

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 27th July 2020 - 03

THE MINUTES OF THE BATHURST PARK AND RECREATION TRUST held via Zoom on Monday 27 July 2020 at 7.28 pm.

Present: Trustees R Kemsley (Chairman), J Carr, A Harley, R Holmes, S Holmes, W Leach, P Macklin, S Stockham, S Turner,

In Attendance: Four members of the public
Mr S Holley – Trust Secretary
Mrs C Whittington – Finance Assistant/Minute Taker

1. **APOLOGIES**

Apologies for absence were received from Trustee Preest.

2. **DECLARATIONS OF INTEREST**

Trustee Macklin declared an interest in item 6.7

3. **APPROVAL OF MINUTES**

3.1 Trustee Leach proposed the acceptance of the Minutes of the meeting of the Trust held on 27th January 2020 as a correct record. Seconded by Trustee Kemsley and unanimously APPROVED.

3.2 Trustee Kemsley proposed the acceptance of the Minutes of the meeting of the Trust held on 20th April 2020 as a correct record. Seconded by Trustee Leach and unanimously APPROVED.

3.3 Trustee Kemsley proposed the acceptance of the Minutes of the meeting of the Trust held on 15 June 2020 as a correct record. Seconded by Trustee Carr and unanimously APPROVED.

4. **ELECTION OF VICE CHAIR**

Trustee S Holmes proposed herself, seconded by Trustee Carr. Unanimous

5. **ACCOUNTS**

5.1 **Ratification of payments for February and March.** Proposed by Trustee Leach, seconded by Trustee Kemsley. Unanimously APPROVED **Appendix 1**

5.2 **Approval of Audited Accounts -** Proposed by Trustee Leach, seconded by Trustee Kemsley. Unanimously APPROVED

5.3 **Reappointment of Griffiths Marshall as the Trust's Auditor for 2020/21 -**

Trustee Leach proposed the re-appointment of Griffiths Marshall for the present Financial Year, during which the Trust should conduct a procurement exercise for appointing an Auditor for the Financial Year 2021/22. Seconded by Trustee Kemsley. Unanimously APPROVED

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 27th July 2020 - 04

6. OTHER FINANCIAL MATTERS

- 6.1 Bank Mandate – Trustees were reminded of the need to amend the Trusts Bank Mandate. Accordingly, the following was Proposed from the Chair by Trustee Kemsley and unanimously AGREED:-

“That Lydney Town Council (the successor to the Lydney Parish Council) sitting as the Trustee of the Bathurst Park and Recreation Trust resolve:

That the following are to be removed as a signatory from the accounts held with Lloyds Bank.

- *Tom Legge*
- *Theresa Tremlett*

That the following are to be appointed as signatory to the account at the Power category specified.

- *Richard Kemsley – Full Power Signatory*
- *Roger Edward Holmes – Full Power Signatory*
- *Stephen Holley – Full Power Signatory*

We confirm that the signatory power for Roger Holmes is to be amended from Limited Power to Full Power.

We confirm that the signing instructions for this account will be amended to any two Trustees to sign and either Stephen Holley or Carol Ann Wheeler”

- 6.2 **Essential Payments during August Recess** - Trustee Kemsley Proposed that the Trust Secretary be authorised to make payments during the August recess. Seconded by Trustee Stockham and unanimously APPROVED.
- 6.3 **Approval of Payments** – Trustee Kemsley Proposed that the Schedule of Payments be agreed. Seconded by Trustee S Holmes and unanimously APPROVED. At this point the Income and Expenditure report for Quarter 1 was noted and the Trust Secretary advised that, now the Trust has moved to the new Omega Accounting System, the Accounts would have to be worked on nett figures. **Appendix 2**
- 6.4 **List of Standing Orders and Direct Debits** – Trustee Kemsley Proposed acceptance of the list of various ongoing commitments by the Trust (e.g. utilities, telephone, IT etc) paid by electronic means. Seconded by Trustee Stockham and unanimously APPROVED.
- 6.5 **Consideration of rent rebate for Pavilion Café and Bowling Club** - Trustee Leach Proposed that a working group comprising Trustees Kemsley, Leach, R Holmes and the Trust Secretary look into the situation following the impact of the Coronavirus Lockdown, with recommendations to be brought to the September Meeting. Seconded by Trustee Carr and unanimously APPROVED.

