MISC/ATB/409	87	CONROS	CON001	1,732.32	346.46	2,078.78	4240	1,732.32
15/07/2022	5672	108	GRAPHICS SHACK	GRA002	30.00	6.00	36.00	4350	30.00
27/06/2022	48248		GRIPPITHS	GRIP01	830.00	166.00	996.00	4070	830.00
15/07/2022	STN3583	107	IMAGE SIGNS PRINT	IMA001	210.00	42.00	252.00	4350	210.00
05/07/2022	70200400	92	MONMOUTHSHIRE	MON001	348.00	69.60	417.60	4245	348.00
07/07/2022	26416	JY	REVELL	REV001	66.00	13.20	79.20	4300	66.00
30/06/2022	16603	94	TFS	TFS001	485.00	97.00	582.00	4410	485.00
04/07/2022	0856 AJPV810	93	TRAVIS PERKINS	TRA001	193.34	38.67	232.01	4245	193.34
							<b>TOTAL INVOICES</b>		<b>4,539.98</b>
							<b>VAT ANALYSIS</b>		<b>907.99</b>
							<b>TOTALS</b>		<b>5,447.97</b>