BATHURST PARK AND RECREATION TRUST

Minutes of Bathurst Park and Recreation Trust Meeting held at Council Chambers on Monday 27th July 2026 at 9.00pm

Present: Trustees T Saunders (Chair), J Gregory, C Harris, S Hillier, R Holmes, P Johns, M Jones, T Lindsay and E Taylor

In Attendance: C Lines – Trust Secretary
L Bendall – Minute Taker

No members of the public were present

Absent: Trustees S Cave, C Evans, G Phelps & R Thomas

Trustee Saunders gave the usual housekeeping announcements.

Open Forum

No items were raised

1.	**Apologies for Absence** Apologies were received and noted from Trustees S Holmes and H Hutchison
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 1st June 2026 were accepted as read and correct. **Resolved: Majority Approved** It was noted that the previous meeting's minutes suggested that an agenda item regarding dogs being permitted within areas of the Lady Park be included on the next agenda. It was confirmed that this item will be added to the September agenda.
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 Chair proposed for invoices totalling £4,790.69 be approved. **Resolved: Majority Approved**
4.2	Income and Expenditure Reports To note the Income and Expenditure Reports for 31.05.2026 and 30.06.2026 Noted
4.3	Bank Reconciliation & Cashbook Statements – Petty Cash, Current & Deposit Accounts To note the Bank Reconciliations and Cashbook Statements for 31.05.26 to 30.06.26 Noted
4.4	Earmarked Reserves

	To note the Earmarked Reserves for 31.05.26 to 30.06.26 Noted A query was raised in relation to EMR Projects and if consideration should be given to replenish these reserves, it was agreed to monitor and review at next meeting.
4.5	Year End Audited Accounts To receive and note the year-end report for financial period ending 31st March following audit by Griffiths Marshall. Received and noted Finalised and audited Year End Accounts will be submitted to the Charities Commission
4.6	Reallocation of EMR 320 Summer Event To consider and approve the reallocation of the balance held in EMR 320 – Summer Event back to General Reserves Chair proposed to approve reallocating the held balance in EMR 320 (Summer Event) back to General Reserves **Resolved: Unanimously Approved**
4.7	To consider and approve a resolution for the addition of Catherine Lines and Lousie Bendall Trust Secretary and Deputy Trust Secretary respectively to be the named persons for the Trust Lloyds banking administration. Chair proposed to approve adding officers Catherine Line and Louise Bendall onto Bathurst Park & Recreation Trust Lloyds Bank Accounts. **Resolved: Unanimously Approved**
5.	**Trustees' Reports** To consider any URGENT reports from members of the Trust. • Trustee Hillier advised that a small number of stones had become dislodged from the wall between the railway track and Bathurst Park. A request was made for the grounds team to repair the wall, as it was easier to undertake this work from the park side. • Following the event over the weekend, it was noted that the car park gates were dragging along the ground and required adjustment. The grounds team will be advised. • It was noted that some of the signage and the noticeboard were looking tired and required repair or replacement. Office staff will work with the grounds team to manage this work over the winter period, when maintenance work is generally undertaken. • Complaints had been received regarding the condition of the public toilets within the park. One toilet is currently out of order and cannot be repaired as the required parts are obsolete. It was agreed that quotations be obtained for the refurbishment of the toilets for future consideration. Due to the higher number of visitors to the park during the summer months, it was requested that the grounds team undertake some basic cleaning on the days when the cleaner is not scheduled to work. The office will discuss this with the Head Grounds Person. • Following a successful competition, the newest addition to the park, Play Town, has officially been named **Little Lydney**. The winning entry was unveiled at the official opening on Monday 20 July and has already proved to be a popular addition to the park. • Trustee Saunders thanked fellow Trustees and staff for their support in delivering

