

BATHURST PARK AND RECREATION TRUST

DRAFT - Minutes of the Meeting held at Council Chambers on
Monday 20th May 2024 at 7.00 pm.

Present: Trustees N Saunders (Chair) S Cave (7pm), C Harris, R Holmes,
S Holmes, R Kemsley (Vice Chair), P Johns and E Taylor.

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

No members of the Public were present

1. Apologies for Absence

Apologies for absence were received and noted from Trustees H Ives, M Jones, and P Macklin

2. Declarations of Interest

Trustee Saunders declared a non-pecuniary interest in Agenda Item 8 (Pavilion Boiler).

3. Minutes of Previous Meeting

The minutes of the meeting held on the 25th March 2024 were accepted as read and correct.

Proposed by Chair that the meeting minutes of 25th March 2024 were read and correct.

Resolved: Majority Approved

4. Financial Matters

4.1 Payments

To note invoices paid and on Bank Statement and payments to be made totalling £3,932.89.

Noted.

A query was raised on the invoice to Lydney Music, clarification if the total invoice of £3,000 was being paid now or just a 20% deposit. 20% is to be paid as deposit for event.

4.2 Income and Expenditure Reports

To note Income and Expenditure Reports for 31.03.2024 and 30.04.2024.

Noted.

4.3 Bank Reconciliation & Bank Statements – Petty Cash, Current and Deposit Accounts

To note the Bank Reconciliations for 31.03.2024 and 30.04.2024 and Bank Statements for 31.03.2024, 30.04.2024 and 14.05.2024.

Noted.

4.4 Earmarked Reserves

To note Earmarked Reserves for 31.03.2024 and 30.04.2024.

Noted.

4.5 Year End Audit April 2023 – March 2024

To note completion of the Year End Audit

Noted.

Trustees Kemsley and Cave were thanked for undertaking the In-house audit.

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 20th July 2024.

Proposed that the charitable Iron Bridge 5k and family 1k runs be approved.

Resolved: Unanimously Approved

Clarification to be sought and Trustees advised on what charity has been nominated this year.

6. **Sportily**

To approve Sportily using Bathurst Park for the following dates in August 2024, 8th, 15th, 22nd and 29th between the times of 12.00pm and 1.30pm.

Proposed that Sportily using Bathurst Park for 8th, 15th, 22nd and 29th of August between 12.00pm and 1.30pm be approved.

Resolved: Unanimously Approved.

7. **Policies**

To discuss and approve the following policies:

- a. Financial management and control policy and procedure

Agenda item deferred to next Trust meeting

- b. Trustee Code of Conduct

Resolved: Unanimously Approved

- c. Complaints Policy

Resolved: Unanimously Approved

It is noted that Trustee S Holmes left the meeting at 7.19pm

- d. Lone Working Policy

Resolved: Unanimously Approved

- e. Confidentiality Policy

Resolved: Unanimously Approved

It is noted that Trustee S Holmes rejoined the meeting at 7.20pm.

- f. To note the Essential Trustee Guide February 2024: what you need to know, what you need to do written by the Charity Commission.

Noted.

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).

Proposed that a new boiler for £4,320.00 (inc. VAT) with funds being taken from EMR Special Projects (324) be approved.

Resolved: Majority Approved.

It is noted that Trustee Saunders abstained from voting.

9. D-Day Commemoration Concert

To approve the use of the bandstand for a commemorative concert on Sunday 9th June 2024 between 3.00pm to 4.30pm with costs to be taken from EMR Bandstand 325 at a cost not exceeding £500.00.

Trustees received an update that the cost to undertake the concert would be £200.00.

Proposed the use of the bandstand on Sunday 9th June between 3.00pm and 4.30pm with costs of £200.00 be taken from EMR Bandstand 325 be approved.

Resolved: Unanimously Approved

A press release will be issued to promote the concert as part of the D-Day Commemorations.

10. Correspondence

To consider a response to any correspondence received
None received

11. Trustees' Reports

To consider any URGENT reports from members of the Trust.

Trustees reported that Bathurst Park was looking good and that positive comments had been received regarding the newly installed Sensory Garden. A local care home had recently visited the Sensory Garden and it was loved by everyone.

The official opening of the Sensory Garden is hoped to take place in June.

11. Trust Secretary

To receive and note the Trust Secretary Report
Noted.

12. Date of Next Meeting

Monday 29th July 2024, 7pm Council Chambers

Meeting closed 19.35pm

Signed:.....

Date:.....