

BATHURST PARK AND RECREATION TRUST

DRAFT - Minutes of the Meeting held at Council Chambers on Monday 24th November 2025 at 7.00pm

Present: Trustees N Saunders (Chair), C Harris, S Hillier, R Holmes, S Holmes, P Johns, M Jones, T Lindsay and G Phelps

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 and Taylor
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 Extraordinary Meeting held on the Monday 13 th October 2025 were accepted as read and correct. Resolved: Majority Approved
4.	Financial Matters
4.1	Payments To approve invoices to be paid Chair proposed payments totalling £319.00 be approved. Resolved: Unanimously Approved
4.2	Income and Expenditure Reports To note Income and Expenditure Reports for 30.09.2025 and 31.10.2025. Noted
4.3	Bank Reconciliation & Cashbook Statements – Petty Cash, Current and Deposit Accounts To note the Bank Reconciliations for 30.09.2025 and 31.10.2025 and Cashbook Statements for 30.09.2025 and 31.10.2025. Noted
4.4	Earmarked Reserves To note Earmarked Reserves for 30.09.2025 and 31.10.2025. Noted

4.5	<p>Trustee Internal Audit Report from Wednesday 15th October 2025</p> <p>To receive a report on the internal financial audit held on Wednesday 15th October 2025, covering Periods July, August & September 2025</p> <p>Tees Taylor, Jones and Lindsay undertook the audit and no concerns or queries were identified.</p>
4.6	<p>Draft budget 2026/2027</p> <p>To consider and approve the draft budget for 2026/2027</p> <p>It was proposed and seconded to approve the 2026/2027 budget using £20,000 from General Reserves.</p> <p>Resolved: Unanimously Approved</p>
5.	Trustees' Reports
	<p>To consider any <u>URGENT</u> reports from members of the Trust.</p> <ul style="list-style-type: none"> Trustee S Holmes expressed disappointment that the Trust had missed the deadline for a recent grant. Trustee Saunders advised that they had recently attended a Forest of Dean District Council (FoDDC) meeting for Sports and Recreation Clubs, where Sports England funding and "go greener" initiatives were promoted. It was confirmed that a FoDDC officer has since contacted the office to offer support. Trustee Jones reported that a resident had been accessing the park via an unauthorised entry point. The office confirmed they were aware of the issue and had written to, and met with, the resident. The grounds team will monitor the situation.
6.	Trust Secretary
	<p>To receive and note the Trust Secretary Report</p> <p>Received and noted</p>
7.	Correspondence
	<p>To consider a response to any correspondence received</p> <p>(a) Memorial Bench Bathurst Park Noted</p> <p>(b) Letters & emails sent and received regarding Business Registration Noted</p> <p>(c) Feedback from Residents regarding Fireworks event held 5th November 2025 Received and noted</p>
8.	Fireworks Event 2026
	<p>To approve the date for Fireworks 2026</p> <p>It was proposed and seconded that date for Fireworks 2026 be held on Thursday 5th November 2026 be approved.</p> <p>Resolved: Unanimously Approved</p> <p>Ttee Saunders advised that they had spoken with Star Fireworks regarding some concerns over this year's firework display, Star Fireworks gave an update and recognised that a small amount of the low impact fireworks had a slightly higher noise than anticipated. It was agreed for a meeting to be arranged in January 2026 to discuss further together with plans for 2026.</p>

9.	Pavilion Café
	<p>To review and determine the sale of the Pavilion Café lease, delegating decision-making authority to two trustees and the Secretary</p> <p>Following discussion, it was proposed and seconded to approve the sale of the Pavilion Café lease.</p> <p>Resolved: Unanimously Approved</p> <p>Chair proposed for legal costs arising from the change of tenant to be met by the incoming and/or outgoing tenant.</p> <p>Resolved: Unanimously Approved</p> <p>It was proposed and seconded to authorise Wellers Solicitors to proceed with drafting a new lease and Deed of Surrender, subject to the agreement of the Chairman, Vice Chairman, and Secretary on the proposals submitted by the new leaseholder. The new lease to also include a break clause and the lease to be in the name of the individual and not a Limited company.</p> <p>Resolved: Unanimously Approved</p>
10.	Date of Next Meeting
	Monday 26 th January 2026, 7pm Council Chambers

The meeting closed at: 7.46pm

Signed:.....

Date:.....