

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 01st June 2021 - 18

MINUTES OF THE BATHURST PARK AND RECREATION TRUST Meeting held via Zoom on Tuesday 1st June 2021 at 7.15 pm.

Present: Trustees R Kemsley (Chairman), J Carr, A Harley, C Harris, P Macklin, T Saunders, S Stockham, S Thomas-Brown, E Taylor

In Attendance: Mr S Holley – Trust Secretary
Mrs C Whittington – Lydney Town Council's RFO/FA Assistant

1. **APOLOGIES**

Apologies were noted from Trustees R Holmes, S Holmes, W Leach and C Vaughan.

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 22nd March 2021 as a correct record., with an amendment that the minute taker was Carol Wheeler, Seconded by Trustee Carr Vote CARRIED.

4. **FINANCIAL MATTERS**

4.1 **To consider the unaudited accounts for the year end 31st March 2021.**

The Trust Secretary made Trustees aware that unallocated funds from 20/21 of £28,125.11 had been carried forward from 20/21 due to unprecedented times with COVID and would not be expected to happen again. Proposed by Trustee Kemsley, Seconded by Trustee Harley and unanimously APPROVED.

4.2 **TO CONSIDER THE SCHEDULE OF PAYMENTS**

Proposed by Trustee Kemsley, Seconded by Trustee Carr unanimously APPROVED.

4.3 **TO NOTE THE TRIAL BALANCE FOR MONTH 1. BALANCE SHEET, INCOME AND EXPENDITURE REPORT AND BANK RECONCILIATION**

Noted

5. **FUTURE OF THE TRUST**

The Trust Secretary reiterated the Town Council's Solicitor had stated the assets of each Trust would need to remain in charity with the closure of one or the other Trust.

The Trusts could be moved to a Charitable Incorporate Organisation (CIO), which would still ensure Lydney Town Council as sole Trustees, this would enable a new updated constitution.

A lengthy discussion took place looking at the advantages and disadvantages, with Trustees feeling it would be easier as a CIO to obtain Grants and help a wider participation from other stakeholders. The Legal implications to the Sports Club who lease from Lydney Recreation Trust would need to be investigated fully.

Moving to a CIO would also ensure other groups could help in the management, with the Town Council retaining a majority. Trustees felt further clarification be

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asked of the Town Councils solicitors and be brought back for further decision making.

Action by – Trust Secretary

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6. TRUST SECRETARY'S REPORT

The Trust noted that due to the lifting of some COVID restrictions a Dementia Walk and a Mother and Baby Group, supported by the NHS were using the park for one off sessions.

7. FIREWORKS

There were no questions on the updated report provided by the Events and Grants Co-ordinator.

The Trust would like to move to a cashless system in future, but were aware of restrictions.

8. POLICY FOR VEHICLES LOCKED IN AFTER HOURS

The Trust Secretary advised recently a vehicle had been locked in the Park carpark overnight and reported this happened approximately once a year. The Town Council (on behalf of Bathurst Park) have no provision in place for staff to be called out after hours. Trustee Kemsley Proposed the current policy be continued, Seconded Trustee Carr

9. Lighting Conduction System on Pavilion

The Trust Secretary advised the repair work of £417.09 had been agreed under essential maintenance. Noted.

10. Proposed Community Event in the Park

The report had been taken to The Council as it had been agreed the event should be a Council run event.

11. Annual Play Inspection

The Annual Play Inspection from Monmouthshire County Council was quoted at a cost of £86.00 and was agreed. The Trust Secretary advised in future this would be dealt with by officers.

12. MEMBERS REPORT

Trustee Saunders asked if permission had been granted to the football club for a unit to be installed in the Park. The Trust Secretary advised more information would be required before being presented as an agenda item at the next meeting.

CLOSED SESSION

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.

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11. CONFIDENTIAL MINUTES
To be looked at again???

The meeting closed at 8.08 pm.

Chairman.....

Date.....