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 27th July 2020 - 05

- 6.6 **Consideration of Electricity Charges for Pavilion Tenant** - It was felt the electricity charges for lockdown were high and further investigation was needed by the same working group before a consideration as to whether the tenant should be requested to pay the full charge as per the lease agreement. Proposed by Trustee R Holmes, Seconded by Trustee Kemsley and unanimously APPROVED.
- 6.7 **Pitch Hire Fees** – The Trust considered a request from Lydney Town AFC Juniors for a reduction in pitch hire fees, which they felt were not competitive with other local venues. It was Proposed by Trustee Kemsley that prices would be obtained from other local venues and a reduction to £30.00 would be charged and back-dated to the 31st March subject to any contrary information. Seconded by Trustee Carr and unanimously APPROVED (Trustee Macklin abstained from the vote, due to a connection with the Club).
- 6.8 **Recharge to Lydney Town Council for the Trust’s use of the new mower** - This item was WITHDRAWN, because the proposal for the new mower was for it to be owned by the Council rather than by the Trust.
7. **FIREWORKS NIGHT 2020**
The Trust was requested to consider whether to proceed with any form of Fireworks Night in Bathurst Park view of the Covid-19 public safety restrictions and the need to plan in good time if an event was to be held. The Trust discussed the proposal for a free event. Trustees suggested other options for location and possible ‘Covid-safe’ means of payment (e.g crowd-funding). Trustee Kemsley Proposed that a Fireworks Display be held, subject to an investigation regarding its feasibility, to be led by him as Trust Chair with the Trust Secretary. Seconded by Trustee Leach and unanimously APPROVED.
8. **CRICKET PITCH**
As no local clubs were using the Pitch, and the team from Bream was about to leave, it was agreed it was more cost effective to take the Cricket Pitch out of use. Proposed by Trustee Kemsley, Seconded by Trustee Leach and unanimously APPROVED.
9. **TRUST SECRETARY’S REPORT**
Nothing to report
10. **CORRESPONDENCE**
No correspondence was presented.
11. **TRUSTEES’ REPORTS**
There were no urgent reports.

CLOSED SESSION

At this point the Trust RESOLVED to continue the Meeting in Closed Session, as it was felt that the following business was Confidential in nature

12. **APPROVAL OF CONFIDENTIAL MINUTES**
Trustee Leach proposed the acceptance of the Confidential Minutes of the meeting of the Trust held on 27th January 2020 as a correct record. Seconded by Trustee Kemsley and unanimously APPROVED.

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 27th July 2020 - 06

The meeting closed at 8.27p.m.

Chairman.....

Date.....

BATHURST PARK AND RECREATION TRUST

Appendix 1

BATHURST PARK RECREATION TRUST

FINANCIAL STATEMENT

MARCH 2020

Bank Balance as 1st April 2019

LLOYDS BANK - Current	00171608		38,111.25		
LLOYDS BANK - General Reserve	29897960	51,804.51			C/F £3825.70
LLOYDS BANK - E/M Donation Fireworks	29897960	600.00			
LLOYDS BANK - E/M Summer Event	29897960	7,271.04			
LLOYDS BANK - E/M Ironworks	29897960	10,000.00			
LLOYDS BANK				69,675.55	
Bank Balance				107,786.80	

