

# **BATHURST PARK AND RECREATION TRUST**

**MEETING OF THE TRUST – 23<sup>rd</sup> November 2020 - 09**

**MINUTES OF THE BATHURST PARK AND RECREATION TRUST** held via Zoom on Monday 23<sup>rd</sup> November 2020 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 and S Turner.

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

1. **APOLOGIES**

No apologies for absence were received.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **APPROVAL OF MINUTES**

Trustee Kemsley proposed the acceptance of the Minutes of the meeting of the Trust held on 28<sup>th</sup> September 2020 with the amendment of Appendix 3 deleted from Agenda Item 4.3 as a correct record. Seconded by Trustee Leach and unanimously APPROVED.

4. **OTHER FINANCIAL MATTERS**

4.1 **Approval of Scheduled of Payments** – Proposed by Trustee Kemsley, seconded by Trustee Carr. Unanimously APPROVED **Appendix 1**

4.2 **Trial Balance and Financial Accounts for Month 7**  
Noted.

4.3 **Update on the Litter Picking Contract**

The Trust Secretary advised the Trust that a specification for the Litter Contract had been drafted and would be advertised for interested parties to consider tendering. An advertisement would be placed in the local press and on Lydney Town Council's Facebook page. Proposed by R Kemsley, Seconded by Trustee S Holmes and unanimously APPROVED.

**Action by Trust Secretary**

4.4 **Trust policy on cancellation charges**

The Trust Secretary advised that the current cancellation charges had been set when the Groundstaff worked weekends and were therefore in a better position to assess the weather and ground closer to a match being scheduled. The Trust was being requested to consider amending the policy in view of an enquiry from a hirer. In the ensuing discussion, the Trust considered varying reasons for cancellation and notice periods needed to prevent the Groundstaff preparing the pitches unnecessarily. Pitches were prepared / line marked in advance of the booking date, a cost which was not covered if the match was cancelled at short notice. Proposed by Trustee Kemsley that in the event of extreme bad weather if matches were cancelled by either Groundstaff, Club Manager or Referee, no cancellation charges would apply, seconded Trustee Stockham. Unanimously APPROVED|

Proposed by Trustee Kemsley, that in the event of illness or any other cancellation charges 50% charges would apply if notice received after 12 noon on the Thursday prior to the

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weekend match, therefore no change to the current policy, Seconded Trustee S Holmes.  
Trustee Carr abstained Unanimously APPROVED

### **5.1 WORK TO PARK PAVILION**

#### **Work identified at the Pavilion to be rectified/repared**

The Trust Secretary advised the Trustees that he and the Trust Chair together with the Lease holder had inspected the Pavilion and identified work needed on the Pavilion, including the guttering, shutter repairs/replacement and toilet bowls repaired/replaced. Although both the Trust Secretary and the Trust Chair had contacted companies for quotes for the work they had not received any quotes back. Both the Trust Secretary and the Chair would chase the companies with the intention of bringing the quotes to the next meeting. NOTED.

**Action by Trust Secretary**

### **5.2 Approval for a new contract for the lighting protection system**

The Trust was requested to consider quotes for a three and five year contract from Omega Red. The Trust Secretary advised that although there was no price reduction for taking out a five year contract in real terms there would be a decrease over the five years. Trustee Kemsley Proposed the five year contract be taken up at £180 per annum. Seconded by Trustee S Holmes and unanimously APPROVED

**Action by Trust Secretary**

### **6. TRUST SECRETARY'S REPORT**

The Trust Secretary reminded all Trustees of the training event to be held on the 7<sup>th</sup> December via Zoom at 7.00pm. It was confirmed that the cost would be a 'one off' payment regardless of the number of Trustees attending.

