

BATHURST PARK AND RECREATION TRUST

MEETING OF THE TRUST – 27 September 2021 - 24

MINUTES OF THE BATHURST PARK AND RECREATION TRUST Meeting
held at 3 Hill Street on Monday 27th September 2021 at 7.00 pm.

Present: Trustees R Kemsley (Chairman), A Harley, C Harris, R Holmes,
S Holmes, P Macklin, T Saunders, S Stockham, E Taylor

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

1. **APOLOGIES**

Apologies noted from Trustees W Leach, L Penny, S Thomas-Brown and C Vaughan. Trustees Cave and Greenwood were absent.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Trustee Harris Proposed the Minutes of the meeting of the Trust held on 26th July 2021 be approved as a correct record. Seconded by Trustee Saunders and APPROVED with three abstentions.

4. **FINANCIAL MATTERS**

4.1 **Schedule of Payments**

The Chair Proposed approval of the Payments listed. Unanimously APPROVED.
Appendix 1

4.2 **Trial Balance, Balance Sheet, Income and Expenditure Report and Bank Reconciliation for Month 5**

NOTED.

5. **TRUST SECRETARY'S REPORT**

No report.

6. **FIREWORKS**

The Trustee Chair reported that he and the Vice-Chair were satisfied that planning for the event was well in hand. Danter's Funfair had been requested to provide confirmation of their Public Liability Insurance. The Trust Chair would look at numbers of Volunteers and allocate places near the event.

7. **STRATEGIC PLAN**

A list was provided of requirements that came from the Strategic Plan 'brainstorming' session held on 6th September and the Trustees felt there were several good ideas to move forward. It was agreed to have a further meeting to discuss an Action Plan, with 1st November the likely date. Trustees felt that a sensory play area, the lighting of the avenue, the refurbishment or repurposing of the tennis court and additional seating in the park were the high priorities. The Trust Secretary asked Trustees to email any further suggestions prior to the next meeting.

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8. **DRAFT BUDGET 2022/23**

The Trustee Secretary provided a Draft Budget which officers had worked on and asked the Trust to consider any amendments and further budgetary requirements. The meeting of the 1st November may provide figures that could be incorporated in the budget, which would have to be agreed at the meeting of the Trust on 29th November.

9. **CORRESPONDENCE**

It was reported that several letters had been received expressing thanks and congratulations for the Community Event held in the Park on 4th September.

10. There was no Item 10

11. **TRUSTEES' REPORTS**

Trustee Saunders asked if keys were available for the tennis courts in winter, when the café was closed. The Trust Secretary advised he would look into current summer use to see how much the courts were being used and take any decision from there.

CLOSED SESSION

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

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.

13. **PAVILION CAFE**

(i) Currently, due to COVID, the tenant of the Pavilion Café was not allowing anyone in the building, even to use the disabled toilet. This had resulted in some complaints and the Trust felt efforts should be made to ensure the inside toilets were available next season. The Chair offered to discuss this with the tenant.

(ii) The Trust Secretary reported that the tenant of the Café had been paying for the maintenance of the hoist in the disabled toilet for some years. This was something she felt should be covered by the Trust and the Trust Secretary asked if anyone was aware of a reason for the arrangement to continue. As no reason was known, the Trust AGREED it should take over the maintenance arrangements for the hoist with immediate effect.

The meeting closed at 8.26pm

Chair.....

Date.....

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Appendix 1

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 PURCHASE LEDGER INVOICE LISTING User: CEHW

Creditors for Month No 5 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	
31/07/2021	10186	JY0203041M44LIGHT FANTASTIC	LIG001		150.78	30.15	180.91	4200	200	144.02	Paint for benches/Rate
										8.74	Rate
03/09/2021	INV05179397	CONTRACT	WATER PLUS	WAT001	3.88	0.00	3.88	4230	200	1.83	Charges 30.04 to 30.07 50%
										1.83	Charges 30.04 to 30.07 50%
01/09/2021	INV05178824	CONTRACT	WATER PLUS	WAT001	19.41	0.00	19.41	4230	200	19.41	Charges 30.04 to 17.07
09/09/2021	99899999	CONTRACT	BRITISH GAS PAVILION	BR002	82.43	2.62	85.05	4425	300	82.43	Gas 04.07 to 03.08
10/09/2021	718399511	CONTRACT	BRITISH GAS PAVILION	BR002	9.45	0.47	9.92	4425	300	9.45	Gas 04.08.21
19/09/2021	739899513	CONTRACT	BRITISH GAS WKSHP	BR001	9.93	0.48	10.11	4085	160	9.93	Gas 09.07 to 10.08
04/08/2021	8948	55	FOREST EQUIPMENT	FEB001	1,298.82	253.78	1,522.88	4295	200	1,298.82	August Litter Picking
10/09/2021	718991786	CONTRACT	BRITISH GAS WKSHP	BR001	72.88	3.63	78.31	4085	160	72.88	Electric 08.07 to 10.08
10/09/2021	718591781	CONTRACT	BRITISH GAS PAVILION	BR002	480.88	90.17	541.08	4430	300	480.88	Electric 09.07 to 10.08
TOTAL INVOICES					2,037.63	381.28	2,419.21				2,037.63

23/09/2021 Bathurst Park and Recreation Trust 21/22 Page 41
 16:17 PURCHASE DAYBOOK User: CEHW

Creditors for Month No 6 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		
18/09/2021	812983	74	CHARLES SALUNDERS	CHA001	107.99	21.59	129.57	4436	300	107.99	Toilet Roll/Descalc	
15/08/2021	8330		FREEMAN HEATING	FRE001	490.00	0.00	490.00	4085	160	60.00	Gas Service	
										4065	Gas Checks	
										4440	Gas Service	
										4440	Gas Service	
31/08/2021	18943		LIGHT FANTASTIC	LIG001	51.00	10.32	61.32	4230	200	45.97	Paint and Wood	
										4300	Wood	
01/09/2021	21182	CONTRACT	MJS	MJS001	180.00	32.00	192.00	4090	200	180.00	6 Mhly Service	
24/08/2021	79184103	88	MONMOUTHSHIRE	MON001	260.00	70.00	420.00	4345	200	260.00	Replace Springs/Spring	
TOTAL INVOICES					1,119.58	133.91	1,253.49				1,119.58	
VAT ANALYSISCODE NRG @ 0.00%					450.00	0.00	450.00					
VAT ANALYSISCODE S @ 20.00%					599.58	133.91	803.49					
TOTALS					1,119.58	133.91	1,253.49					

AGENDA ITEM 4-1

