

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 31st January 2022 - 30

MINUTES OF THE BATHURST PARK AND RECREATION TRUST Meeting held via Zoom on Monday 31st January 2022 at 7.00 pm.

Present: Trustees R Kemsley (Chairman), A Harley, C Harris, R Holmes, S Holmes, P Macklin, L Penny, T Saunders, S Stockham, E Taylor and S Thomas-Brown.

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

1. **APOLOGIES**

The Trust NOTED Apologies for absence received from Trustees Cave and Leach. Trustees Greenwood and Vaughan were absent.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Trustee Harley Proposed that the Minutes of the meeting of the Trust held on 29th November 2021 be approved as a correct record. Seconded by Trustee S Holmes. APPROVED with one abstention.

4. **FINANCIAL MATTERS**

4.1 **Schedule of Payments**

Trustee Saunders Proposed approval of the Payments listed. Seconded by Trustee Thomas-Brown. Unanimously APPROVED.

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4.2 **Trial Balance, Balance Sheet, Income and Expenditure Report and Bank Reconciliation for Month 9**

NOTED.

5. **TRUST SECRETARY'S REPORT**

No report.

6. *There was no Agenda Item 6*

7. **STRATEGIC PLAN**

(i) VAT implicaitons for possible merger of the Trusts - The Trustee Secretary advised Trustees that a professional VAT consultant (The Parkinson Partnership) had advised that, if they were to become a Charitable Incorporated Organisation they would no longer be able to reclaim VAT on their expenditure. If the Trusts were merged as one 'traditional' Trust then VAT could continue to be reclaimed. The Trust Secretary advised that merging the two Trusts into one would have other advantages in that it would: reduce the need to have two Agendas and sets of Minutes, the processing of accounts would be more efficient and the charges for the Annual audit would reduce considerably. The Trust Secretary suggested that a Working Group be set up to look at the pros and cons, bringing findings back to the Trust meeting for discussion. The Working Party would look into the Governance and should involve the Trust Chair, both Vice Chairs, the Mayor and Deputy Mayor. So Proposed by Trustee Kemsley, Seconded by Trustee Harley

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and unanimously AGREED.

(ii) Other Strategic Plan matters - The Trust Secretary reminded the Trustees of the seven areas for the Strategic Plan for further investigation. Trustee Thomas-Brown suggested the addition of WiFi provision and Play Equipment for Children with Disabilities. The Trustees would form a Working Party to look into both the Trusts and the Town Council Strategic Plan, including a comprehensive overview of the Town and play areas before obtaining prices and understanding the funding pots that could be looked into. It was agreed that Trustees Harris, Kemsley, Macklin, Penny, Saunders and Thomas-Brown should meet and report back at the next meeting.

(iii) Working Group meetings - A date to consider the merger proposals was arranged for 7th February at 6.30pm, with the Strategic Plan meeting to follow at 7pm the same day.

8. EVENTS IN THE PARK

(i) After a discussion it was agreed the date of the Easter Egg Hunt would be held on Wednesday 13th April 2022.

(ii) Trustee Saunders advised Trustees that she and Cllr Holmes had met with the Events Organiser and had started to move forward with the theme for the Queens Jubile event. The event would be held over four days, with pageantry on Thursday 2nd June, childrens activities on Friday 3rd, music on Saturday 4th, with a Proms and Picnic in the Park on Sunday 5th June. Trustee Saunders explained that other community groups were involved to ensure the event all tied in and transport would be provided between different community groups to enhance the events and bring the community together. The event to be advertised in the Town Councils newsletter.

(iii) Arrangements for the Firework Display would be similar to what they had bene in 2021 but, due to being held on a Saturday, they would start earlier with more food vendors and extra toilet facilities. Trustee Saunders would contact vendors for the Fireworks Display at the same time as the Jubilee event. Trustee Kemsley to check with other events in the local area before a decision on the date for the park event is made, although the Council had agreed to provide £1,000 from the Amenities Committee's Events budget to go towards the Park event.

9. TRUST CHARGES FOR 2022/23

Trustees discussed the charge for 'one-off' pitch hire and agreed the high rate probably explained why there had been no such use for some years. It was AGREED agreed that the Park should instead match whatever charge was applied by Freedom Leisure. Also, better advertising for the pitches might attract prospective users. Because the pitches were not currently used by casual users the Trust would not be losing out by reducing the charge. The charge for white lining was no longer deemed applicable and could be deleted from the list. Hire of the changing rooms should either remain at the same rate or be the same as Freedom Leisure, whichever was the lower. The remaining charges would remain frozen. Proposed by Trustee Kemsley from the Chair and unanimously AGREED.

