

BATHURST PARK AND RECREATION TRUST

DRAFT - Minutes of the Meeting held at Council Chambers on Monday 29th September 2025 at 7.00pm

Present: Trustees N Saunders (Chairman), C Harris, S Hillier, R Holmes, S Holmes, M Howard, 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 Cave

2. **Declarations of Interest**

There were no declarations of interest received.

3. **Minutes of Previous Meeting**

It was proposed and seconded that the minutes of the Meeting held on the Monday 28th July 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
Chairman proposed payments totalling £1,619.76 be approved.

Resolved: Unanimously Approved

Trust Secretary confirmed that from October 2025, bank statements will no longer be sent to Trustees, the same information will continue to be provided but in an alternative format.

4.2 **Income and Expenditure Reports**

To note Income and Expenditure Reports for 31.07.2025 and 31.08.2025.
Noted

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

To note the Bank Reconciliations for 31.07.2025 and 31.08.2025 and Bank Statements for 31.07.2025, 31.08.2025 and to 23.09.2025.
Noted

4.4 Earmarked Reserves

To note Earmarked Reserves for 31.07.2025 and 31.08.2025.

Noted

5. Trustees' Reports

To consider any URGENT reports from members of the Trust.

- Trustee Saunders gave an update following a meeting with the current tenant of the pavilion café; where it was established that a potential buyer for the café lease has been found; further information to be obtained.

6. Trust Secretary

To receive and note the Trust Secretary Report

Received and noted

7. Correspondence

To consider a response to any correspondence received

- Memorial Bench Bathurst Park
Correspondence received was reviewed and Chairman proposed for the Secretary to write a response reaffirming our maintenance programme.
Resolved: Unanimously Approved

8. Bathurst Park Charges for Financial Year 2026/27

Trustees to review and approve park charges for Bathurst Park for financial period 2026/2027.

Chairman proposed that Bathurst Park charges remain unchanged for financial year 2026/27

Resolved: Unanimously Approved

9. Card Reader

To consider and decide on purchasing a Card Reader for Events

Following discussion, it was proposed and seconded to not purchase a card reader for events.

Resolved: Unanimously Not Approved

10. Fireworks Event Wednesday 5th November 2025

- To consider and decide on Firework displays

Chairman proposed for this year's fireworks display to be divided into a 10-minute low-impact segment and a 15-minute high-impact segment with proposed timings as follows:

- Gates Open 5:30pm
- 7:10pm – 7:20pm: Low-impact fireworks
- Break - Music from local artist
- 7:40pm – 7:55pm: High-impact fireworks

Resolved: Unanimously Approved

Admission pricing wording on the posters to be amended to:

Under 5's Free Admission

5- to 16-year-olds £2.00 Admission

- To agree Trustees attending and supporting the event on Wednesday 5th November 2025

Chairman proposed that all Trustees at tonight's meeting agreed to be available to attend and volunteer at the Firework event.

Resolved: Unanimously Approved

(iii) **Staff Covering Event**

It was proposed and seconded that all staff working the Fireworks event be reimbursed in line with the 'green book' (time and a half) be approved.

Resolved: Unanimously Approved

Officers requested to check the stamps used on entrance to the event have sufficient ink
Grounds team to investigate if Heras fencing could be installed along the churchyard entrance.

11. Summer Bedding 2026

To receive and consider quotes for Summer Bedding for 2026/2027 with associated funds being taken from the 2026/2027 budget code 4240/200 Plants/Memorial Garden. It was proposed and seconded to accept the quote from Coinros for the summer bedding with funds being taken from 2026/2027 budget, under budget code 4240/200 Plants/Memorial Garden

Resolved: Unanimously Approved

12. Bathurst Park Cleaning

To consider and decide on increasing the weekly cleaning schedule to include cleaning the workshop.

It was proposed and seconded for an initial deep clean of 3 hours followed by an increase of one hour to the weekly cleaning schedule to include cleaning the workshop be approved.

Resolved: Unanimously Approved

13. Christmas Gate Closure

To note Christmas gate closures for Bathurst Park.
Noted

14. Remedial Shutter Works

To receive and consider a quote to undertake remedial works on pavilion shutters with associated costs being taken from budget code 4405/300 Shutter Repair

It was proposed and seconded to accept the quote from TPS to undertake remedial repair work on pavilion shutters with associated costs being taken from budget code 4405/300 Shutter Repair

Resolved: Majority Approved

15. Trial of CCTV

15.1 To consider and decide on a free CCTV trial at Bathurst Park
Chairman proposed for a free CCTV trial be approved.

Resolved: Unanimously Approved

15.2 To receive a quote for consideration of purchasing a CCTV camera following the camera trial with the Chairman, Vice Chairman and Trust Secretary deciding on future actions with associated costs being taken from budget code 4440/300 Building Maintenance. It was proposed and seconded to approve for the Chairman, Vice Chairman and Trust Secretary to decide on future actions with CCTV within the park and for associated costs being taken from budget code 4440/300 Building Maintenance

Resolved: Majority Approved

16. Inclusion Enhancement Project

To note the successful grant application to the National Lottery and for the Chairman, Vice Chairman and Secretary to deliver the projects
Noted

Ttee Saunders advised that the Gruffalo sculpture would be installed within the next 8 weeks.

17. Date of Next Meeting

Monday 24th November 2025, 7pm Council Chambers

The meeting closed at: 8.16pm

Signed:.....

Date:.....

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