



Trust Secretary: Michael Greenfield

Bathurst Park & Recreation Trust

Council Chambers, Claremont House,
High Street, Lydney, Glos, GL15 5DX
Telephone: 01594 842234
Registered Charity No: 298305

14th May 2024

Dear Trustee,

You are cordially invited to attend a Meeting of Bathurst Park and Recreation Trust which will be held in the Council Chamber, Claremont House, High Street, Lydney on **Monday 20th May 2024 at 7.00pm.**

Yours sincerely,

Michael Greenfield

Michael Greenfield
Trust Secretary

AGENDA

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| 1. | Apologies for Absence To receive apologies for absence |
| 2. | Declarations of Interest To receive any declarations of interest in items on the agenda |
| 3. | Minutes of Previous Meeting To consider for approval as a correct record the Minutes of the meeting of the Trust held on Monday 25th March 2024 |
| 4. | Financial Matters/Secretary's Financial Reports |
| 4.1 | Payments To note invoices paid and on Bank Statement |
| 4.2 | Income and Expenditure Reports To note the Income and Expenditure Reports 31.03.24 & 30.04.24 |
| 4.3 | Bank Reconciliation & Bank Statements – Petty Cash, Current & Deposit Accounts To note the Bank Reconciliations for 31.03.24 & 30.04.24 & Bank Statement for 31.03.24 & 30.04.24 to 14.05.24 |

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| 4.4 | Earmarked Reserves To note the Earmarked Reserves for 31.03.24 & 30.04.24 |
| 4.5 | Year End Audit April 2023 – March 2024 To note the completion of the Year End Audit |
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| 5. | Iron Bridge 5k Run at Summer Event |
| | To decide and approve the request for a charitable Iron Bridge 5k run and a family 1k run to be held during the Summer Event on 20 th July 2024 |
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| 6. | Sportily |
| | To approve Sportily using Bathurst Park for the following dates in August 2024, 8 th - 15 th - 22 nd - 29 th between the times of 12.00pm – 1.30pm |
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| 7. | Policies To discuss and approve the following policies <ul style="list-style-type: none"> a. Financial management and control policy and procedure b. Trustee Code of Conduct c. Complaints Policy d. Lone working policy e. Confidentiality Policy f. To note the Essential Trustee Guide February 2024: what you need to know, what you need to do written by the Charity Commission |
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| 8. | Pavilion Boiler To receive and decide on a quote for a replacement boiler at the pavilion with funds to be taken from EMR Special Projects (324). |
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| 9. | D-Day Commemoration Concert |
| | To approve the use of the bandstand for a commemorative concert on Sunday 9 th June 2024 between 2.00pm-4.00pm with costs to be taken from EMR Bandstand 325 at a cost not exceeding £500.00 |
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| 10. | Correspondence To consider a response to any correspondence received |
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| 11. | Trustees' Reports |
| | To consider any <u>URGENT</u> reports from members of the Trust. |
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| 12. | Trust Secretary To receive the Trust Secretary's Report |
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| 13. | Date of Next Meeting |
| | Monday 29 th July 2024, 7pm Council Chambers |

END