Minutes of Bathurst Park and Recreation Trust

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

Monday 23rd November 2026 at 7.00pm.

Present: Trustees: T Saunders (Chair), S Cave, J Gregory, C Harris, S Hillier, R Holmes, S Holmes, P Johns, M Jones, T, Lindsay, G Phelps, E Taylor and R Thomas (7.14pm)

In Attendance: Catherine Lines – Trust Secretary
Louise Bendall – Minute Taker

Absent: Trustee S Cave

Trustee T Saunders gave the usual housekeeping announcements

1.	**Apologies for Absence**
	Apologies for absence were received and noted from Trustees H Hutchinson and C Evans
2.	**Declarations of Interest**
	There were no declarations of interest received.
3.	**Minutes of Previous Meetings**
	Chair proposed the minutes of the meeting held on **Monday 28th September 2026** be accepted as read and correct. **Resolved: Majority Approved** Chair proposed the minutes of the extraordinary minutes held on **Monday 19th October 2026** be 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 Chair proposed invoices totalling £7,028.16 to be approved **Resolved: Unanimously Approved**
4.2	Income and Expenditure Reports To note the Income and Expenditure Reports for 30.09.2026 and 31.10.2026 **Noted**

4.3	Bank Reconciliation & Cashbook Statements – Petty Cash, Current & Deposit Accounts To note the Bank Reconciliations and Cashbook Statements for 30.09.2026 and 31.10.2026 **Noted**
4.4	Earmarked Reserves To note the Earmarked Reserves for 30.09.2026 and 31.10.2026 **Noted**
4.5	Trustee Internal Audit Reports To receive reports on the internal financial audit for Oct – Dec 2025, Jan-March 2026, Apr-Jun 2026 and July – Sept 2026. Following the Trustee led in-house audits no concerns were raised and Trustees were thanked for undertaking the audits. **Noted** The Secretary advised Trustees that, following feedback from the recent interim audit undertaken by the appointed auditor, B Bowen, a recommendation had been made to revise the internal audit form to better reflect the governance evidence being checked. A revised form will be introduced at the next quarterly in-house audit.
4.6	Draft Budget for 2027/2028 To consider and approve the draft budget for 2027/2028 and agree the amount of the donation to be requested from Lydney Town Council. Following a comprehensive review of the proposed 2027/28 budget it was proposed (RH) and seconded (SHo) that all events be moved to Lydney Town Council including Fireworks. **Resolved: Majority Approved** It was proposed (SHo) and seconded (CH) that the donation requested from Lydney Town Council for 2027/28 be £94,511, with £10,000 of the budget being funded from Bathurst Park Trust's General Reserves. **Resolved: Unanimously Approved**
4.7	Outstanding Debt Report To receive the Outstanding Debt Report as of 31st October and note the current position **Noted** Members were advised that an outstanding invoice of £25 had previously been approved for write-off.
5.	**Trustees' Reports**
	To consider any URGENT reports from members of the Trust. No Urgent reports were received
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.	**Installation of Sun Sails to Little Lydney**
	To consider the quote and any future actions for installation of sun sails to Little Lydney Play Park Following discussion, the Chair proposed that the purchase of the sun sails be deferred until the January meeting to allow time to explore whether grant funding could be obtained to support the purchase. **Resolved: Unanimously Approved to defer agenda item**
9.	**Pavilion Shutters**
	To receive and consider a quotation for the replacement of a faulty Pavilion shutter and, if agreed, determine the appropriate budget code. Trustees were advised that one of the small shutters on the changing room window had completely failed and was currently being left closed. It was noted that the changing rooms were not in use at this time. It was proposed (JG) and seconded (TL) that the shutter be left as it is for the time being, with the matter to be reviewed once the changing rooms were reinstated. **Resolved: Unanimously Approved to leave the shutter as it is for the time being, with a review to be undertaken once the changing rooms are reinstated.**
10.	**Charity Commission**
	To Note Annual Return completion **Noted** To discuss governance documents to be reviewed for compliance with annual return The Trust Secretary provided an update on the governance documents required as part of the Charity Commission submission. The Secretary advised that a number of core governance documents had been drafted, and it was agreed that Trustees Gregory, Saunders and Harris would review the documents and bring them back to the January Trust meeting for consideration and approval.
11.	**Plants**
11.1	To consider and agree future process on end of season plants Chair proposed for any suitable plants that can be re-used and redistributed at the end of each season to be offered to local organisations and groups. **Resolved: Unanimously Approved**
11.2	Report from Head Groundsman A report from Head Groundsman giving an update on the Spring/Summer Bedding planting schedule was received and noted.
12.	**Bowling Club**
	To consider a request from the Bowling Club for the installation of a mains water supply, either from the Pavilion or the Bowling Club, and the installation of a hardstanding area within the Bowling Green to accommodate a 5,000-litre water tank, and to consider any financial support the Trust may provide. Following discussion, the Chair proposed that the Trust had no objection in principle to the installation of a mains water supply to the bowling green, subject to further information being obtained, including plans outlining the proposed options for the installation. It was also noted that any disruption caused by the works should be kept to a minimum and that all costs associated with the installation of the mains water supply

