

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 22nd March 2021 - 15

MINUTES OF THE BATHURST PARK AND RECREATION TRUST Meeting held via Zoom on Monday 22nd March 2021 at 8.56 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 – Lydney Town Council’s Assistant Clerk/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 25th January 2021 as a correct record. Seconded by Trustee S Holmes. Vote CARRIED.

4. **OTHER FINANCIAL MATTERS**

4.1 **Approval of Schedule of Payments**

Proposed by Trustee Kemsley, seconded by Trustee Stockham and unanimously APPROVED

Appendix 1

4.2 **Trial Balance and Financial Accounts for Month 11**

Noted. The Trust Secretary was asked to ascertain from Lydney Town Council’s Finance Assistant why a payment of £300 had been made against the Fireworks budget. Trustees to be advised of explanation.

Action by – Trust Secretary

5. **FUTURE OF THE TRUST**

Following a training session on Charitable Trusts conducted by Lydney Town Council’s Solicitor in December 2020, the Trust was asked to consider if it wished to commence investigations into merging the Bathurst Park and Recreation Trust with Lydney Recreation Trust. It was noted that the assets of each Trust would need to remain in charity and that such a merger would enable efficiencies to be made.

It was AGREED that the Bathurst Park and Recreation Trust should follow the same approach as agreed by Lydney Recreation Trust, namely that further investigations would be conducted on a possible merger.

Action by – Trust Secretary

6. **TRUST SECRETARY’S REPORT**

The Trust noted that the following events/activities would take place in the Park, as a result of consultation with the Chairman and Vice Chairman:-

- Installation of temporary artwork next to the Bandstand by the #LoveYourForest campaign.

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 22nd March 2021 - 16

- Easter Holiday Hunger for Young People organised by the Forest Voluntary Action Forum.
- Baby and toddler class to be run between 29th March 2021 and 12th April 2021.

It was noted that a number of repairs would be conducted on the Pavilion building. Furthermore, that the Tenant of the café would operate a takeaway service from the hatch from 26th March, with seating to be provided outside from 12th April 2021 in accordance with the Government roadmap for coming out of Covid restrictions.

7. **FIREWORKS**

The Trust was requested to consider a report from Lydney Town Council's Grants and Events Administrator providing an overview of proposals for the 2021 event and seeking direction from the Trust on the following matters.

Event Format – That the format for the 2021 event would follow the same as previous years as outlined in the report with an event budget of £8,500.00. It was felt that the Trust may wish to change the format for the 2022 event.

Lead Trustee for Event – Trustee Kemsley

Admission Charge - Adults - £5.00; 5yr to 16 yr - £2.00; under 5s – free

Danter's Admission Charge - £160.00

Attendance Charge for Light Up Novelty Trader - £80.00

Additional External Catering Provision – None. Catering at the event will only be provided by Danter's and the Pavilion Café Tenant

Delegated Powers – Bestowed on the Trust Secretary to oversee event arrangements

The above proposals were Proposed by Trustee Kemsley and Seconded by Trustee Harley. Vote CARRIED.

It was noted that future topics for consideration would be provision of volunteers to assist Trustees with marshalling the event and investigations into the possible operation of a cashless payment system. During discussion the use of Eventbrite was suggested as an alternative cashless system. Whilst it was noted that the Trust did not provide an internet/WiFi signal at the Park, Trustee Leach advised that he had livestreamed an event from the Park and that he had experience of taking card payments at remote locations. The Trust Secretary gave a commitment to request that Lydney Town Council's Grants and Events Administrator make contact with Trustee Leach to discuss his experience.

Action by – the Trust Secretary

8. **CORRESPONDENCE**

The Trust Secretary reported that an e-mail had been received from a member of the public congratulating the Trust on the appearance of the Park. NOTED.

9. **TRUSTEES' REPORTS**

(i) Trustee Harley had received compliments on the amount of wildlife which could be viewed at the lake and on the provision of benches close to the disabled parking area.

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 22nd March 2021 - 17

(ii) Trustee Kemsley reported that a letter had been published in the local press complaining that opening the Park at 8.00 am in the morning was too late. Lydney Town Council's Assistant Clerk advised that the opening hours for the Park had not changed (8.00 am until Dusk) and that the 'sports' side of the park was open 24 hours whereas the Ladies Park and the Memorial Gardens were open in line with the Park's opening hours.

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.

10. **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.

11. **PAVILION CAFÉ – RENT REVIEW**

The Trust unanimously AGREED that the rent review should be conducted in line with the signed lease.

The meeting closed at 9.33 pm.

Chairman.....

Date.....

