

# BATHURST PARK AND RECREATION TRUST

**Minutes of the Meeting held at Council Chambers on  
Monday 28<sup>th</sup> July 2025 at 7.30pm**

**Present:** Trustees N Saunders (Chair), C Harris, S Hillier, M Jones, T Lindsay and P Macklin

**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 Trustees Cave, R Holmes, S Holmes, Johns and Taylor

### 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 2<sup>nd</sup> June 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 £6,398.64 be approved.  
**Resolved: Unanimously Approved**

#### 4.2 Income and Expenditure Reports

To note Income and Expenditure Reports for 31.05.2025 and 30.06.2025.  
Noted

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

To note the Bank Reconciliations for 31.05.2025 and 30.06.2025 and Bank Statements for 31.05.2025, 30.06.2025 and to 22.07.2025.  
Noted

#### **4.4 Earmarked Reserves**

To note Earmarked Reserves for 31.05.2025 and 30.06.2025.

Noted

A query was made regarding the EMR 321 R Hitchins Sponsorship; it was confirmed this was to be moved to the Events Budget and the EMR report in September would be updated to reflect this movement.

#### **4.5 Trustee Internal Audit Report from Wednesday 16<sup>th</sup> July 2025**

To receive a report on the internal financial audit held on Wednesday 16<sup>th</sup> July 2025, covering Periods April, May & June 2025

Trustees Harris, Lindsay and Hillier undertook the internal audit and no concerns or comments were identified.

#### **4.6 Electronic Payment for VAT**

To note VAT payment Quarter 1 - 01.04.25 - 30.06.25

Noted

### **5. Trustees' Reports**

To consider any URGENT reports from members of the Trust.

- Trustee Jones noticed that some of the legs of the benches within the park were being damaged due to strimming and a request was made for bench guards to be considered.
- Chair thanked Ttee Jones for locking the gates during the recruitment of the gatekeeper.
- Chair expressed thanks to everyone that helped and supported this years' Community Event which was a success and a debrief of the event is planned.
- Ttee Saunders advised that over the weekend an area of the park was vandalised when a bottle of make-up foundation was tipped down the slide; this was cleaned up Four Seasons Café staff.

### **6. Trust Secretary**

To receive and note the Trust Secretary Report

Received and noted

### **7. Correspondence**

To consider a response to any correspondence received

Chair read out a thank you letter regarding a memorial bench and plaque that had been installed within Bathurst Park.

Noted

### **8. Fireworks Event Wednesday 5<sup>th</sup> November 2025**

To consider, agree and decide on:

- (i) Admission fee for Fireworks Event
- (ii) Firework Event Timings
- (iii) Booking Fee to charge food vendors
- (iv) Booking Fee to charge Amusement Companies
- (v) Live music, bands and stall/amusement companies
- (vi) For associated costs for the Firework Event to be taken from Budget Code 4360/260 (Firework Display)

- (i) It was proposed and seconded for the admission fee for Fireworks Event 2025 to remain unchanged at:
- Free Admission for Children Under 4
  - £2.00 for Children Aged 5 to 16
  - £5.00 Adults
  - £12.00 for a Family Ticket (2 adults and 2 children)
- Resolved: Unanimously Approved**

A comment was made to ensure the money buckets are labelled to clearly reflect the admission fees.

A request was made for the office to look into obtaining a card reader to be used on the night, details to be presented to trustees during the September meeting. If it remains cash only this needs to be clearly advertised and promoted.

- (ii) Chair proposed that the Firework Event start and end times to remain unchanged:
- Gates open at 5.30pm
  - Event to close at 8.30pm
- Resolved: Unanimously Approved**

Following feedback trustees are looking into holding two displays; the first being a low noise display, with at least a 15-minute gap before the main display starts. Details will be presented in the September meeting.

- (iii) Chair proposed that the Booking Fee for food vendors to be £50 per vendor
- Resolved: Unanimously Approved**

- (iv) Chair proposed that the Booking Fee to charge Amusement Companies to remain at the same fee as charged for the 2024 event
- Resolved: Unanimously Approved**

- (v) Chair proposed to book Lydney Music to provide live music by local bands from gates opening to the start of the fireworks display(s)
- Resolved: Unanimously Approved**

- (vi) Chair proposed that associated costs for the Firework Event to be taken from Budget Code 4360/260 (Firework Display)

**Resolved: Unanimously Approved**

## **9. Fireworks Volunteers and Float**

- 9.1 To agree Trustees attending and supporting the event on Wednesday 5<sup>th</sup> November 2025

Chair proposed to defer this agenda item until the September meeting.

