

BATHURST PARK AND RECREATION TRUST

**Minutes of the Meeting held at Council Chambers on
Monday 2nd June 2025 at 7.00 pm.**

Present: Trustees N Saunders (Chair), S Cave (7.06pm), C Harris, S Hillier,
R Holmes, S Holmes, P Johns, M Jones, T Lindsay and E Taylor

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

No members of the Public were present

Trustee Saunders gave the usual housekeeping announcements.

Open Forum

No items were raised

1. Apologies for Absence

Apologies for absence were received and noted from Trustee Howard

2. Declarations of Interest

There were no declarations of interest received.

3. Minutes of Previous Meeting

Chair proposed that the minutes of the Meeting held on the Monday 24th March 2025 were accepted as read and correct.

Resolved: Majority Approved

4. Financial Matters

4.1 Payments

(a) To note invoices paid and on bank statement

Noted

(b) To approve invoices to be paid

Chair proposed payments totalling £2653.80 be approved.

Resolved: Unanimously Approved

4.2 Income and Expenditure Reports

To note Income and Expenditure Reports for 31.03.2025 and 30.04.2025.

Noted

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

To note the Bank Reconciliations for 31.03.2025 and 30.04.2025 and Bank Statements for 31.03.2025, 30.04.2025 and to 27.05.2025.

Noted

4.4 Earmarked Reserves

To note Earmarked Reserves for 31.03.2025 and 30.04.2025.

Noted

It is noted that Ttee Cave joined the meeting at 7.06pm

- 4.5 Annual Accounts (Year End Audit) April 2024 – March 2025**
To receive and approve the Annual Accounts 2024-2025 (Year End Audit)
It was proposed and seconded that the Annual Accounts 2024-2025 (Year End Audit) be approved.
Resolved: Unanimously Approved
- 4.6 Internal Audit Report**
To note Internal Audit Report held Wednesday 16th April 2025, covering Periods January, February & March 2025
Ttees Harris and Taylor undertook the audit and commented that no issues or concerns were identified.
Report Noted
- 4.7** To consider and agree for approval the Draft Accounts for the year ending 31st March 2025, for onward submission to the Charity Commission.
Chair proposed that the Draft Accounts for the year ending 31st March 2025 be approved and submitted to the Charity Commission.
Resolved: Unanimously Approved
- 5. Trustees' Reports**
To consider any URGENT reports from members of the Trust.
 - Trustees Saunders and Lindsay, accompanied by the Head Gardener and Trust Secretary, met with representatives from the charity Headway Gloucestershire for a tour of the sensory garden within Bathurst Park, as Headway are keen to develop a similar facility.
- 6. Trust Secretary**
To receive and note the Trust Secretary Report
Received and noted
- 7. Correspondence**
To consider a response to any correspondence received
No correspondence received
- 8. Staff Handbook – June 2025**
To consider and approve the Staff Handbook – June 2025
Chair proposed to approve and adopt the Staff Handbook (dated June 2025).
Resolved: Unanimously Approved
- 9. Tree Survey**
To receive the Tree Survey report and recommendations and to approve any immediate works with associated costs to be taken from budget code 4230/200 General Maintenance/Tree Works.
The Chair proposed that the Head Gardener liaise with TrunkArb to identify any immediate or urgent tree works; that three quotes be obtained for the identified works; and that delegated authority be given to the Chairman of the Trust and the Secretary to approve the works, with associated costs to be taken from budget code 200/4230 General Maintenance/Tree works be approved.
Resolved: Unanimously Approved

10. Kings Arm Community Church

To consider and approve Kings Arms Community Church using Bathurst Park on the following date, Thursday 18th December 2025 between the hours of 2.30pm to 7.00pm to host their annual 'Carols at the Bandstand' Event with Lydney Town Band.

It was proposed and seconded for Kings Arm Community Church be approved to use Bathurst Park on Thursday 18th December to host Carols at The Bandstand.

Resolved: Unanimously Approved

11. Community Event Saturday 19th July 2025

To consider, agree and decide on:

11.1 Community Event Timings

It was proposed and seconded that the Community Event timings be from 2pm until 8pm be approved

Resolved: Unanimously Approved

11.2 Booking Fee to charge food vendors

Chair proposed that the booking fee for food vendors be remain unchanged from last year at £50 per vendor.

Resolved: Unanimously Approved

11.3 Booking fee to charge non-food vendors

It was proposed and seconded that the booking fee for non-food vendors be remain unchanged from last year at £25 per vendor.

Resolved: Unanimously Approved

It is noted that charities are not charged a booking fee

12. Community Event, Volunteers and Staffing

12.1 To consider and agree Trustees attending and supporting the event on Saturday 19th July 2025

Chair proposed that Ttees Harris, Hillier, R Holmes, S Holmes, Lindsay, Saunders together with the community events team attend and support the event on Saturday 19th July 2025 be approved.

Resolved: Unanimously Approved

12.2 To consider and approve for Lydney Town Council's staff members to be reimbursed for the Community Event scheduled for Saturday 19th July 2025, at a rate of double time worked per member of staff.

Chair proposed for Lydney Town Council's staff members to be reimbursed for the Community Event at a rate of time and a half in line with employment contracts and guidance from the Local Government Association (LGA) Green Book.


Resolved: Unanimously Approved

13. Playpark ROSPA Report

To receive and note the annual ROSPA playpark inspection report

The annual ROSPA playpark inspection was received and noted.

Ttees praised the grounds team for their hard work on maintaining the play equipment which was reflected within the outcome of the report.



14. Pop-Up Sports

To consider and approve Sportily using Bathurst Park on the following dates 7th, 14th and 21st August to hold their Pop-Up sessions between 10.30am and 12pm in partnership with Salvation Army and Two Rivers.

It was proposed and seconded for Sportily using Bathurst Park on the 7th, 14th and 21st August to hold their Pop-Up sessions be approved.

Resolved: Unanimously Approved

15. Date of Next Meeting

Monday 28th July June 2025, 7pm Council Chambers

The meeting closed at: 7.29pm

Signed: 

Date: 28-7-25