

## Minutes of the meeting / AGM held on Monday 3<sup>rd</sup> October 2022

### Attendees

Name	Susan Pallet	Kirsty Richardson	Amberley Diamond	Joanna Hart	Luci D-P	Gavin Wood	Nigel Hawkey	Jo Walshe
	SP	KR	AD	JH	LDP	GW	NH	JW
Role				PC	Bookings	Chair	PC	Treasurer
Present?	Yes	YES	YES	NO	YES	YES	YES	YES

Held at Pavilion

### 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

Welcome to our latest recruit Susan Pallet!

### Approval of previous minutes

Previous minutes of 5<sup>th</sup> September 2022 approved. A correction was noted in the financial matters – The payment to Jeremy Imbush was £521.64 not £430.00 as recorded in the minutes of 5<sup>th</sup> September 2022.

### Health and Safety Issues

Play Equipment

Summary of RoSPA report August 2022 attached as an appendix.

Majority of risks raised are low/medium. The most significant items are: Basketball backboard missing lettering and the basket swing attachment point; Cableway traveller was noted as a potential high risk, albeit due to not being able to inspect it correctly.

Any actionable items will be included on the next work day. Noted that (instead of RoSPA) Fawns could do the inspection to satisfy RoSPA's queries for £1,800 plus vat, but then any additional parts would need to be paid for and would not include any further guarantees.

**Action : KR**

### Financial Matters

Current balance was £7,344.12 (£11,920.74) on 30th September 2022.

Including payments:

Payments out:

- Jemma Bowler August clean 3x2 hours, 1x1 hour: £110.00
- Luci D-P, Rug Dr Hire: £24.99
- RoSPA inspection: £121.80
- Rich Cox, fireworks: £3,229.71
- Grundon bins: £32.05
- Castle Water: £42.43

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- Jemma Bowler September clean 2x2 hours: £60.00
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- Moorhouse Heating boiler servicing: £474.00

### Payments in:

- Georgie Ward hire: £40
- Page-Smith hire: £60.00

### Payments pending:

- Jeremy Imbush work and materials: £438.91

Meter Readings 26/09/2022: GAS: 15191 (15144) Electricity: 69158 (68856)

These readings have been submitted.

Budget plan 23/24 presented by JW. Acknowledged that there are various large items of expenditure anticipated, including maintenance costs of C£2,500 and gas / electricity £c.2,400 total. It was considered that Astonbury income would be slightly higher than the initial budget and this would be increased in the next turn of the budget. The amended budget projects that income and expenditure would roughly balance. The budget will be revised on this basis and then made available to be presented at the next PC meeting on 17<sup>th</sup> October.

### **ACTION: JW**

Energy costs : quotes have been provided via a comparison site, and additional quotes will be sought. Responding to any energy provider queries, in terms of legal entity, ARC is a sub-committee of the PC and is, therefore, considered to be part of local government.

Refurbishment costs; quotes for a variety of works including flooring and decorating have been secured for but very expensive (up to c£10k).

Wall decorations are considered to be immediate priority and a further quote is being obtained by AD to ensure that three quotes available to consider best value.

AD to provide a summary table of quotes received (three will be required) with recommendation for appointment to be considered by the PC.

The committee decided to prioritise the decoration over the flooring in 2023/24. A further quote will be obtained for completeness.

### **Action : AD**

## Administrative Matters

### **Monthly playground checks**

- RoSPA inspection has been received. Actions to be addressed as set out (see above).
- Public facing sign : JI in possession and needs to be put in position. All agreed to do this in the most cost effective way possible (on the post it came with or attached to fencing). Tom Coates is happy to help with this.

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**ACTION : KR to follow up with JI**

Table tennis table base : Three quotes are required, and we can then decide whether £3k is an appropriate sum.

**ACTION: LD-P**

**Boules**

Quotes also to be obtained, but to save money maybe this could be done instead on the Spring works day?

**ACTION: LD-P**

## Reports from Clubs and other Rec Ground Users

None

## Fundraising and Social

Safari Supper was a great success, particularly with use of the Village Hall. Many thanks to Susan, Laura and Berenice for organising. 50% of the profits to the foodbank.

**Astonbury**

Agreed by PC that £1,000 of profits from 2022 will be split between Air Ambulance (Alan Dodd family's charity) and The Brain Tumour Charity.

Arrangements being put in place planning for 2023.

**ACTION : AD**

**Bonfire Night**

Budget has been approved. The sub-group is up and running and next meeting is this week. Posters to be provided by Mark Pallet, and distributed asap.

**ACTION : SP**

## Maintenance

Tree survey - trees encroaching on Rec, could do with a trim. Can JH find existing tree survey?

**ACTION : JH**

Jl's latest list has been provided to KR, and discussed in summary.

All white woodwork will need treating, professional quotes to be provided. Need to wait until after the winter, but it will be expensive.

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Gutters need urgent cleaning. Metal junctions to dormer also need repointing, and fitting of steel plates to balustrades. Thanks to Richard Cox for his help with this.

Main pillars and cross beams will also need replacing.

Goal post repairs need to be sorted.

Playground gate to be repaired

PAT testing is in hand, and will be followed up by JW

### **ACTION : JW**

Boiler certificates have recently been circulated by KR in relation to the recent inspection by MHL.

## Development plans

Nothing to report in addition to the above

## Monthly Tasks / Jobs Calendar

The jobs calendar was reviewed.

## Any Other Business

Christmas dinner 2022 to be arranged

### **ACTION : GW**

## AOB

All Slaughtered Lamb furniture has been now donated to charity.

The Committee would welcome new members – please approach any member of the committee if interested.

## 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	

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		Weed & feed grass Review Gas & Electricity contracts (expire end Aug 2022) PAT Testing	
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 Boiler Service	
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)	Fire Extinguisher checks	

### Appendix – RoSPA report summary - August 2022

All items inspected were deemed low or very low risk, with the exception of those mentioned below. The full report has been circulated for information and any additional detail.

#### Medium Risk

Basketball post – item has some parts missing (backboard graphics).

Swing basket – The support components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis.

TASK: dismantle and inspect according to manufacturer's instructions.

Trim Trail – This equipment relies on one post for its stability. Special attention should be paid to the maintenance and if necessary decommissioning the item before the end of its operating life.

TASK: Consult with the manufacturer's guidance to determine suitable maintenance.

#### High Risk

##### Cableway

Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to carry out a full dismantling inspection at least once per year. Damaged cables require replacement. This cannot be determined

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during an annual inspection, and is excluded from our inspection. This finding is generally high risk if no action is taken. Refer to manufacturer's instructions to ensure the correct check is carried out.

TASK: Conduct and appropriate dismantling inspection according to the manufacturer's instructions, and not at least annually. The trolley mechanism can be checked at the same time.