	another successful community event. Feedback had been very positive, and the event was well attended. One comment received from a member of the public related to the lack of toilet provision. It was noted that the Trust had hired an additional five portable toilets for the event; however, this feedback would be taken into consideration when planning future events.
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.	**Community Family Ministry** To consider a request from Community Family Ministry to hold outdoor services within the Bandstand on Sunday 6th September 2026 It was proposed (CH) and seconded (TL) to approve the request from Community Family Ministry to hold an outdoor service at the Bandstand on Sunday 6 September 2026, with a suggested start time of 4.30 pm to allow participants of the *Bands in the Bandstand* event sufficient time to clear the area. **Resolved: Unanimously Approved**
9.	**Floating Duck House** Consideration of the purchase and installation of a floating duck house at Bathurst Park Pond. Following discussions, it was proposed (JG) and seconded (SHi) to not approve purchasing and installing a floating duck house for the pond. **Resolved: Unanimously Not Approved**
10.	**Matting repair** To receive quotes and approve to repair torn matting at Bathurst Park It was proposed (SHi) and seconded (MJ) to approve the quote from Copeland Maintenance for £224.40 to repair the matting within Bathurst Park play area. **Resolved: Unanimously Approved**
11.	**Outdoor Water Refill Station – Bathurst Park Pavilion** To consider supporting the installation of an outdoor water refill station on the exterior of the Bathurst Park Pavilion, funded through a grant from the Forest of Dean District Council Climate Team, and to agree any associated actions. It was agreed to defer this agenda item until the September meeting to allow clarification regarding future maintenance and water testing responsibilities.
12.	**Community Payback Maintenance Works** To consider and approve engaging the Probation Service's Community Payback scheme to undertake identified maintenance works within Bathurst Park. Chair proposed to approve engaging with the Community Probation Scheme to undertake appropriate identified works within Bathurst Park, subject to all necessary risk assessments and insurances being in place. **Resolved: Majority Approved**
13.	**Wi-Fi at Bathurst Park**

	To consider and approve the installation of Wi-Fi in the workshop at Bathurst Park It was proposed (CH) and seconded (TL) to approve the installation of Wi-Fi within the workshop on a three-year contract, with no set-up or installation costs. **Resolved: Unanimously Approved**
14.	**Installation of additional benches and shading to the play town** To discuss and consider installation of additional benches and shading to the play town and agree budget considerations It was proposed (CH) and seconded (TS) to approve the installation of additional recycled multi-coloured benches, with expenditure not to exceed the funds available within the EMR Projects budget, and to defer the decision regarding the installation of canopy shades/sails until the September meeting to allow full costings to be obtained. **Resolved: Unanimously Approved**
15.	**Replacement Bins** To consider and approve the replacement of rubbish bins within the park following the removal of a number of bins due to safety concerns. Following discussion, it was agreed to defer this agenda item until the September meeting to allow quotations to be obtained and the required number of replacement bins to be confirmed.
16.	**Wooden Trim Trail** To receive a verbal update regarding the Wooden Trim Trail and consider options on replacing the trail. Following an update from the Head Grounds Person, it was agreed that the Trim Trail items be replaced and that metal hangers be installed to help preserve the equipment and reduce the risk of future rotting.
17.	**Seasonal Flowers Display** To consider and approve changing the bandstand flower display seasonally and agree budget spend It was proposed (CH) and seconded (TL) to approve changing the flower displays around the Bandstand in April and October, with a maximum annual budget of £500. The installation of the flowers will be undertaken by Trustees Saunders and Taylor. **Resolved: Majority Approved**
18.	**Play Town Restrictions** To consider and approve restrictions for safe play and installation of sign on new "Play Park" It was proposed by the Chair to approve the introduction of ground rules for safe play and the installation of a sign for Little Lydney. The sign will include a maximum age limit of 11 years, acknowledge that Little Lydney was funded through National Lottery funding, and include the standard disclaimer stating that children play at their own risk and that the Trust accepts no responsibility. **Resolved: Unanimously Approved**
19.	**Winter Bedding for 2026/27** To receive and approve a quote for Winter Bedding for 2026/27 Trustees were reminded that following a review of costs, Coinros were competitively priced. Chair proposed to approve the Coinros winter bedding quote for £1510.50. **Resolved: Unanimously Approved**

20.	**Motion To Exclude the Public and Press** To resolve to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature Chair proposed to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature. **Resolved: Unanimously Approved**
	CLOSED SESSION
	9.45 pm – It was noted that Trustee Lindsay gave her apologies and left the meeting due to a prior commitment. Trustee Harris also left the meeting. 9.47 pm – Trustee Harris rejoined the meeting.
21.	**Pavilion Café Lease** To receive a report outlining the lease amendment requests submitted by the prospective purchaser of the Café Lease, to consider the implications of the proposed changes, and to determine the Trust's position. Following review and discussion, the Chair proposed approving the recommended responses provided by the Officer in relation to the proposed changes. It was noted that the responses had been prepared to ensure the Trust's position and interests were appropriately protected. **Resolved: Unanimously Approved**
22.	**Financial Matters – Outstanding Invoices** To receive a report on the Trust's outstanding invoices and to agree any necessary actions. Trustees were presented with an overview of the current outstanding invoices and the actions being taken to address them. It was agreed that a schedule of outstanding invoices would be presented to Trustees as part of the financial reports at future meetings.
23.	**Date of Next Meeting**
	Monday 28th September 2026, 7pm Council Chambers

The meeting closed at: 9.55pm

Signed:.....

Date:.....