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Appendix 1

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PURCHASE LEDGER INVOICE LISTING User: CEHW

AGENDA ITEM 4-2

11:22

Order by Invoices Entered

Ratification Only

Creditors for Month No 1

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	
30/03/2021	CREDIT 19004		REVILL	REV001	-250.00	-50.00	-300.00	4210	200	-250.00	Credit for Hayter Mower
10/03/2021	505812239	CONTRACT	WPS HALLAM	WPS001	3,085.67	0.00	3,085.67	4080	100	3,085.67	Annual Insurance
01/04/2021	HBE051121	57	HEARTBURN	HEA001	450.00	90.00	540.00	4360	260	450.00	50% Deposit/Firework Display
07/04/2021	02611	59	LYDNEY MUSIC	LYD002	198.15	0.00	198.15	4360	260	198.15	20% Deposit/Firework Display
21/04/2021	1438	65	FOREST DRAINS LTD	FOR001	65.00	0.00	65.00	4440	300	65.00	Call out for Blocked Drains
13/04/2021	98236		GREENWORKS	GRE001	32.40	6.48	38.88	4440	300	32.40	Airsteril/insatallon Charge
13/04/2021	98235	53	GREENWORKS	GRE001	139.81	27.96	167.77	4440	300	139.81	Annual Contract AirSteril Unit
25/04/2021	LTC/001	50	GEMINI PROPERTY SERV	GEM	980.00	0.00	980.00	510	0	980.00	Guttering Repairs at Pavillion
31/03/2021	20733	CONTRACT	MJS	MJS001	244.00	48.80	292.80	4090	200	244.00	6 Monthly Service Alarm
14/04/2021	CD970160938	63	MJS	MJS001	180.00	36.00	216.00	510	0	180.00	Annual lightning Protection
08/04/2021	975580892	CONTRACT	BRITISH GAS WKSHOP	BRI001	53.94	2.69	56.63	4095	150	53.94	Gas: 02.03 - 31.03
08/04/2021	972812552	CONTRACT	BRITISH GAS PAVAJION	BRI002	89.38	4.46	93.84	4425	300	89.38	Gas: 02.03 - 01.04
08/04/2021	8597	55	FOREST EQUIPMENT	FES001	1,268.82	253.76	1,522.58	4235	200	1,268.82	Appli Litter Picking
08/04/2021	975560891	CONTRACT	BRITISH GAS WKSHOP	BRI001	50.84	2.53	53.37	4095	150	50.84	Electricity: 02.03 - 31.03
09/04/2021	959716068	CONTRACT	BRITISH GAS PAVAJION	BRI002	111.60	5.58	117.18	4430	300	111.60	Electricity: 02.03 - 31.03
14/04/2021	C CD70160938		MJS	MJS001	-180.00	-36.00	-216.00	510	0	-180.00	Annual Lightning Protection
14/04/2021	CD970160938	63	OMEGA	OME001	180.00	36.00	216.00	510	0	180.00	Annual Lightning Protection
TOTAL INVOICES					6,599.41	428.26	7,027.67			6,599.41	

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PRELIMINARY PURCHASE DAYBOOK User: CEHW

12:34

Order by Invoices Entered

TO APPROVE

Creditors for Month No 2

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	
21/04/2021	7160	64	AITKENS	AIT001	605.80	109.16	714.96	4300	210	605.80	Seed/ Mlb/Fertiliser
21/04/2021	7161	64	AITKENS	AIT001	160.00	0.00	160.00	4230	200	160.00	Grass Seed
20/04/2021	7429	61	AITKENS	AIT001	1,240.00	248.00	1,488.00	4230	200	620.00	Wildflower Seed
								4240	200	620.00	Wildflower Seed
30/04/2021	9654	JY/9	LIGHT FANTASTIC	LIG001	4.13	0.83	4.96	4245	200	4.13	Repair to Slids
23/04/2021	11787	JY/5	LYDNEY ESTATE	LYD001	50.00	10.00	60.00	4245	200	50.00	Play Assult Course Repairs
12/05/2021	0856 AH1998	JY/14	TRAVIS PERKINS	TRA001	18.32	3.66	21.98	4230	200	18.32	Yellow Line Marking Paint
18/03/2021	00116890	52	WETLAND PLANTS	WET001	1,000.00	200.00	1,200.00	510	0	1,000.00	Pond Plants
TOTAL INVOICES					3,078.25	571.65	3,649.90			3,078.25	
					VAT ANALYSISCODE	OTS @ 0.00%	220.00	0.00			220.00
					VAT ANALYSISCODE	S @ 20.00%	2,858.25	571.65			3,429.90
TOTALS					3,078.25	571.65	3,649.90				