

BATHURST PARK AND RECREATION TRUST

DRAFT - Minutes of Bathurst Park and Recreation Trust Meeting held at Council Chambers on Monday 1st June 2026 at 7.00pm

Present: Trustees N Saunders (Chair), C Evans, J Gregory, C Harris, S Hillier, P Johns, M Jones and T Lindsay

In Attendance: L Bendall – Minute Taker & Acting Trust Secretary
No members of the public were present

Absent: Trustees G Phelps and H Hutchison

Trustee Saunders gave the usual housekeeping announcements.

Open Forum

No items were raised

1.	Apologies for Absence Apologies were received and noted from Trustees R Holmes, S Holmes, E Taylor and S Cave.
2.	Declarations of Interest There were no declarations of interest received.
3.	Minutes of Previous Meeting Chair proposed that the minutes of the extraordinary meeting held on the Monday 23 rd March 2026 were accepted as read and correct. Resolved: Majority Approved
4.	Financial Matters/Secretary's Financial Reports
4.1	Payments (a) To note invoices paid and on Cashbook Statements Noted (b) To approve invoices to be paid It was proposed (CH) and seconded (SHi) for invoices totalling £32,322.85 be approved. Resolved: Unanimously Approved
4.2	Income and Expenditure Reports To note the Income and Expenditure Reports for 31.03.2026 and 30.04.2026 Noted
4.3	Bank Reconciliation & Cashbook Statements – Petty Cash, Current & Deposit Accounts To note the Bank Reconciliations and Cashbook Statements for 31.03.26 to 30.04.26 Noted Trustee Gregory queried the salary payments made from Bathurst Park, it was confirmed that Bathurst Park employed 2 members of staff. Grounds staff salaries fell under the remit of Lydney Town Council.

4.4 4.5 4.6 4.7	Earmarked Reserves To note the Earmarked Reserves for 31.03.26 to 30.04.26 Noted It was noted that there remains an EMR Summer Event budget that no longer sits within Bathurst Park, the EMR to be moved into General Reserves. Trustee Internal Audit Reports To receive reports on the internal financial audit held on 24th March 2026, covering Periods October, November and December 2026 and audit held on 15th April 2026 covering periods January, February and March 2026 Councillor Internal reports for quarters 3 and 4 were received and noted with no concerns raised. Thanks were extended to the Finance Assistant for their continued hard work. Annual Accounts April 2025 – March 2026 To receive and approve the Annual Accounts for financial period 2025-2026 The Annual Accounts for the financial period 2025-2026 were received and Chair proposed for them to be approved. Resolved: Unanimously Approved Park Events Budget To note that the Park Events Budget, currently held within the Bathurst Budget, is to be transferred into the Town Council budget, as this relates to council-run events, which includes the Easter and Summer events. Chair proposed for the Park Events Budget to be transferred to the Town Council Budget. Resolved: Unanimously Approved
5.	Trustees' Reports To consider any <u>URGENT</u> reports from members of the Trust. - Trustee Saunders provided an update regarding the bank signatories on the Trust accounts. A formal complaint has been submitted to the bank concerning the handling of changes to signatories and mandates. It is hoped that the outstanding issues will be resolved within the next few weeks. New mandates have now been completed. - Trustee Saunders advised Trustees that a request had been received from the Community Church to hold a Family Service at the bandstand on 6 September. As the request was received after the agenda had been published, Trustees were asked to indicate whether they had any initial concerns, with formal consideration and approval to take place at the July meeting. No concerns were raised. Trustee Saunders will respond to the Community Church accordingly. - The mouse sculpture has now been completed and is due to be installed within the Sensory Garden over the coming weeks. - Trustee Harris advised that she had responded to a social media post commenting that sections of the park appeared overgrown. It was clarified that these areas had been designated as wildflower meadows, and the flowers had since begun to bloom. Trustees commented that the park was looking particularly colourful at present. - Trustees noted that there had been a small number of recent instances of dog owners failing to clean up after their dogs. Whilst this is not currently considered a significant issue, it was noted that the installation of CCTV and associated signage may act as a deterrent. A request was made for discussion on allowing dogs in the Lady Park and café area to be brought to the July meeting for further consideration.

6.	Trust Secretary To receive the Trust Secretary's Report Received and noted
7.	Correspondence To consider a response to any correspondence received No correspondence was received
8.	Playpark ROSPA & Maintenance Report To receive and note the annual ROSPA playpark inspection reports The annual ROSPA playpark inspection report was received and noted; it was confirmed that the grounds team would undertake any recommended and identified remedial works.
9.	Pavilion Building To consider matters arising from issues with the hot water supply at the Bathurst Park Café, including any potential compensation arrangements. Following discussion, it was proposed (JG) and seconded (TL) that the café tenant be offered a one-off compensation payment of £150 in respect of the disruption caused by the hot water supply issues. The compensation will be applied as a credit and deducted from the next electricity invoice issued to the tenant. Resolved: Majority Approved The office will chase for the installation of the separate water heater and look to obtain quotes to replace the current water tanks.
10.	Bands in the Park To consider arrangements for a "Bands in the Park" summer programme utilising the Bandstand, including proposed dates, budget implications and any operational requirements. Following discussion, the Chair proposed that an initial six-week summer programme, <i>Bathurst Bandstand Live</i> , be approved, commencing on Sunday 26 July. Funding of up to £1,000 is to be allocated from EMR Budget Code 325 (Bandstand), with a donation of £100 to be made to each participating band or group. Responsibility for arranging the programme is delegated to Trustee Saunders, with the administration and management of associated paperwork to be undertaken by the Events Officer. The programme will be reviewed following the initial six-week period, with a view to extending performances into September should attendance prove positive and weather conditions remain favourable. Resolved: Unanimously Approved
11.	Date of Next Meeting Monday 27 th July 2026, 7pm Council Chambers

The meeting closed at: 8.09pm

Signed:.....

Date:.....