

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 3rd October 2022 - 45

Minutes of the Meeting held at Council Chambers on
Monday 3rd October 2022 at 7.00 pm.

Present: Trustees R Kemsley (Chair), S Cave, C Harris, A Harley, R Holmes, S Holmes, P Macklin, T Saunders (Vice-Chair) and E Taylor.

In Attendance: Mr S Holley – Trust Secretary
Mrs C Whittington - Minute Taker

1. **APOLOGIES**

The Trust NOTED apologies for absence had been received from Trustee Leach. Trustees Greenwood, and Vaughan were absent with 3 vacancies.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Trustee Harris Proposed the minutes of the meeting held on the 25th July with one amendment that item 3 be amended from 25th July to 30th May, be approved as a correct record. Seconded Trustee Holmes Approved with the following Record of Voting: For – 6: Against – 0: Abstentions – 3: Vacancy – 3.

4. **FINANCIAL MATTERS**

4.1 **Approval of Schedule of Payments**

Trustee Harris Proposed the Schedule of Payments be accepted. Seconded Trustee Saunders. Record of voting: For 8: Abstentions – 1: Vacancy – 3: APPROVED.

The Trust Secretary advised the insurance claim for the railings were still outstanding as the money had been sent to the incorrect account and the Insurance company were awaiting to recovery it before paying the Trust.

APPENDIX 1

4.2 **To note Trail Balance, Balance Sheet, Income and Expenditure Report and Bank Reconciliation for Month 5 (End of August).**

Noted.

4.3 **To Consider a Draft Budget for 2023/24**

The Trust Secretary and Assistant RFO talked through the Draft Budget and the Earmarked Funds to enable the Trustees to make decisions for the final budget. The Trust Secretary brought to the Trustees attention that a complaint had been received regarding the path in the Lady Park. Trustees felt this could be looked at with the sensory garden and would form part of the strategic plan so if required could be budgeted under there.

Trustees discussed the need for the toilets to be cleaned more often and therefore factored into the budget. A discussion took place with regard to potential ideas around the Coronation and/or a memorial to Queen Elizabeth II.

Items to add to the strategic plan & draft budget were identified as play equipment, sensory garden, path and additional cleaning of toilets.

Action- Trust Secretary – Assistant RFO

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5 Trust Secretary Report

- (i) The Trust Secretary advised he had twice asked the insurance company for confirmation if costs would be met by them if the on-going claim was successful. The insurance company have yet to provide an answer. The nature of the claim had also changed as they are looking to claim for an hourly rate rather than previously advised of a flat one-off rate. The headgroundsman will be attending court on behalf of the Trust and clarification of the date is needed.
- (ii) PM advised the football club were looking to use the pitch at the park on a regular basis because they couldn't use their own pitches due to the geese, also they have high demands for extra pictures. Trustees discussed in detail the pros and cons of letting adults use the pitch on a regular basis and agreed the football club continue use for now, whilst the Trust Secretary provides costings for contracted regular use of the pitch from the football club with costings obtained for a decision to be made at the next meeting. Costings for 3 adult teams and one youth, with the Grounds team checking the condition of the pitch on a regular basis.

6. EVENTS IN THE PARK

- 6.1 Community Event 3rd September – Trustee Kemsley said the event went well and was a good day.

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.

- 6.2 Event Plan for Annual Firework Display

Trustee Saunders advised everything was in order for the Firework event and the only thing left was to firm up the plans nearer the event. Trustees and Volunteers would be needed for 4.00 pm for a 4.30 pm start. At the meeting 8 Trustees pledged their support on the night and other Trustees who were absent had expressed an interest as well as staff who had been asked to work.

7. There was no Number 7.

8. PROVISION OF PLAY EQUIPMENT

Kompan provided a plan for all of the Playareas in Lydney including the Park but did not give prices. The Park has been identified as having great structure and good surfaces. Trustee Harris suggested a working party be set up for the playgrounds and Trustee Harley suggested the Trust identify what equipment they would like then look for a grant for the specified items. The Trust previously decided to stop Tennis use on the courts as they were rarely used. This area could be used for a variety of different equipment over a spread of age range and could be locked up at night. Trustees Kemsley, Cave, Harley, Harris, Macklin, Saunders and Taylor together with the Head Groundsman to form the working party. Working party to meet and bring proposals and ideas to the November Meeting with any costs if required for budget approval.

Action – Working Party

9. There was no Number 9.

10. Request from the Bowling Club

The Bowling Club had written to request they be allowed to put up a metal rain shelter. Proposed from the chair AGREED Unanimously.

Action – Trust Secretary

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

Trustee Kemsley Proposed that dogs continue to be allowed in the Park and remain subject to continual review. Unanimously APPROVED. Trust Secretary to advise tenant.
Action – Trust Secretary

12. **CORRESPONDENCE**

There was no correspondence.

13. **TRUSTEE REPORTS**

Trust Secretary advised Trustees of a dangerous tree. A quote had been received of £475 to undertake safety works. The Pond Pump had broken and a replacement was purchased at £615.00. Trustee Harris requested confirmation of the evening gate locking due to the toilets being opened later.

ACTION – Trust Secretary

13. **DATE OF NEXT MEETING**

Monday 28th November 2022

The meeting closed at 8.36 pm.

Chair.....

Date.....

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Appendix 1

AGENDA ITEM 4.1

29/09/2022		Bathurst Park and Recreation Trust Current Year								Page 87	
10:41		PRELIMINARY PURCHASE DAYBOOK								User: CEHW	
Creditors for Month No 6				Order by Supplier A/c				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/08/2022	11857	JY/70/80	LIGHT FANTASTIC	LIG001	41.61	8.32	49.93	4230	200	41.61	Gutter Clips/ Cable Ties/Paint
28/09/2022	22293	CONTRACT	MJS	MJS001	180.00	36.00	216.00	4090	200	180.00	Six Mthly Service Pav Alarm
20/09/2022	17014	111	TPS	TPS001	440.00	88.00	528.00	4405	300	440.00	Repair to Shutter 5
20/09/2022	17015	115	TPS	TPS001	712.00	142.40	854.40	4405	300	712.00	Repairs to Shutter 4
31/08/2022	0856 A1A568	JY/79	TRAVIS PERKINS	TRA001	58.00	11.60	69.60	4230	200	58.00	Bulk Bag Top Soil
TOTAL INVOICES					1,431.61	286.32	1,717.93			1,431.61	
VAT ANALYSIS CODE S @ 20.00%					1,431.61	286.32	1,717.93				
TOTALS					1,431.61	286.32	1,717.93				