

Minutes of the meeting held on Monday 7th March 2022

Attendees

Name	Naomi Williams	Kirsty Richardson	Amberley Diamond	Joanna Hart	Luci D-P	Gavin Wood	Nigel Hawkey	Jo Walshe
	NW	KR	AD	JH	LDP	GW	NH	JW
Role				PC	Bookings	secretary	PC	Treasurer
Present?	NO	YES	YES	YES	YES	NO	NO	YES

This was a virtual meeting held on Zoom.

2022 Meeting Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
--	07	07	04	09	06	04	--	05	03	07	05

Approval of previous minutes

Previous minutes of 7th February 2022 agreed.

Health and Safety Issues

No issues arising.

Monthly Playground checks are continuing to be done by Kirsty with Luci's help.

KR to submit to PC.

ACTION: KR / LD-P

Fire extinguisher has been serviced and an additional one added to the attic.

Pop-up pub

Landlord guidelines and risk assessment prepared by Adam Griffiths. Gavin to send on to the PC.

ACTION: JH / NH to report (via GW) to PC

Financial Matters

Current balance is £8,791.91 (£9,169.62) on 28th January 2022.

Including payments:

Payments out:

- Southern Electric: £189.34
- Gas: £87.05
- Grundon bins: £7.07
- Castle Water: £58.25
- KWC Heating, thermostats: £156.00

Payments in:

- A Dillon – 120.00 - hire

Items for approval:

Mike Chitty, repairs to heating thermostats - £144.00

Tom Coates, repair to front steps - £300.00

Laura Haigh, TENS for Astonbury - £21.00

Meter Readings 18/02/2022: GAS: 14737 (14635) Electricity: 67005(66738)
These readings have been submitted
VAT information has been submitted to the PC for reimbursement: £1,757.60

Administrative Matters

JW will remove BP as a signatory of the ARC bank account as he has stepped down from the ARC and LD-P kindly agreed to be added as a signatory. JH has completed forms and now awaits signature from NH and LD-P.

ACTION: JH/NH/LD-P

Reports from Clubs and other Rec Ground Users

Cricket Club Requests

Provision of Trophy Cabinet: Questions to be resolved: where would it be located? Is it moveable? Possibly a corner cabinet? Who pays ? Clarity required from Cricket Club.

Provision of Chicken Wire around certain parts of the Boundary : Where precisely ? please provide a clear plan. Effect on wildlife ? Who pays how installed?

ACTION : GW to please clarify with cricket club

Fundraising and Social

Astonbury

Planning for Astonbury continues to be underway and a separate organising committee is meeting monthly – further volunteers are welcome. The date of 11th June 2022 is confirmed.

AD has circulated action minutes of these meetings, which were discussed. Charlotte Wigge is preparing the Risk Assessment.

AD pending final quotes from suppliers with anticipated price rises from 2018. AD reviewing small print and cancellation policies to finalise potential maximum up-front loss. An increase in the ticket price will reflect the inflation.

ACTION: AD

Other matters discussed:

Marquee – JI received a quote of £635 net for a like-for-like replacement of the marquee. ARC looking to see if a local estate agent may consider donating this. ARC approved cost for replacement.

ACTION: AD to clarify on the estate agent donation and take forward.

Maintenance

Signage

Notice Board for pavilion has arrived and need to be put up by Jeremy Imbush
External sign in field: details circulated by KR. Changes all agreed based on new proof.

ACTION: KR

Internal Decorating

KR / AD / Annika Carter to provide colour inspiration. Tongue and groove being investigated or maybe embossed wallpaper – agreed to postpone until late April / early May and tie in with the options of easy hanging rails and display options for local artists.

ACTION: KR / AD -postponed

LD-p to measure the size of the pavilion and prepare some flooring quotes for discussion at the next meeting

ACTION: LD-P

Benches

Benches from the rec had been loaned to the pub whilst it was open.

ACTION: AD to investigate their whereabouts

Pavilion Balustrades

Jeremy Imbush's works to stain the balustrades is now on hold for winter. The Committee acknowledge the good progress to date.

Pavilion Uprights/Steps

Tom Coates has completed the pavilion steps for which we are very grateful.
ARC discussed the handrail options and will look at the steps to further discuss cost-efficient options. In the interim, JI will prepare a quote for the wrought iron options as ARC agreed the wooden like for like costs seemed excessive (c.£1000+).

ACTION: KR

Wi-Fi for the Pavilion

No conclusion drawn from the last email trail in December. Possibly link this into the full fibre initiative. To discuss in further detail at next meeting.

Development plans

Significant spending ideas

Renovation of the existing boules pitches

ACTION: AD

Table tennis installation, including bats, balls and fitting at reg, designed for use at public space – approximately £1000.

ACTION : GW to please discuss with cricket club re potential positions

Consider a pedestrian gate at the vehicle access point on Chalk Hill

Long table and benches near to the playground as additional seating

Monthly Tasks / Jobs Calendar

The jobs calendar was reviewed – it was noted that some of the tasks are now undertaken at different times from stated.

ACTION: JW to review the Jobs Calendar and update.

Spring work Day

ARC discussed the spring workday to be in combination with the PC spring day.

ACTION: NH and GW to agree a date

Proposed date 2nd April

Any Other Business

Mowing of grass, clarity required on rolling and germinating.

Garage access: leave a spare key in the plant room for emergency access as needed. Check with Gavin how many spare keys there are.

ACTION: GW

Jobs Calendar

Month	Health & Safety	Process	Social
January	Playground checks Fire extinguisher check		
February	Playground checks	Meter Readings	
March	Playground checks (inc. ROSPA checklist)	Ensure payments up to date Final VAT return before mid-March Visual Inspection of Pavilion and facilities in recreation ground.	Spring Work Day

April	Playground checks	Prepare FY accounts Weed & feed grass Review Gas & Electricity contracts (expire end Aug 2022)	
May	Playground checks	Internal Audit (Steve Morant) Meter Readings	
June	Playground checks (inc. ROSPA checklist)	AGM	Astonbury
July	Playground checks RoSPA playground check	Review recreation ground risk assessment.	
August	Playground checks	Meter Readings	
September	Playground checks (inc. ROSPA checklist)	Prepare budget for next year	Autumn Work Day
October	Arrange & carry out PAT test by 14th October Playground checks	Present budget to PC	Safari Supper
November	Playground checks Boiler Service	Meter Readings	Bonfire Night
December	Playground checks (inc. ROSPA checklist)		