TRANSACTIONS

RECEIPTS

Receipts APRIL		29,286.05			
Receipts MAY		26,944.32			
Receipts JUNE		2,263.16			
Receipts JULY		1,663.12			
Receipts AUGUST		4,874.31			
Receipts SEPTEMBER		27,448.01			
Receipts OCTOBER		1,655.64			
Receipts NOVEMBER		13,308.80			
Receipts DECEMBER		253.39			
Receipts JANUARY		5,139.88			
Receipts FEBRUARY		2,951.47			See separate Sheet
Receipts MARCH					
Total Receipts YTD		115,788.15			

PAYMENTS

Payments APRIL		29,948.72			
Payments MAY		5,158.29			
Payments JUNE		6,509.13			
Payments JULY		17,490.69			
Payments AUGUST		9,179.22			
Payments SEPTEMBER		3,053.99			
Payments OCTOBER		6,944.45			
Payments NOVEMBER		8,373.98			
Payments DECEMBER		6,395.86			
Payments JANUARY		5,662.81			
Payments FEBRUARY		7,963.01			
Payments MARCH		3,336.23			
Payments PRIOR TO YEAR END					
Total Payments YTD		110,016.38			Detailed Below
Total		113,558.57			

Reconciled Bank Statements as at end

FEBRUARY 2020

LLOYDS BANK - Current	00171608		52,522.05		
LLOYDS BANK - General Reserve	29897960	51,833.25			
LLOYDS BANK - E/M Summer Event	29897960	8,603.27			
LLOYDS BANK - E/M Donation Fireworks	29897960	600.00			
LLOYDS BANK				61,036.52	
Bank Balances as at: 29-Feb-20				113,558.57	0.00 check

FEBRUARY PAYMENTS

Payments made by Direct Debit:

Water Plus	22.01.20	15.54	Monthly	DD	Grds Maintenance
British Gas Business: 602478939	23.01.20	57.16	Monthly	DD	Workshop Costs
British Gas Business: 602478936	23.01.20	58.32	Monthly	DD	Workshop Costs
British Gas Business: 602478935	23.01.20	74.84	Monthly	DD	Water/Gas/Electric
British Gas Business: 602478938	23.01.20	135.61	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd	27.01.20	1,494.19	Monthly	STO	Litterpicking
Direct Debits: Sub Total		1,835.66			

Payments made in Lieu of Meeting:

Corporate Expenditure	04.02.20	87.85	Monthly	1873	Pavilion Cleaning
Corporate Expenditure	04.02.20	170.07	Monthly	1874	GateKeeper
HMRC	04.02.20	48.40	Monthly	1875	Staff Costs
Chapel Tree Services Ltd	10.02.20	4,536.00	Monthly	1876	Grds Maintenance/Trees
Ornamental Trees Ltd	10.02.20	135.52	Monthly	1877	Grds Maintenance/Trees
Ornamental Trees Ltd	10.02.20	71.93	Monthly	1878	Grds Maintenance/Trees
Payments in advance of meeting: Sub total		5,049.77			

Payments in Lieu of Meeting

Abbey Loos Ltd		61.50		1879	Summer Event 20/21
Aitkens Sportsturf Ltd		112.20		1880	Grds Maintenance/Trees
Arkeil & Hurcombe		96.60		1881	Plants/Mem Benches/Trees
Community Heartbeat Trust (Solutions) Ltd		151.20		1882	Health & Safety/Difb
Light Fantastic DIY Ltd		35.48		1883	General Repairs/Bld Maintenance
Lydney Music		387.50		1884	Summer Event 20/21
Monmouthshire County Council		171.60		1885	Play Equipment Maintenance
Travis Perkins Trading Co Ltd		55.51		1886	Building Maintenance
Cash		5.99		1887	Grds Maintenance/Trees
Payments in lieu of meeting: Sub total		1,077.58			

TOTAL PAYMENTS FEBRUARY 7,963.01

Continued Overleaf

MARCH PAYMENTS

Payments made by Direct Debit:

