

## Minutes of the meeting / AGM held on Monday 5<sup>th</sup> September 2022

### Attendees

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

Held via 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 5<sup>th</sup> July 2022 approved.

### Health and Safety Issues

RoSPA inspection carried out in July. Key highlights (see appendix for more details): Majority of risks raised are low/medium. The most significant items are: Basketball hoops missing parts; Cableway traveller raised as a high risk, KR to speak to Fawns as it should last 20+ years; hard surface on multiuse surface; trim trail ok post remedial work. Nothing major to report. PC to note RoSPA inspection and no major risks highlighted.

### Financial Matters

Current balance is £11,92074 (£8,506.88) on 31<sup>st</sup> August 2022.

Including payments:

#### Payments out:

- Jemma Bowler June Cleaning 2x2 hours, 2x1.5 hours, £15 Rug Dr collection: £130.00
- Jeremy invoices: approx. £1,194.73
- Grundon bins: £31.82
- Gas: £36.51
- Castle Water: £42.43
- Rustic Management: £160.00
- Jemma Bowler: July clean 3x2 hours, 1x1.5 hours £117.50
- Electricity: £175.00
- Gas: £34.56
- Castle Water: £42.43

#### Payments in:

- Astonbury (SumUp): £5,369.31
- Page-Smith hire: £60.00

#### Payments approved:

- RoSPA inspection: £121.80
- Jemma Bowler, August clean 3x2 hours, 1x1 hour: £110.00
- Luci D-P, Rug Dr Hire: £24.99
- Jeremy invoice for Balustrades & materials: £430

Meter Readings 27/08/2022: GAS: 15144 (15061) Electricity: 68228 (68856)

These readings have been submitted.

## Administrative Matters

### Monthly playground checks

- GW recruitment poster circulated : Applications still awaited! All to keep asking around.
- 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).

**ACTION : KR to respond to JI and arrange.**

- Flooring – PC has agreed in principle to the flooring quotes presented. To progressed at next meeting, as don't want new flooring before Bonfire Night.

**ACTION : KR/AD to consider interior scheme.**

- Table tennis table: SODC has agreed to pay for the table (~£500, Decathlon model as previously advised). However the hardstanding and fixing still needs to be done, likely cost is £3,000. Tony Page Smith (Aston Building Company) happy to provide the labour for free but material cost need to be clarified. Potential locations considered: next to boules pitch or close to Pavilion (to left hand side when facing to avoid tree debris).

**ACTION : LD-P to get 3<sup>rd</sup> quote. GW to confirm Cricket Club happy with both locations. JH to add to PC agenda to use some of recent donation to the PC for this.**

- Boules Pitch : Timber needs replacing but surface seems fine. Quotations to be sought.

**ACTION : LD-P**

## Reports from Clubs and other Rec Ground Users

JW has had further discussions with the Blewbury Amazon girls team to use rec for matches. There are currently 3 dates pencilled in, expect further dates to come though. Agreed that they would have access to the Pavilion for toilets and kitchen for tea & coffee only (not changing rooms/Club room). Agreed they would clean afterwards. Cost agreed at £20 subject after first 3 matches. They will need to collect keys when using and ensure gates locked at end, as per standard terms. When weather wet there will not be enough space for cars, so encouraging them to use the Village Hall. Agreed need to take a £100 cheque as guarantee (won't be cashed unless there is an issue).

**ACTION: JW to follow up. LD-P to provide keys as per standard terms.**

**ACTION: All to review T&C's for discussion at next meeting, so that Word document can be updated.**

**ACTION: Noted that a key lock could simplify key arrangements. Parish Clerk to review insurance documents as this may restrict this.**

A recent hirer had not left the Pavilion in the state that is expected, despite clear instructions up front. This has caused unnecessary stress for the volunteers that kindly give their time to support the Pavilion. On this occasion it was agreed not to cash in their deposit cheque (due to some confusion

## Astons' Recreation Committee

over the fridge and chairs/tables), however ARC agreed to reserve the right to not hire to this villager in future without significant assurance.

'Slaughtered Lamb' pop up pub has now closed as pub should open shortly. The large fridge has been removed. The future of the pub furniture will need to be considered.

**ACTION: AD to discuss with those involved in the pop-up pub.**

## Fundraising and Social

### Astonbury

Following discussion at the July meeting it is proposed that £1,000 out of the profits (less than 25% of the profits, pre-VAT reclaim) is donated to charity. The split will be 50:50 between Air Ambulance (Alan Dodd RIP) and the Brain Tumour Charity (£500 to each).

**ACTION: JH to add the above to the PC Agenda for approval**

With such strong feedback, it is hoped to repeat Astonbury 2023, for decision early 2023.

### Safari Supper

Date is confirmed for 1/10, fantastic organising team is back on the case. As usual 50% of the proceeds will be donated to the Didcot Food Bank. All agreed the Pavilion should be made available for the pudding course, if no one else volunteers.

### Bonfire Night

5/11 is a Saturday, likely to be preferred date but this clashes with half-term. Richard Cox has agreed to put on the show again and having explored firework options, has asked for approval for £2,700 to purchase fireworks (exc VAT), a £200 increase on last year due to price increases.

**ACTION: JH to add the above to the PC Agenda for approval**

Team for Bonfire Night is in place: AD to lead the charge; JH to manage the finance; Albie Way to manage Bar; JW has agreed to lead the food squad; Nick Issac is happy to lead the Bonfire Crew.

### SODC Family Event – Friday 4 August

This free event was well attended and they may come back again. The purpose was to encourage more kids to be active.

## Maintenance

Jl continues to do sterling work, all thanked Jeremy.

Jl's latest email was discussed: Balustrades need some pre-emptive work, otherwise they will need fully replacing. Expect total cost ~£275. Main gates also need some work ~£60. Approved for Jl to action.

KR reviewed action list with Jl and prioritised the key actions, some of which require companies to be contracted to fix. The key ones are roof struts in garage and Pavilion – KR to ask Jl to get quotes.

Jobs for next ARC work day: trees encroaching on Rec, could do with a trim (to consider an updated tree survey) & hedgehogs/gutters cleaning (could this be done at same time as roof work?).

**Action: KR to follow up with Jl. JH to find tree survey and discuss at next meeting.**

## Development plans

Nothing to report in addition to the above

## Monthly Tasks / Jobs Calendar

The jobs calendar was reviewed.

### Any Other Business

### 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) 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 is also 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 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.*