	would be the responsibility of the Bowling Club. **Resolved: Unanimously Approved**
13.	**Winter management of Little Lydney**
	To consider and approve future actions for the management of this area during winter months and limitations of play surface. The Chair proposed that Little Lydney be temporarily closed when conditions become excessively muddy, particularly at the entrance, to prevent damage to the surface. **Resolved: Unanimously Approved** It was noted that rubber matting had been installed at the entrance of Little Lydney.
14.	**Christmas Gate Closure**
	To note Christmas gate closures for Bathurst Park and consider opening and locking of Little Lydney Play Town Christmas gate closures were noted, and it was agreed that Little Lydney would be opened and closed the same time as the park gates.
15.	**Fireworks**
	(a) To receive a verbal update and feedback following the 2026 Fireworks Event. An update was received, and the following points were noted: • Cllr Saunders thanked everyone involved in supporting and assisting with this year's event. The event was very well attended, with record attendance reported. The low-noise display was also well received. • It was commented that runners assisting during the event did not need to wear hi-vis jackets and that additional money belts should be made available. • Concerns were raised regarding the concentration of people in one area, and it was agreed that the event logistics would be reviewed for next year. (b) To consider and agree a date for the 2027 Fireworks Event. Chair proposed to approve for the Fireworks Event in 2027 be held on Friday 5th November 2027. **Resolved: Unanimously Approved**
16.	**Memorial Tree Update**
	To receive an update of the memorial tree project and to consider and approve any future actions An update was received on the memorial tree project. Trustees were supportive of the proposal in principle but raised concerns regarding the proposed location. It was suggested that consideration be given to locating the memorial tree towards the bottom corner of the park, at the Church end. Ttee Hutchison agreed to take photographs of the proposed area, and the Head Groundsman would consider alternative locations. The findings would be brought back to the January meeting for further consideration. It was confirmed that the memorial tree was being funded by a local resident.
17.	**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 a closed session. **Resolved: Majority Approved**

	It is noted that Ttees Harris, S Holmes and R Holmes left the meeting between 8.40pm and returned at 8.46pm
	CLOSED SESSION
18.	**Pavilion Café – Lease**
	To review and consider further correspondence from the potential purchaser of the café lease and agree the Trust's response and next steps. The points raised were discussed and responses agreed. The Chair proposed that the Trust Secretary respond to the potential café purchaser on behalf of the Trustees, setting out the agreed responses. **Resolved: Unanimously Approved**
19.	**Date of Next Meeting**
	Monday 25th January 2027, 7pm Council Chambers

The meeting closed at 9.10pm