

BATHURST PARK AND RECREATION TRUST

Minutes of the Meeting held at Council Chambers on
Monday 25th November 2024 at 7.00 pm.

Present: Trustees N Saunders (Chair), C Harris, S Hillier, R Holmes, S Holmes,
M Howard (7.04pm), R Kemsley, M Jones, T Lindsay and E Taylor.

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

No members of the Public were present

Trustee Saunders gave the usual housekeeping and thanked all trustees that helped over the last few days during the devastation caused by Storm Bert.

1. Apologies for Absence

Apologies for absence were received and noted from Trustees Cave, Johns and Macklin.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meeting

The minutes of the Meeting held on the Monday 23rd September 2024 were accepted as read and correct.

Resolved: Majority Approved

Trustee Howard arrived 7.04pm

4. Financial Matters

4.1 Payments

(a) To note invoices paid and on bank statement
Noted

(b) To approve invoices totalling £8075.35 for payment.

It was proposed and seconded payments totalling £8075.35 be approved.

Resolved: Unanimously Approved

4.2 Income and Expenditure Reports

To note Income and Expenditure Reports for 30.09.2024 and 31.10.2024.

Noted.

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

To note the Bank Reconciliations for 30.09.2024 and 31.10.2024 and Bank Statements for 30.09.2024, 31.10.2024 and to 19.11.2024.

Noted.

4.4 Earmarked Reserves

To note Earmarked Reserves for 30.09.2024 and 31.10.2024.

Noted.

- 4.5** To consider draft budget for 2025/26
The budget for 2025/26 was discussed and considered.
The budget for 2025/26 was fully reviewed and discussed. It was proposed and seconded that £15,000 from General Reserves be used within the 2025/26 budget calculation.
Resolved: Majority Approved
- 4.6** Trustee Internal Audit Report from Wednesday 16th October 2024.
To receive a report on the internal financial audit held on Wednesday 16th October 2024, covering periods July, August and September 2024
Trustees S Holmes, Jones and Taylor undertook the audit and commented that they found it to be straightforward and identified no problems.
- 5. Trustees' Reports**
To consider any URGENT reports from members of the Trust.
- No reports raised
- 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. Bulbs Quote for 2025/26 Budget**
To receive and approve a quote for spring bulbs with associated costs to be taken from the 2025/26 budget and under budget codes 4275/200 Sensory Garden and 4240/200 Plants/Memorial Garden.
It was proposed and seconded that quote from J Parker's for spring bulbs with associated costs being taken from 2025/26 budget under budget codes 4275/200 Sensory Garden and 4240/200 Plants/Memorial Garden be approved subject to Head Gardener investigating if bulbs from a local supplier can be sourced.
Resolved: Unanimously Approved
- 9. Summer Bedding Quote for 2025/26 Budget**
To receive and approve a quote for summer bedding with associated costs to be taken from the 2025/26 budget, under budget code 4240/200 Plants/Memorial Garden.
It was proposed and seconded that quote from Coinros for summer bedding with associated costs being taken from 2025/26 budget under budget codes 4240/200 Plants/Memorial Garden be approved.
Resolved: Unanimously Approved
- 10. Memorial Bench**
To consider and approve the installation of a memorial bench in Bathurst Park at a cost of £702.57 with costs being reimbursed by the resident with initial costs taken from budget code 4200/400 General repairs including benches.
It was proposed by Chair to approve the installation of a memorial bench including bench guards in Bathurst Park and for initial costs to be taken from budget code 4200/400 which will be reimbursed by the resident
Resolved: Unanimously Approved
It was confirmed that the materials for the bench would not be ordered until payment is received.

11. Bathurst Park Christmas Hours

To note Bathurst Park Christmas Hours.

Noted.

Gatekeeper to be reminded that Trustees Kemsley and Saunders are key holders and where possible the person closing the gates checks the park before the gates are locked.

12. Memorial Bench

To consider and approve the installation of a memorial bench in Bathurst Park at a cost of £702.57 with costs being reimbursed by the resident with initial costs taken from budget code 4200/400 General repairs including benches.

It was proposed by Chair to approve the installation of a memorial bench including bench guards in Bathurst Park and for initial costs to be taken from budget code 4200/400 which will be reimbursed by the resident.

Resolved: Unanimously Approved

13. Tree Inspection

To consider and approve a quote for tree inspection 2024/2025.

It was proposed and seconded to approve the quote from TrunkArb to undertake the tree inspection for 2024/25.

Resolved: Unanimously Approved

It was noted that the office had tried to obtain 3 quotes but without success.

14. Fireworks Event

To receive a report on Fireworks Event held on 05.11.2024

Trustee Saunders felt that overall, the fireworks event went very well.

A number of considerations and comments were identified:

- Posters to be updated to remind it is cash only at the gates
- Consideration for a security light to be attached to the workshop for additional light
- Wording on the posters and buckets to be clearer: 0-4 yr olds Free, 5-15yr olds £2 and 16yrs or over £5
- All marshals to wear high-vis jacket/vests
- Queues at Andre Clement end, at times, went onto the road
- People entering the park via the church, considerations on how to manage this next year
- Consider offering concessions for certain groups
- Final costs for this year has yet to be confirmed due to outstanding invoices.

15. Fireworks Event 2025

To approve the date for Fireworks 2025.

It was proposed and seconded that the Fireworks Event for 2025 be held on Wednesday 5th November 2025.

Resolved: Unanimously Approved

16. Date of Next Meeting

Monday 27th January 2025 at 7pm Council Chambers

Meeting closed 19.59pm

Signed:.....

Date: 27-1-25.....