Water Plus	14.02.20	23.61	Monthly	DD	Grds Maint/Water/Gas/Electric
Water Plus	14.02.20	1.56	Monthly	DD	Grds Maint/Water/Gas/Electric
Water Plus	14.02.20	3.60	Monthly	DD	Grds Maintenance
Water Plus	14.02.20	20.07	Monthly	DD	Bowling Green
British Gas: 602478936	20.02.20	27.83	Monthly	DD	Workshop Costs
British Gas: 602478939	20.02.20	55.47	Monthly	DD	Workshop Costs
British Gas: 602478935	20.02.20	61.84	Monthly	DD	Water/Gas/Electric
British Gas: 602478938	20.02.20	103.57	Monthly	DD	Water/Gas/Electric
Forest Equipment Services Ltd	26.02.20	1,494.19	Monthly	STO	Litter Picking

BPRT m12 March 20.xlsx

Financial Statement

as at 22/09/2020

BATHURST PARK AND RECREATION TRUST

Appendix 1 cont

BATHURST PARK RECREATION TRUST

Direct Debits: Sub Total 1,791.74

Payments made in advance of the meeting:

Spoilt Cheque		Monthly	1889	GateKeeper
Corporate Expenditure	87.85	Monthly	1890	Pavilion Cleaning
Corporate Expenditure	350.70	Monthly	1891	Staff Costs
HMRC	93.80	Monthly	1892	Staff Costs

Payments in advance of meeting: Sub total 532.35

Payments for approval at meeting on: 23rd March 2020

Cancelled Chq	-71.93	1878	Grds Maintenance/Trees
Coinros Park Nurseries Ltd	26.99	1892	Grds Maintenance/Trees
FoDDC	70.00	1893	Summer Event
Light Fantastic DIY Ltd	35.95	1894	Grs Maint/Bld Maintenance
Reville Mowers Ltd	782.99	1895	Machinery/Maintenance/Repairs
Travis Perkins Trading Co Lyd	6.55	1896	Bld Maintenance
Lydne Town Council	124.64	1897	Petrol/Oil/Diesel
Cash	36.95	1898	WkshopCosts/Grd Maintenance

Payments to meeting: Sub total 1,012.14

TOTAL PAYMENTS MARCH 3,336.23

A list of unrepresented Cheques (For Information only)

Abbey Loos Ltd	61.50	1879
Aitkens Sportsturf Ltd	112.20	1880
Light Fantastic DIY Ltd	35.48	1883
Lydne Music	387.50	1884
Monmouthshire County Council	171.60	1885
Total	<u>768.28</u>	

Authorised:

23-Mar-20

BATHURST PARK AND RECREATION TRUST

Appendix 1 cont

BATHURST PARK RECREATION TRUST

FINANCIAL STATEMENT

MARCH YEAR END 2020

Bank Balance as 1st April 2019			
LLOYDS BANK - Current	00171608		38,111.25
LLOYDS BANK - General Reserve	29897960	51,804.51	
LLOYDS BANK - E/M Donation Fireworks	29897960	600.00	
LLOYDS BANK - E/M Summer Event	29897960	7,271.04	
LLOYDS BANK - E/M Ironworks	29897960	10,000.00	
LLOYDS BANK			69,675.55
Bank Balance			107,786.80

C/F E3,825.70

TRANSACTIONS

RECEIPTS

Receipts APRIL		29,286.05	
Receipts MAY		26,944.32	
Receipts JUNE		2,263.16	
Receipts JULY		1,663.12	
Receipts AUGUST		4,874.31	
Receipts SEPTEMBER		27,448.01	
Receipts OCTOBER		1,655.64	
Receipts NOVEMBER		13,308.80	
Receipts DECEMBER		253.39	
Receipts JANUARY		5,139.88	
Receipts FEBRUARY		2,951.47	
Receipts MARCH		10,771.50	See separate Sheet
Total Receipts YTD		126,559.65	