BATHURST PARK AND RECREATION TRUST

Appendix 1

12:49		PURCHASE LEDGER INVOICE LISTING										User: CEHW
Creditors for Month No 11					Order by Supplier A/c		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	
<i>Ratification of Payments Made last Month</i>												
01/02/2021	715193897	CONTRACT	BRITISH GAS WKSHOP	BRI001	28.27	1.31	27.58	4095	150	26.27	Wkshop Electric 05.01 to 01.02	
01/02/2021	715194826	CONTRACT	BRITISH GAS WKSHOP	BRI001	53.33	2.66	55.99	4095	150	53.33	Wkshop Gas 5.01 to 1.02	
01/02/2021	715192243	CONTRACT	BRITISH GAS PAVALION	BRI002	74.39	3.71	78.10	4430	300	74.39	Pav Electric 05.01 to 01.02	
01/02/2021	715192246	CONTRACT	BRITISH GAS PAVALION	BRI002	122.04	6.10	128.14	4425	300	122.04	Pavilion Gas 05.01 to 01.02	
05/02/2021	7830	4	COMMUNITY HEARTBEAT	COM001	126.00	25.20	151.20	4440	300	126.00	Annual Dtb Support Costs	
16/02/2021	CR10	51	C AND R GROUNDWORKS	CRG	375.00	0.00	375.00	4230	200	375.00	Hire/Labour to move soil	
07/02/2021	8569	1	FOREST EQUIPMENT	FES001	1,245.16	249.03	1,494.19	4235	200	1,245.16	Mtby Litterpicking	
31/01/2021	8993	JY/	LIGHT FANTASTIC	LIG001	34.47	6.89	41.36	4230	200	34.47	Hammerite Paint	
26/01/2021	0856 AHE737	JY/71	TRAVIS PERKINS	TRA001	93.59	18.71	112.30	4440	300	93.59	Floor Paint/Cement/Turps	
11/02/2021	0856 AHF371	JY/81	TRAVIS PERKINS	TRA001	29.76	5.95	35.71	4440	300	29.76	Red Floor Paint	
15/02/2021	0856 AHF468	JY/83	TRAVIS PERKINS	TRA001	29.76	5.95	35.71	4440	300	29.76	Red Floor Paint	
02/02/2021	INV04543804	CONTRACT	WATER PLUS	WAT001	18.21	0.00	18.21	4230	200	18.21	Water Oct to Jan	
02/02/2021	INV04545665	CONTRACT	WATER PLUS	WAT001	22.91	0.00	22.91	4230	200	11.46	Pitch/Pav Water Oct to Jan	
								4420	300	11.45	Pitch/Pav Water Oct to Jan	
TOTAL INVOICES					2,250.89	325.51	2,576.40			2,250.89		
16/03/2021 Bathurst Park and Recreation Trust Page 25												
12:49 PRELIMINARY PURCHASE DAYBOOK User: CEHW												
Creditors for Month No 12					Order by Supplier A/c		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	
<i>Approval of Payments for March</i>												
12/02/2021	5562	45	AITKENS	AIT001	270.00	54.00	324.00	4300	210	270.00	Soil Conditioner	
01/03/2021	NO NUMBER	CONTRACT	DBC SOLUTIONS	DBC001	200.00	40.00	240.00	4440	300	100.00	Service of Fire Equipment	
								4095	150	100.00	Service of Fire Equipment	
27/02/2021	162352		EQUIPMENT HIRE	EQU001	31.00	6.20	37.20	4200	200	31.00	Repair to Sander for Benches	
06/03/2021	20468692	CONTRACT	FODDC	FOD001	70.00	0.00	70.00	4350	250	70.00	Annual Premises Licence	
28/03/2021	9138	JY/77/78/82/84/8	LIGHT FANTASTIC	LIG001	44.77	8.95	53.72	4440	300	7.88	Light Pavilion	
								4095	150	1.88	Hand Soap	
								4230	200	29.02	Shed/Repairs/Pond	
								4205	200	5.99	Tools	
22/02/2021	302 ABD571		TRAVIS PERKINS	TRA001	75.72	13.30	89.02	4230	200	75.72	Hire of Pump	
19/02/2021	0856 AHP630	JY/86	TRAVIS PERKINS	TRA001	154.58	30.92	185.50	4230	200	154.58	Sand/Cement for Pond Repair	
22/02/2021	0856 AHP699	JY/86	TRAVIS PERKINS	TRA001	35.98	7.20	43.18	4230	200	35.98	Cement for Pond Repair	
22/02/2021	0856 AHF701	JY/90	TRAVIS PERKINS	TRA001	10.18	2.04	12.22	4230	200	10.18	Cement Pond Repair	
22/02/2021	0856 AHF704	JY/91	TRAVIS PERKINS	TRA001	28.32	5.66	33.98	4230	200	28.32	Cement Pond Repair	
23/02/2021	0856 AHF724	TOWN CLERK	TRAVIS PERKINS	TRA001	96.12	19.22	115.34	4230	200	96.12	Sand/Cement/Trowels	
23/02/2021	0856 AHF784	CREDIT NOTE	TRAVIS PERKINS	TRA001	-154.58	-30.92	-185.50	4230	200	-154.58	Sand/Cement Returned	
04/03/2021	0856 AHG152	JY/87	TRAVIS PERKINS	TRA001	34.23	6.95	41.08	4200	200	34.23	Wood Protector for Benches	
TOTAL INVOICES					896.32	163.42	1,059.74			896.32		
VAT ANALYSISCODE OTS @ 0.00%					70.00	0.00	70.00					
VAT ANALYSISCODE S @ 20.00%					826.32	163.42	989.74					
TOTALS					896.32	163.42	1,059.74					