

Minutes of the meeting / AGM held on Monday 6th June 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	NO	YES	NO	YES	YES	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 9th May 2022 approved.

Health and Safety Issues

No issues arising.

Financial Matters

Current balance (31st May 2022) is £5,533.24 (£10,284.10).

Payments out:

- Mike Chitty, repairs to thermostat: £144.00
- The Lightyears (Astonbury) deposit: £500
- Laura Haigh, Sumup Card readers x 1: £94.80
- Laura Haigh, Sumup Card readers x 2: £158.40
- Mike Chitty, PAT test: £162.00
- Grundon bins: £31.28
- True Sound stage & sound system hire (Astonbury) dep: £875.00
- True Sound stage & sound system hire (Astonbury): £2,625.00
- Gas: £44.69
- Electric: £157.44
- Castle Water: £58.25

Payments in:

- Tom Houseman Metafit hire: £100

Payments pending:

Jemma Bowler, new cleaner, £30 for 2 hours

Lightyears (Astonbury): £1,700

Meter Readings 25/04/2022: GAS: 15013 (14961) Electricity: 67869 (67529)

These readings have been submitted

Accounts approved by Steve Morant, and our sincere thanks to Steve for undertaking this.

Administrative Matters

Monthly playground checks

- KR has circuited latest Inspection checklist, Actions will be completed before Astonbury. Need to remove one trim trail upright and pack resultant hole (GW and KR to action). Tom Coates has cut the grass

- RoSPA coming in July

ACTION : KR

- **Marquee has been purchased with funding agreed by PC. Awaiting an invoice from JL**

- **ACTION : JW**

- GW has now drafted a recruitment poster. Amend to emphasise a variety of jobs / time commitment (and it can even be enjoyable!)

ACTION : GW

- Public facing sign : JI in possession. KR to liaise with him re exact position.

ACTION : KR

- Flooring - Possibly investigate use of cushioned laminate to reduce noise issues? Discuss at next meeting.

ACTION : LD-P

- Loan of benches from the pub for the Rec: They are now at the Rec – by the Pavilion.

- Card Readers: All sorted

- Table tennis (concrete base, from Decathlon c£850) : put next to the playground. Agreed that this will put on hold until after Astonbury. SODC are offering the possibility of grant supporting table tennis. **Details to be circulated by JH (done).**

ACTION : LD-P

- Boules Pitch : Timber needs replacing but surface seems fine. Quotation to be sought. **ACTION : LD-P**

Reports from Clubs and other Rec Ground Users

Nothing to report in addition to the above

Fundraising and Social

Astonbury

We have already spent approximately £4,000 and a further £1,700 is due week commencing 6th June.

We have pre-sold 308 adult tickets and expect another 100 approx. on the day. We suspect that there will be 150-200 children on top of this. Potentially £6k income with tickets, and then hope to make money on bar and catering. Volunteer support being drummed up for rotas are in need of extra volunteers, particularly later in the evening.

Risk Assessment has been reviewed, including insurance.

Car parking being sorted between GW and NH, including egress as well as ingress. Manor Fields to be used as overflow if needed.

Our continuing thanks to Amberley and the rest of the Astonbury committee who are driving this event forward.

Maintenance

PAT Testing

Done and paid, with certificate issued

Bin emptying

May need to increase collection frequency over the summer, given cricket and Astonbury. Keep under review

Development plans

Nothing to report in addition to the above

Monthly Tasks / Jobs Calendar

The jobs calendar was reviewed.

Any Other Business

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 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	