



DRAFT - Minutes of Bathurst Park and Recreation Trust

held at the Council Chamber, Claremont House, High Street, Lydney

Monday 28th September 2026 at 7.00pm.

Present: Trustees: T Saunders (Chair), J Gregory, S Hillier, R Holmes,
P Johns, M Jones, E Taylor, R Thomas, S Cave (Attended from 19:15), S
Holmes

In Attendance: Catherine Lines – Trust Secretary

Absent: G Phelps

Trustee T Saunders gave the usual housekeeping announcements

1.	Apologies for Absence
	Trustees: C Evans C Harris T Lindsay H Hutchinson L Bendall Deputy Trust Secretary
2.	Declarations of Interest
	There were no declarations of interest received.
3.	Minutes of Previous Meeting
	Chair proposed the minutes of the meeting held on Monday 27th July 2026 were accepted and signed as read and correct. Resolved: Unanimously Approved
4.	Financial Matters/Secretary's Financial Reports
4.1	Payments List of Transfer payments from Lydney Recreation Trust to Bathurst Park and Recreation Trust to the total of £10,519.44 To cover period of inability to access Lloyds Bank during changes to mandates for authority and signing. Noted (a) To note invoices paid and on Cashbook Statements Noted

	(b) To approve invoices to be paid Chair proposed invoices totalling £100.00 to be approved Resolved: Unanimously Approved
4.2	Income and Expenditure Reports To note the Income and Expenditure Reports for 31.07.2026 and 31.08.2026 Noted
4.3	Bank Reconciliation & Cashbook Statements – Petty Cash, Current & Deposit Accounts To note the Bank Reconciliations and Cashbook Statements for 31.07.2026 and 31.08.26 Noted
4.4	Earmarked Reserves To note the Earmarked Reserves for 31.07.26 and 31.08.26 Noted
4.5	Outstanding Debt Report To receive the Outstanding Debt Report as of 31st August 2026 and note the current position Noted
4.6	Debit Card To note the Debit Card report for September 2026 Noted
4.7	Transfer of Funds To approve transferring £15,000 from Bathurst Park Deposit account to Bathurst Park Current account No longer required but noted
5.	Trustees' Reports
	To consider any <u>URGENT</u> reports from members of the Trust. No Urgent reports
6.	Trust Secretary To receive the Trust Secretary's Report Trustees requested refurbishment costs for Bathurst Park public toilets and Pavillion Hot Water system to be added to the next meeting agenda. Received and noted
7.	Correspondence To consider a response to any correspondence received: Ms.C Oldenburg – Proposal discussed for a dog walkers' tree of remembrance. Cost of tree to be with Ms.C Oldenburg, Type of Tree to be chosen by Grounds Team, Memorial Plaque at cost of Ms. C Oldenburg Trustee S Cave suggested small plaques could be added by dog owners once appropriate tree growth has taken place.

	Trustees discussed area suitable for the tree will be in the designated area for dog walkers. Trustee S Cave proposed to accept the proposal. Seconded: Trustee J Gregory Resolved: Unanimously Approved
8.	Dogs – Lady Park To discuss and decide on current rules regarding allowing dogs within certain areas of the Lady Park. Chair proposed to: (a) look at current signage detailing specific dog walking areas and instructions. (b) To discuss with the owner of Four Seasons Café at Bathurst Park to enforce current restrictions to dogs kept on a lead and only on the hardstanding while using the café. (c) To investigate the use by the cafe owner of a temporary “bistro” banner around the hardstanding area adjacent to the café. (d) To monitor current practice Resolved: Unanimously Approved
9.	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. Trustee J Gregory proposed to enquire if Forest of Dean District Council would provide rubbish bins cost free. If these are not available to approve the cost of replacement bins £198.36 excluding VAT £238.03 inc. VAT (4 bins) = £952.12 and the cost of the concrete slab for the fixing of the bins £52.50 + VAT including slabs, per litter bin. Seconded: Trustee S Hillier Resolved Unanimously Approved
10.	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 Trustee S Cave proposed to accept the installation of outdoor water refill station. Seconded: Trustee S Hillier Resolved Unanimously Approved
11.	Bathurst Park Charges for Financial Year 2027/28 To review and approve park charges for Bathurst Park for financial period 2027/28. Trustee J Gregory proposed to maintain the current schedule of charges for Bathurst Park for the financial period 2027 / 28 Seconded: Trustee S Cave Resolved Unanimously Approved

12.	Pavilion Shutters To receive and consider a quotation for remedial repairs to the Pavilion shutters, as identified following the annual service, and agree any necessary works. Proposal by Trustee S Cave to approve the quotation and agree for the works to be undertaken for the total of: £1,086 + VAT Seconded: Trustee R Holmes Resolved: Unanimously Approved
13.	Fireworks Event To receive and consider the event <i>Admission fee for Fireworks Event</i> Proposal by the Chair to maintain the event fees from the 2025 fee schedule: • 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) No change to fee structure <i>Firework Event Timings</i> • Gates open at 5.30pm • Between 5.30pm and 7.30pm live music by local bands • Low noise Fireworks 7.10pm – 7.20pm • High noise Fireworks 7.40pm – 7.55pm • Event to close at 8.30pm No change to event times <i>Fees to charge food vendors</i> Food vendors wishing to attend the event are charged a booking fee. No increase to last year's fee of £50 <i>Fees to charge Amusement Companies</i> Minimum fee of £100 to be charged for each amusement unit – for Event lead to use her discretion on this charge structure. <i>Live music and local bands</i> Trustees agreed to book Lydney Music to provide live music by local bands to play from gates opening to the start of the fireworks display. Trustee S Cave proposed to agree on Firework Event details. Seconded: Trustee J Gregory

	Resolved: Unanimously Approved
13.1	<i>Volunteers</i> Trustees volunteered to assist with the annual fireworks event: SH,ET,RH,SH,MJ,TS,TL
13.2	<i>Petty Cash Float</i> Proposed by the Chair to increase Petty Cash Float to £1500 from £1200 the additional £300 to be comprised of £5 notes – with a general increase of £5 notes to total Petty Cash entrance fee containers. Seconded: Trustee S Cave Resolved: Unanimously Approved
13.3	<i>Staff covering event</i> Proposal by Trustee S Cave, to approve all Office Staff and Grounds Team to be reimbursed for working Fireworks event at a rate of time and a half hour worked per member of staff. Seconded Trustee J Gregory Resolved: Unanimously Approved Discussion was undertaken by Trustees regarding additional Harris Fencing to prevent unpaid entry to Fireworks event. To be discussed with Grounds team and Harris Fence supplier.
14.	Chairman's Report To receive the Chairman's Report Noted
	AOB No items discussed
15.	Date of Next Meeting
	Monday 23 rd November 2026, 7pm Council Chambers

The meeting closed at 20:24