PAYMENTS

Payments APRIL		29,948.72	
Payments MAY		5,158.29	
Payments JUNE		6,509.13	
Payments JULY		17,490.69	
Payments AUGUST		9,179.22	
Payments SEPTEMBER		3,053.99	
Payments OCTOBER		6,944.45	
Payments NOVEMBER		8,373.98	
Payments DECEMBER		6,395.86	
Payments JANUARY		5,662.81	
Payments FEBRUARY		7,963.01	
Payments MARCH		3,336.23	
Payments PRIOR TO YEAR END		1,591.45	Detailed Below
Total Payments YTD		111,607.83	
Total		122,738.62	

Reconciled Bank Statements as at end

MARCH 2020

LLOYDS BANK - Current	00171608		62,073.76
LLOYDS BANK - General Reserve	29897960	52,435.59	
LLOYDS BANK - R Hitchins Sponsorship		3,500.00	
LLOYDS BANK - E/M Summer Event	29897960	4,729.27	
LLOYDS BANK			60,664.86
Bank Balances as at: 31-Mar-20			122,738.62 0.00 check

MARCH YEAR END PAYMENTS

Payments made by Direct Debit:

British Gas Business: 602478936	12.03.20	18.86	Monthly	DD	Workshop Costs
British Gas Business: 602478939	19.03.20	51.81	Monthly	DD	Workshop Costs
British Gas Business: 602478935	19.03.20	74.16	Monthly	DD	Water/Gas/Electric
British Gas Business: 602478938	19.03.20	108.01	Monthly	DD	Water/Gas/Electric
British Gas Business: 602478936	20.03.20	12.07	Monthly	DD	Workshop Costs
Forest Equipment Services Ltd	26.03.20	1,494.19	Monthly	STO	Litterpicking
Direct Debits: Sub Total		1,759.10			

Abbey Loos Ltd	Cancelled Chq	-61.50	1879	Summer Event 20/21
Lydney Music	Cancelled Chq	-387.50	1884	Summer Event 20/21
Omega Group Ltd		281.35	1899	Blds Maintenance
Payments in lieu of meeting: Sub total		-167.65		

TOTAL PAYMENTS MARCH YEAR END 1,591.45

Continued Overleaf

A list of unrepresented Cheques (For information only)

Coinros Park Nurseries Ltd	26.99	1892
FoDDC	70.00	1893
Cash	36.95	1898
Total	133.94	

Authorised:

31-Mar-20

BATHURST PARK AND RECREATION TRUST

Appendix 2

23/07/2020		Bathurst Park and Recreation Trust						Page 7				
13.03		PRELIMINARY PURCHASE DAYBOOK						User: CEHW				
Creditors for Month No 4				Order by Invoices Entered								
											Nominal Ledger Analysis	
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
29/06/2020	3817	36	P B SAFETY	PBS001	225.00	45.00	270.00	4435	300	225.00	Wall Hand Dispensers and Gel	
15/07/2020	4510912	37	CHARLES SAUNDERS	CHA001	77.34	15.46	92.80	4435	300	77.34	2 Ply Toilet Tissue	
01/07/2020	01960	38	DBC SOLUTIONS	DBC001	87.00	17.40	104.40	4440	300	87.00	Service of Fire/Water Ext	
30/06/2020	8029	39	LIGHT FANTASTIC	LIG001	29.33	5.87	35.20	4095	150	2.37	Wkshop Stock	
								4440	300	3.91	Guttering/Light fitting	
								4240	200	23.05	Pellets/Tools	
01/07/2020	2244	40	MOWTECH	MOW001	320.00	64.00	384.00	4230	200	320.00	2 Cuts to Sport Side of Park	
TOTAL INVOICES					738.67	147.73	886.40			738.67		
VAT ANALYSISCODE S @ 20.00%					738.67	147.73	886.40					
TOTALS					738.67	147.73	886.40					