**Resolved: Unanimously Approved**

- 9.2 To agree a petty cash float for the Fireworks event.

Chair proposed Petty Cash remain as last year as £1200.00, with denominations to be primarily £1 coins and £5 notes.

**Resolved: Unanimously Approved**

**10. Gruffalo Sculpture**

To consider a quote for the installation of a hand-carved wooden Gruffalo sculpture within the Sensory Garden, with associated costs to be met from Budget Code 4275/200 (Sensory Garden)

It was proposed and seconded for a hand-carved wooden Gruffalo sculpture to be commissioned and installed within the sensory garden and for associated costs to be taken from budget code 4275/200 (Sensory Garden).

**Resolved: Majority Approved**

**11. Memorial Benches**

- 11.1** To consider and approve the installation of a new memorial bench within Bathurst Park  
Chair proposed that a new memorial bench situated near the sensory garden within Bathurst Park be approved.

**Resolved: Majority Approved**

- 11.2** To consider and approve the installation of a new memorial bench within Bathurst Park  
Chair proposed that a new memorial bench situated towards the bottom of Bathurst Park, in front of the wildflowers be approved.

**Resolved: Majority Approved**

- 11.3** To consider and approve the installation of a new memorial bench within Bathurst Park  
Chair proposed that a new memorial bench within Bathurst Park situated within the main park, exact location to be agreed by Head Gardener, be approved.

**Resolved: Majority Approved**

**12. Replacement Dog Waste Bin**

To receive a quote and decide on a replacement dog waste bin with associated costs being taken from budget code 200/4230 Ground Maintenance

It was proposed and seconded to approve purchasing a replacement dog waste bin with associated costs being taken from budget code 200/4230 (Ground Maintenance)

**Resolved: Unanimously Approved**

Office to regularly promote 'Any Bin will Do' Campaign via social media

**13. Winter Bedding**

To receive a quote and decide on winter bedding with associated costs being taken from budget code 4240/200 Plants/Memorial Garden.

Chair proposed that the quote from Coinros for Winter Bedding with associated costs being taken from budget code 4240/200 (Plants/Memorial Garden) be approved.

**Resolved: Unanimously Approved**

A reminder for three quotes to be obtained for future bedding quotes.

**14. LOGIC Sweeper**

To consider and decide on contributing to the cost of the Logic Sweeper, purchased by Lydney Recreation Trust, with costs being taken from budget code EMR 324 Projects

It was proposed and seconded to approve making a donation to Lydney Recreation Trust of £1500.00 towards the purchase of the Logic Sweeper with associated costs being taken from budget code EMR 324 Projects

**Resolved: Unanimously Approved**

**15. Bathurst Park – Destination Place**

To consider and decide on promoting Bathurst Park as an Arts and Destination Venue, with costs being taken from EMR 324 Projects and/or EMR 325 Bandstand  
It was proposed and seconded to approve promoting Bathurst Park as an Arts and Destination Venue for a trial period, and for associated costs to be taken from EMR 324 Projects and/or EMR 325 Bandstand

**Resolved: Unanimously Approved**

It was proposed and seconded for the steps and entrance arch to the bandstand be decorated seasonally with a QR code installed allowing visitors to 'check in' promoting both Lydney and the Park

**Resolved: Majority Approved**

**16. Eco Friendly Power Lights Gloucestershire County Council Grant Application**

To consider and approve the continuation of the application, subject to grant funding with costs being taken from budget code EMR 324 Projects

Chair proposed to approve continuation of the grant application and if successful additional associated costs to be taken from budget code EMR 324 Projects.

**Resolved: Unanimously Approved**

Secretary to chase the outcome of the grant as they have been made aware that other organisations have received a decision.

**17. Park Closing Times**

To consider and approve the adoption of a fixed daily summer closing time for Bathurst Park gates

Following discussion, it was proposed and seconded that a fixed daily summer closing time for Bathurst Park gates be set at 9.30pm.

**Resolved: Unanimously Approved**

The new gate summer closing time will be implemented once signage has been updated and the office have liaised with the new gatekeeper.

**18. Inclusion Enhancement Project**

To consider and approve the continuation of the application, subject to grant funding with costs being taken from budget code EMR 324 Projects

Chair proposed to approve continuation of the grant application and if successful additional associated costs to be taken from budget code EMR 324 Projects.

**Resolved: Unanimously Approved**

**19. Date of Next Meeting**

Monday 29<sup>th</sup> September 2025, 7pm Council Chambers

The meeting closed at: 8.45pm

Signed:.....  


Date: 29-09-25.....