### **7. BUDGET FOR 2021/22**

The Trust was requested to consider a Draft Budget for the next Financial Year. The Trust Secretary advised that since it had been circulated a more accurate figure of £15,300 for the Litterpicking contract had been calculated. Also, the Draft Budget was now being presented with nett figures rather than gross. This resulted in a total budget figure of £85,155. Due to the Litterpicking costs being reduced it was agreed the Litterpicking donation from Lydney Town Council to Bathurst Park could be reduced accordingly. The Trust was made aware that the shortfall between the Expenditure and Income could be covered by the underspend resulting from the turmoil of the previous year and the reduction of spending in 2020 due to COVID. The Trust Secretary made clear that in future it was unlikely that the Trust would have significant underspend to cover future Budget shortfalls. Trustee Kemsley Proposed the Budget be accepted with the shortfall being met by unspent funds, Seconded by Trustee Leach and unanimously APPROVED. The Trust Secretary requested Delegated Powers be given to himself and the Trust Chair to award the Litterpicking contract providing it fell within the figure budgeted for. Proposed by Trustee S Holmes, Seconded by Trustee A Harley and unanimously APPROVED

**Action by Trust Secretary**

The Trust Secretary also requested the quotation from Star Fireworks of £2,650 be budgeted for with the discussion of which type of event to be held to be discussed at the next meeting. Trustee R Holmes suggested prices be obtained for a silent display and, if possible, that environmentally friendly fireworks be sourced. Trustee Stockham requested a Laser display be looked into.

**Action by Trust Secretary**

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8. **PLAY EQUIPMENT REPORT**

The Trust was requested to consider the circulated report. NOTED  
Thanks were expressed to the Head Gardener / Grounds Supervisor and the Assistant Clerk for their prompt action addressing some minor issues identified in the report.

9. **CORRESPONDENCE**

No correspondence was presented.

10. **TRUSTEES' REPORTS**

Trustee Leach advised the Church had enquired about using the Bandstand for a Christmas Tree display but was unsure if this would be pursued. Trustee Leach had been made aware that the Bollard in Andre Clement Avenue was in an unlit area and requested the bollard be painted white with reflective strips to highlight it.

**Action by the Trust Secretary**

## **CLOSED SESSION**

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 CORRESPONDENCE**

The Trust was requested to consider an email request from a Sports club seeking an additional pitch at the Park. In the ensuing discussion Trustees voiced concern that the Park was for all users and not primarily intended for sports bookings. It was felt the Park provided enough pitch facilities and that the Recreation Ground was the proper focus for organised sport. Trustee Kemsley proposed that no more football pitches be provided in the park, seconded Trustee Harley. Unanimously APPROVED. Trustee Macklin abstained due to his interest as a member of the club concerned.

**Action by the Trust Secretary**

13. **Staff Overtime Rates**

The Trust was requested to consider that its Overtime arrangements match those operated by Lydney Town Council. Proposed by Trustee Leach, Seconded by Trustee Kemsley and unanimously APPROVED.

**Action by the Trust Secretary**

The meeting closed at 8.07 p.m.

Chairman.....

Date.....

# BATHURST PARK AND RECREATION TRUST

## APPENDIX 1

23/11/2020		Bathurst Park and Recreation Trust										Page 16
10.41		PRELIMINARY PURCHASE DAYBOOK										User: CEHW
Creditors for Month No 8				Order by Invoices Entered				Nominal Ledger Analysis				
Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
10/11/2020	3175	BPRT 40 41	FREEMAN HEATING	FRE001	715.00	0.00	715.00	4440	300	55.00	Call out Boiler	
								4440	300	290.00	Pump Replacement	
								4440	300	250.00	Pavilion Boiler/ Heater Service	
								4095	150	115.00	Wkdhop Boiler Service	
13/11/2020	0856 AHC613	BPRT/38	TRAVIS PERKINS	TRA001	118.93	23.79	142.72	4245	200	118.93	Play Bark	
13/11/2020	0856 AHC614	BPRT/38	TRAVIS PERKINS	TRA001	118.93	23.79	142.72	4245	200	118.93	Play Bark	
13/11/2020	0856 AHC615	BPRT/38	TRAVIS PERKINS	TRA001	118.93	23.79	142.72	4245	200	118.93	Play Bark	
30/11/2020	0856 AHC645	BPRT/44	TRAVIS PERKINS	TRA001	78.46	15.69	94.15	4230	200	78.46	Landscape Bark	
<b>TOTAL INVOICES</b>					<b>1,150.25</b>	<b>87.06</b>	<b>1,237.31</b>			<b>1,150.25</b>		
VAT ANALYSISCODE OTS @ 0.00%					715.00	0.00	715.00					
VAT ANALYSISCODE S @ 20.00%					435.25	87.06	522.31					
<b>TOTALS</b>					<b>1,150.25</b>	<b>87.06</b>	<b>1,237.31</b>					