10. CORRESPONDENCE

No correspondence

11. TRUSTEE REPORTS

There were no urgent reports.

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12. **DATE OF NEXT MEETING**

Monday 28th March 2022

The meeting closed at 8.05 pm.

Chair.....

Date.....

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Appendix 1

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15:39 PURCHASE LEDGER INVOICE LISTING User: CEHW

AGENDA ITEM 411

for Ratification only

Creditors for Month No 9			Order by Invoices Entered				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		
09/12/2021	851223	79	CHARLES SAUNDERS	CHAD01	23.19	4.83	27.82	4095	150	23.19	Handtowels		
01/12/2021	21417	CONTRACT	MJS	MJS001	495.00	99.00	594.00	4090	200	495.00	Annual Monitor Alarm		
30/11/2021	10714	JY/91-97 3-11	LIGHT FANTASTIC	LIG001	179.34	35.87	215.21	4205	200	23.75	Tools/Gloves		
										4245	200	36.84	Playarea Maintenance
										4095	150	28.79	Mop/Cleaning Fluids
										4230	200	90.16	Stock/Paint etc
24/11/2021	4297	72	R TRIGG HEATING LTD	TRID01	331.48	66.30	397.78	4440	300	231.78	Toilet repair		
										4095	150	99.70	Toilet repair
30/11/2021	INV-0257		DBC SOLUTIONS	DBC001	300.00	60.00	360.00	4360	260	300.00	Firework Risk Assessment		
05/11/2021	INV-4284	80	STAR FIREWORKS	STA001	2,850.00	570.00	3,180.00	4360	260	2,650.00	Firework Display		
07/12/2021	717038507	CONTRACT	BRITISH GAS WKSHP	BRI001	46.92	2.34	49.26	4095	150	46.92	Gas; 10.21 TO 7.12		
07/12/2021	717037241	CONTRACT	BRITISH GAS PAVALION	BRI002	104.03	5.19	109.22	4425	300	104.03	Gas; 04.12 to 07.12		
07/12/2021	717039824	CONTRACT	BRITISH GAS WKSHP	BRI001	32.11	1.60	33.71	4095	150	32.11	Elec; 10.11 to 07.12		
07/12/2021	717039370	CONTRACT	BRITISH GAS PAVALION	BRI002	65.61	3.28	68.89	4430	300	65.61	Elec; 10.11 to 07.12		
07/12/2021	8704	55	FOREST EQUIPMENT	FES001	1,268.82	253.76	1,522.58	4235	200	1,288.82	December Litterpick		
24/12/2021	CORPORATE	CONTRACT	CORPORATE	COR001	270.27	0.00	270.27	4415	300	136.24	December Gatekeeper		
										4415	300	115.83	December Cleaning
										4415	300	18.20	December HMRC
TOTAL INVOICES					5,786.77	1,081.97	6,828.74			5,766.77			

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09:19 PRELIMINARY PURCHASE DAYBOOK User: CEHW

for Approval

Creditors for Month No 10			Order by Invoices Entered				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		
12/01/2022	MISC/ATB/382	81	COINROS	COI001	370.88	74.20	445.18	4240	200	370.88	Flowers Memorial		
19/01/2022	69		FREEMAN HEATING	FRE001	80.00	0.00	80.00	4095	150	80.00	Freeman Heating		
28/01/2022	10811	JY/14/17/18/22-	LIGHT FANTASTIC	LIG001	208.01	41.60	249.61	4230	200	139.90	Paint/Brushes/Stock		
										4095	150	68.11	Heater/Shower/Curtain
20/12/2021	0856 AHR566	JY/29	TRAVIS PERKINS	TRA001	93.71	18.74	112.45	4095	150	93.71	Chippings bulk bag		
TOTAL INVOICES					752.70	134.54	887.24			752.70			
					VAT ANALYSISCODE NRS @ 0.00%	80.00	0.00	80.00					
					VAT ANALYSISCODE S @ 20.00%	672.70	134.54	807.24					
TOTALS					752.70	134.54	887.24						