

BATHURST PARK AND RECREATION TRUST

Minutes of the Meeting held at Council Chambers on
Monday 23rd September 2024 at 7.00 pm.

Present: Trustees N Saunders (Chair), C Harris, R Holmes, S Holmes,
R Kemsley, P Johns, M Jones 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 Cave and Macklin.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meeting

The minutes of the Extraordinary Meeting held on the Monday 12th August 2024 were accepted as read and correct.

Resolved: Majority Approved

4. Financial Matters

4.1 Payments

To note no invoices due for payment to be approved
Noted.

4.2 Income and Expenditure Reports

To note Income and Expenditure Reports for 31.07.2024 and 31.08/2024.
Noted.

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

To note the Bank Reconciliations for 31.07.2024 and 31.08.2024 and Bank Statements for 31.07.2024, 31.08.2024 and to 17.09.2024.

To note previous invoices paid on Bank Statement
Noted.

4.4 Earmarked Reserves

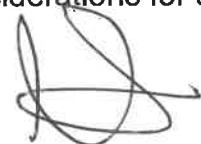
To note Earmarked Reserves for 31.07.2024 and 31.08.2024.
Noted.

Trustees to consider Earmarked Reserves and how these could be spent.

4.5 To consider draft budget for 2025/26

The budget for 2025/26 was discussed and considered. It was noted that this is a working document and for trustees to continue to raise suggestions and considerations for a final discussion during the November Trust meeting.

Noted.



5. Trustees' Reports

To consider any URGENT reports from members of the Trust.

- A trustee asked if there had been any further instances of vandalism with the toilets at the pavilion, the Secretary was able to confirm there had been none.
- Concerns have been received around the water quality of the pond, the Grounds Team will clear the pond during the winter and reassured trustees that the water is well oxygenated and the fish are healthy.

6. Trust Secretary

To receive and note the Trust Secretary Report
Received and noted.

7. Correspondence

To consider a response to any correspondence received
None received

8. Pitch Hire for Financial Year 2025/26

Trustees to review and approve the pitch hire at Bathurst Park for financial period 2025/26.

It was proposed by Chair that the pitch hire fees remain the same with no increase for the financial period of 2025/26.

Resolved: Unanimously Approved

9. Bowling Club Additional Storage Locker

To receive and decide on a request from the Bowling Club to erect another storage locker adjacent to the current locker by the entrance to the side gate of the bowls green.

Chair proposed to approve the installation of a second storage locker adjacent to the current locker by the entrance to the side gate of the bowls green.

Resolved: Unanimously Approved

10. Winter Bedding Plants 2024/2025

To receive and decide on a quote for winter bedding plants 2024/2025 to be taken from budget code 4240/200 Plants/Memorial Garden.

It was proposed and seconded to approve the quote from Coinros totalling £1309.10 (incl. VAT) for winter bedding for period 2024/2025 with associated costs to be taken from budget code 4240/200 Plants/Memorial Garden.

Resolved: Unanimously Approved

11. Invite to Tender for Litter Picking for 1st April 2025

11.1 To consider and approve the draft Invitation to Tender for Litter Picking for submission onto the Government Procurement website, with the contract commencing from 1st April 2025.

It was proposed by Chair to approve the draft invitation to Tender for Litter Picking for submission onto the Government Procurement website, with the contract commencing from 1st April 2025.

Resolved: Unanimously Approved

11.2 To consider and approve the Delegated Authority for two trustees and the Secretary to award the contract.

It was proposed by Chair to approve the Delegated Authority for trustees Harris, Saunders and Johns together with the Secretary to award the contract.

Resolved: Unanimously Approved

11.3 To approve for the Secretary to contact the Trust's solicitor to draft a formal contract for the winning firm.

It was proposed by Chair to approve for the Secretary to contact the Trust's solicitor to draft a formal contract for the winning firm.

Resolved: Unanimously Approved

12. Firework Event – 5th November 2024

12.1 To agree Trustees attending and supporting the event on Tuesday 5th November 2024. All Trustees present at the meeting confirmed they would be available to attend and support the Fireworks Event. Trustees would also ask friends and family to support the event.

12.2 To agree a petty cash float for the Fireworks event.

It was proposed by Chair to approve a petty cash float of £1200.00 in denominations of primarily £5 notes and £1 coins.

Resolved: Unanimously Approved

12.3 To approve for council staff to be reimbursed for the Fireworks Event scheduled for Tuesday 5th November, for a maximum of four hours at time and a half.

Chair proposed that staff be reimbursed for working the Fireworks Event scheduled for Tuesday 5th November to a maximum of four hours at time and a half be approved.

Reimbursement would be payment and not time in lieu.

Resolved: Unanimously Approved

13. Sportily Pop-Up Events

To consider and approve the request from Sportily to use Bathurst Park during the Easter holidays to run their pop-up sports events.

It was proposed by Chair to approve Sportily to use Bathurst Park during the Easter holidays to run their pop-up sports events.

Resolved: Unanimously Approved

14. Bowling Green Maintenance

To receive and decide on a quotation for products to help with maintenance of the bowling green. To agree any associated costs to be taken from Budget Code 4300/210 Bowling Green Maintenance

It was proposed and seconded that the quote from Aitkins for £1864.80 with funds being taken from Budget Code 4300/210 Bowling Green Maintenance be approved.

Resolved: Unanimously Approved

15. Lydney Football Club

To consider and approve request from Lydney Town Football Club to use Bathurst Park football pitch free of charge if at any time their pitch is deemed unplayable due to geese droppings.

Chair proposed to approve Lydney Town Football Club request to use Bathurst Park football pitch at no cost when their pitch is deemed unplayable due to geese droppings subject to Trustee Saunders or Kemsley being notified no later than 10am on Friday morning and verification from the Grounds Team following pitch inspection.

The football club to continue to use their own changing room facilities where possible, if changing room facilities at Bathurst Park are required the hire fee would still be payable.

Resolved: Unanimously Approved

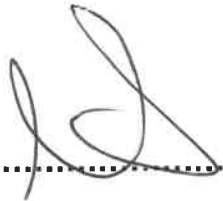
16. Date of Next Meeting

Monday 25th November at 7pm Council Chambers



Meeting closed 19.42pm

Signed:.....

A handwritten signature in black ink, consisting of a large, stylized initial 'D' followed by a smaller character, possibly 'S'.

Date:.....

25-11-24,