

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 25th January 2021 - 12

MINUTES OF THE BATHURST PARK AND RECREATION TRUST Meeting held via Zoom on Monday 25th January 2021 at 7.00 pm.

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

In Attendance: Mr S Holley – Trust Secretary
Mrs C Whittington – Finance Assistant/Minute Taker

1. **APOLOGIES**

No apologies for absence were received. Trustees Greenwood and Preest were absent.

2. **DECLARATIONS OF INTEREST**

None

3. **APPROVAL OF MINUTES**

Trustee Kemsley proposed the acceptance of the Minutes of the meeting of the Trust held on 23rd November 2021 as a correct record. Seconded by Trustee S Holmes and unanimously APPROVED.

4. **OTHER FINANCIAL MATTERS**

4.1 **Approval of Schedule of Payments** – Proposed by Trustee S Holmes, seconded by Trustee Harley and unanimously APPROVED

Appendix 1

4.2 **Trial Balance and Financial Accounts for Month 9**

Noted. The Trust Secretary confirmed to Trustees the 2021/22 final Budget figures were £85,155 with a reduction in the donation from Lydney Town Council due to the renewed Litter Contract.

5. **RESPONSE TO COVID RESTRICTIONS**

5.1 **To allow for postponements of meetings.** The Trust AGREED that because meetings were only held bi-monthly the meeting scheduled in March should take place as normal.

5.2 **Freezing of Charges for 2021/22** – The Trust AGREED to freeze all charges for 2021/21. Proposed by Trustee Kemsley, Seconded by Trustee Stockham and unanimously APPROVED

Action Trust Secretary

5.3 **Cancellation of the 2021 Easter Egg Hunt** – Trustee Kemsley proposed due to continuing Covid restrictions to cancel the Easter Egg Hunt, Seconded Trustee S Holmes and unanimously APPROVED.

Action Trust Secretary

5.4 **Cancellation of the 2021 Party in the Park Event** – The Trust RESOLVED that, due to the continuing Covid restrictions and considering the amount of time needed to organise the event Party in the Park for July would be CANCELLED. However, Trustees felt later in the year when hopefully restrictions would have eased/been lifted an impromptu event could be held, possibly in conjunction with Lydney Town Council. The Trustees agreed Robert Hitchins should be contacted with regard to receiving reimbursement of their donation. The Trust Secretary together with Trustees Kemsley and Trustee S Holmes to put out a press release advising the Community of the decisions. Proposed by Trustee Kemsley, Seconded by Trustee S Holmes and unanimously APPROVED

Action by Trust Secretary

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6. **2021 FIREWORKS DISPLAY**

The Grants and Event Administrator provided the Trust with a detailed report detailing three different displays that could be provided with varying prices. The Trust considered the options available. Trustee Kemsley proposed Option 1 be followed, Seconded by Trustee Carr and APPROVED with 1 Abstention.

Action by Trust Secretary

7. **WORK TO PARK PAVILION**

Following on from the same Agenda item in November a quote had been received from TPS for £3,302.20 plus VAT to repair the faulty shutters at the Pavilion. The Trust Secretary advised £1,650 would come from the Shutter Repair budget with the remainder from Building Maintenance. Trustee Kemsley Proposed the quote be accepted and that the work be completed before the café reopened. Seconded by Trustee Harley and unanimously APPROVED.

Trustee Kemsley reported that, since November, he had been unsuccessfully attempting to obtain quotes for the repair of the guttering. Trustee Kemsley would continue to chase up quotes and the Trust Secretary suggested the Trustees agree to the repair of the guttering up to a cost of £1,000 plus VAT to enable the work to be completed before the café reopened. Proposed by Trustee Leach and unanimously APPROVED.

Action by Trust Secretary

8. **TRUST SECRETARYS REPORT**

The Trust Secretary advised Trustees the Grounds Team were back at work full time following their 10 days Covid circuit breaker, emergency work only.

9. **CORRESPONDENCE**

No correspondence was presented.

10. **TRUSTEES' REPORTS**

Trustee Leach requested an understanding as to why the Council's two Trusts followed the Council's Standing Orders rather than having Standing Orders of their own, or specific to a Charity.

Action by the Trust Secretary

Note: The following Minutes are made available to the Public for openness and transparency. The Trust approves Confidential Minutes with substantially the same content, but with the inclusion of names of individuals or other parties when appropriate. Other Confidential business (such as legal matters and employment issues) may appear in the Public Minutes in summary, or as an Agenda /Minute heading only.

11. **RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

The Trust RESOLVED to continue in 'Closed Session' as the following business to be conducted was considered to be of a confidential nature.

12. **CONFIDENTIAL MINUTES**

Trustee Kemsley proposed the acceptance of the Confidential Minutes of the meeting of the Trust held on the 23rd November 2020 as a correct record. Seconded by Trustee S Holmes and unanimously APPROVED.

The meeting closed at 7.58pm

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Chairman.....

Date.....



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Appendix 1

21/01/2021
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PURCHASE DAYBOOK

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Creditors for Month No 9 *December* Order by Invoices Entered Invoices entered by CEHW
Posted by CEHW

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Analysis Description
							Invoice Total	A/C	Centre	Amount	
09/12/2020	31989	43	ARKELL AND HURCOMBE	ARK001	82.20	18.44	98.64	4200	200	82.20	Bronze Plaque - Savage
30/11/2020	8811	JY/53 64	LIGHT FANTASTIC	LIG001	49.32	9.86	59.18	4200	200	49.32	Hardware/Bins
09/12/2020	20426	20426	MJS	MJS001	480.00	96.00	576.00	505	0	32.00	Pavilion Yearly Monitoring
09/12/2020	5424	31/39	PETE NEALE	NEA001	240.00	48.00	288.00	4090	200	448.00	Pavilion Yearly Monitoring
30/11/2020	13377	37	TPS	TPS001	360.00	72.00	432.00	4245	200	150.00	Repairs to Slide
								4245	200	90.00	Welding Slide Brackets
								4410	300	360.00	Annual Service
TOTAL INVOICES					1,211.52	242.30	1,453.82				1,211.52
VAT ANALYSISCODE S @ 20.00%					1,211.52	242.30	1,453.82				
TOTALS					1,211.52	242.30	1,453.82				

21/01/2021
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PRELIMINARY PURCHASE DAYBOOK

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Creditors for Month No 10 *January* Order by Invoices Entered

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Analysis Description
							Invoice Total	A/C	Centre	Amount	
07/12/2020	4990	45	AITKENS	AIT001	219.00	43.80	262.80	4300	210	219.00	Bluespray/indicator/Soubleiron
24/11/2020	MISC/ATB/350	27	COINROS	COI001	915.00	183.00	1,098.00	4240	200	915.00	Winter Bedding
31/12/2020	8884	JY/66/67	LIGHT FANTASTIC	LIG001	54.50	10.90	65.40	4230	200	17.16	Birdfeeders and food
06/01/2021	18052		REVILL	REV001	235.16	47.04	282.20	4200	200	37.34	Plywood Bungees set-Stock
02/12/2020	510381	46	CHARLES SAUNDERS	CHA001	46.38	9.27	55.65	4210	200	235.16	Service to Ransome
								4435	300	46.38	Blue Towels
TOTAL INVOICES					1,470.04	294.01	1,764.05				1,470.04
VAT ANALYSISCODE S @ 20.00%					1,470.04	294.01	1,764.05				
TOTALS					1,470.04	294.01	1,764.05				